

## ACCOUNTANT'S SERVICES

All companies incorporated in Singapore must keep proper accounting records to evidence the business transactions that took place during the course of operations. This is stipulated in the Companies Act. Such accounting records must be kept for a period of 5 years after the completion of the transactions.

We assist management in the following monthly/quarterly accounting and book-keeping functions:

Setting up the accounting system and its processes to facilitate the month-end closing;  
Preparation the trial balance, profit or loss statement and balance sheet;  
Preparation of the audit schedules;  
Bank reconciliation;  
Liaise with auditors and address audit queries (optional);



## FINANCIAL REPORTING

Companies are required to prepare unaudited financial reports (commonly known as "compilation financial statements") in a format defined by the Companies Act and the Singapore Financial Reporting Standards before holding the Company's Annual General Meeting. Accordingly, it is essential for the Company to prepare the financial reports to ensure compliance with a statutory requirement.



## CORPORATE INCOME TAX PREPARATION

Companies are required to estimate its chargeable income and provide the tax authorities with the estimated chargeable income within three months from the end of its financial year. Apart from filing the ECI, the Company is also required to report its actual income by filing an Income tax return (Form C/Form C-S) to the tax authorities.

We assist management in the preparation of the ECI and Form C/Form C-S base on the relevant accounting records.



## GOODS & SERVICES TAX ("GST") PREPARATION

GST is a consumption tax that is levied on the supply of goods and services in Singapore and the import of goods into Singapore. GST is applied to the selling price of goods and services provided by GST registered business entities in Singapore. As a GST registered entity, it is required to submit a return to the tax authorised based on the accounting cycle, generally on a quarterly basis.

We assist management to prepare the quarterly GST return for submission to the tax authorities.



## PAYROLL ADMINISTRATION

We assist management in the following payroll administration services:

Maintain payroll records Compute monthly salaries, overtime, CPF and other deductions Arrange for payment of monthly CPF and other contributions to the relevant authority; Prepare monthly payslips to employees and payroll summary report; Assist to prepare statutory declarations and personal income tax forms for submission to the relevant authorities i.e. Form IR8A, Form IR21



# PACKAGE COMPONENTS

*Our packages are priced based on the number of transactions that took place in the Company's bank statements. Bank transactions exclude bank charges and bank service fees*



## SUBSCRIPTION

Xero cloud accounting subscription – One (1) Year  
 Invoices (Sales & Accounts receivables) | Bills to pay (Expenses & Accounts payables)  
 Products and services (Inventory) | Banking and bank feeds (Bank features) | Fixed Assets register  
 Contacts (All, Customers & Suppliers) | Reports



### ACCOUNTANT'S SERVICES

Handles bank reconciliation for all banks  
 Manage fixed assets | Prepare manual journals  
 Prepare audit schedules | Generate reports

#### Deliverables are:

Management reports | Balance Sheet  
 Profit or loss | Audit schedules  
 General ledger listing

**From \$300/month**



### GST SERVICES

Review GST treatment on transactions recorded  
 Prepare GST transaction listing | Form 5  
 Submission online

#### Deliverables are:

GST Form 5  
 GST Transaction listings  
 Submission acknowledgment form

**\$180.00/quarter**



### FINANCIAL REPORTING

Prepare statement of directors  
 Draft financial statements | FRS format  
 Prepare statement of cash flows | equity  
 Prepare significant accounting policies | Notes to accounts

**\$600.00 - \$800.00/year**



### TAX SERVICES

Prepare corporate tax computation  
 Prepare tax schedules | Capital allowance calculations  
 Prepare tax forms | Form C | Form CS  
 Submission online | Estimated | Final

**\$600.00 - \$800.00/year**

# PACKAGE PRICES



### Basic

Transaction size: Up to 35/month

**\$390.00/month**



### PRO

Transaction size: Up to 50/month

**\$590.00/month**



### PREMIUM

Transaction size: Up to 100/month

**\$790.00/month**



### SUPREME

Transaction size: More than 100/month

**\$990.00/month**