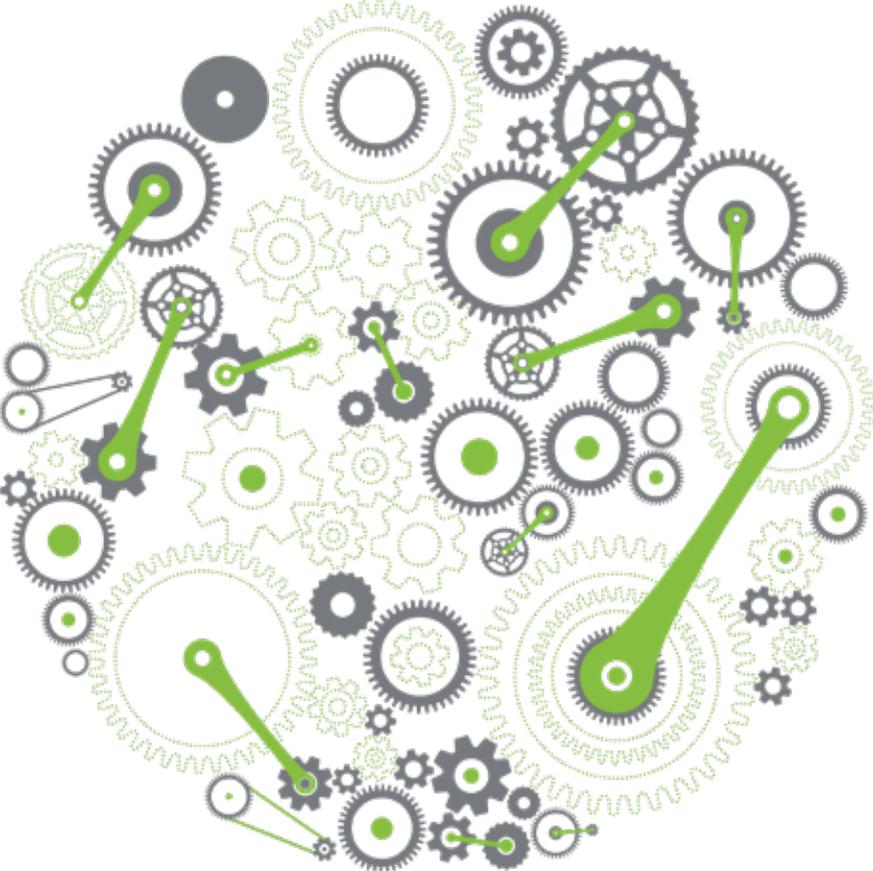


Deloitte.



Business Process Solutions

Enhance your business performance
and efficiency

**Unique approach
to assist businesses
to identify their
most suitable
operating models
and organisational
priorities to enhance
performance and
efficiency**



New challenges, new opportunities

Businesses today are facing a rapidly-evolving landscape from regulatory changes, continued advances in technology, and the adoption of more sophisticated approaches by revenue authorities. As a result, businesses need confidence that they have the appropriate mix of in-house and external resources to manage essential operational process efficiently with visibility, flexibility, transparency and control.

Deloitte's unique approach assists businesses to improve the management, oversight, and control; of their accounting, tax, human resources processes and statutory compliance, through a flexible mix of in-house and external resources as well as automation. The approach will also allow businesses to focus on their competitive advantage through the use of external service providers of the highest quality.

How can we assist your organisation

Deloitte's BPS provides extensive experience and resources through the combined service delivery of Accounting and Bookkeeping Services, Payroll Outsourcing Services and Company Secretarial Services. Our practitioners adopt these services to assist clients to attain significant process improvements at lower cost and risk that suit their specific needs.

Deloitte's global network gives you access to the right skills wherever you need them. Our specialists have hands-on experience in all established ERP systems, have a large pool of know-how, international connection and network, and specialise in your industry.

Menu of services



Deloitte BPS Services

Accounting and Bookkeeping

Deloitte offers a wide range of accounting and bookkeeping services - organisational, analytical, and recording services for the financial activities of a business, and the preparation of various reports covering the financial transactions and statutory reports. Some of the services include:

- Recording of transactions for all balances in financial statements
- Preparation of financial statements and reporting packages for internal and external requirements with a focus on management, corporate and statutory requirements
- Reviewing and processing supplier invoices, recording of payments and maintaining accounts payable aging reports
- Preparation of sales invoices, credit and debit notes based on the organisation's management instructions, recording and maintaining collection reports
- Payment processing and generating payment reports
- Maintaining fixed asset register, inventory records and other accounting schedules
- Performing fixed assets counts, inventory counts and surprise cash counts
- Assisting with the organisation's budgeting process and in the development of accounting practices and procedures
- Analytics visualisation and business process automation



Payroll Outsourcing

Deloitte's payroll outsourcing services will assist businesses to create efficiencies in order to focus on more time consuming human resource tasks. Deloitte's main focus is human resource administrative activities. Businesses can choose to outsource administrative tasks in order to better manage human resources costs and employer-related risks, reduce the administrative burden, maintain strict information confidentiality, and improve organisational effectiveness. Our services include:

- Payroll processing
- Benefits administration
- Human resources (HR) support



Contract Personnel Support

Deloitte's BPS has a pool of qualified and experienced finance professionals, ready to be deployed to assist businesses for long term or short term secondments. The team comprises of a selection of individuals who will be able to support various levels of roles, from data-entry roles all the way to CFO/Finance Manager level. Deloitte's Contract Personnel Support services help businesses fulfill immediate job requirements so as to avoid disruptions to operations or financial reporting process.



Company Secretarial Services

Deloitte provides a full spectrum of corporate secretarial services to assist businesses establish a presence in Singapore, and assist businesses fulfill all of their ongoing regulatory requirements in an efficient manner. Our highly-skilled and helpful team is happy to assist with any queries that you may have in relation to corporate secretarial services together with any other points of company law that may arise. Our services include:

- Company incorporations
- Registered office/correspondence address
- Branch and Representative office registration
- Bank account opening
- Attendance at board and shareholders meetings
- Provision of nominee company secretary
- Provision of nominee director by our external working panels
- Annual filing with the Accounting & Corporate Regulatory Authority of Singapore (ACRA)

Deloitte's experienced and qualified corporate secretarial teams are able to assist you on the following special engagements to meet the statutory compliance requirements and corporate governance matters due to businesses' corporate restructuring exercises. These are some of the special engagements where Deloitte can assist:

- Conversion of share capital currency
- Allotment of shares
- Transfer of shares
- Share capital reduction
- Short-Form Amalgamation
- Amendment to Constitution
- Application of striking-off
- Deregistration of branch
- Application of Transfer of Registration (redomiciliation)

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Comprising approximately 340 partners and 8,800 professionals in 25 office locations, the subsidiaries and affiliates of Deloitte Southeast Asia Ltd combine their technical expertise and deep industry knowledge to deliver consistent high quality services to companies in the region.

All services are provided through the individual country practices, their subsidiaries and affiliates which are separate and independent legal entities.

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