

**Deloitte.**

## Business Process Solutions

Enhance your business  
performance and efficiency



Customised 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 to have the appropriate mix of in-house and external resources to manage essential operational process efficiently with visibility, flexibility, transparency and control.

Deloitte Singapore's customised approach assists businesses to improve their 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 a competent and experienced external service provider.

### How can we assist your organisation

Deloitte Singapore's Business Process Solutions (BPS) team provides Accounting and Bookkeeping, Payroll Outsourcing and Corporate Secretarial Services. Our practitioners have extensive experience and knowledge to assist clients to manage their processes and risk.

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





## Accounting and Bookkeeping

Deloitte Singapore offers a wide range of 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
- Conversion of transactions recorded in US Generally Accepted Accounting Principles/ International Financial Reporting Standards to Singapore Financial Reporting Standards
- 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 XBRL financials
- 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 the development of accounting practices and procedures
- Analytics visualisation and business process automation
- Consolidation support



## Payroll Outsourcing

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
- Payroll health checks
- Central Provident Fund compliance
- Assist with employee earnings reporting
- Leave and claims management



## Contract Personnel Support

Deloitte Singapore's BPS team 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 individuals who are able to support various levels of roles, from data entry roles all the way to Chief Financial Officers. Deloitte's Contract Personnel Support services allow businesses to fulfill immediate job requirements so as to avoid disruptions to operations or financial reporting process.



## Corporate Sectorial Services

Deloitte Singapore provides a full spectrum of corporate secretarial services to assist businesses with establishing a presence in Singapore, and fulfilling all of their ongoing regulatory requirements in an efficient manner. Our services include

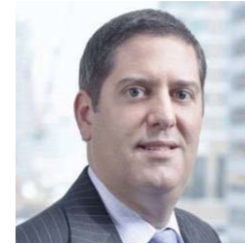
- Company incorporations
- Provision of registered office/ correspondence address by our external working panels
- Branch and representative office registration
- Bank account opening
- Attendance at board and shareholders meetings
- Provision of nominee company secretary
- Provision of nominee director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

Deloitte Singapore's 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:

- 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/ re-domiciliation
- Share buyback, charities registration etc



# Your Deloitte contacts



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About Deloitte Singapore

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