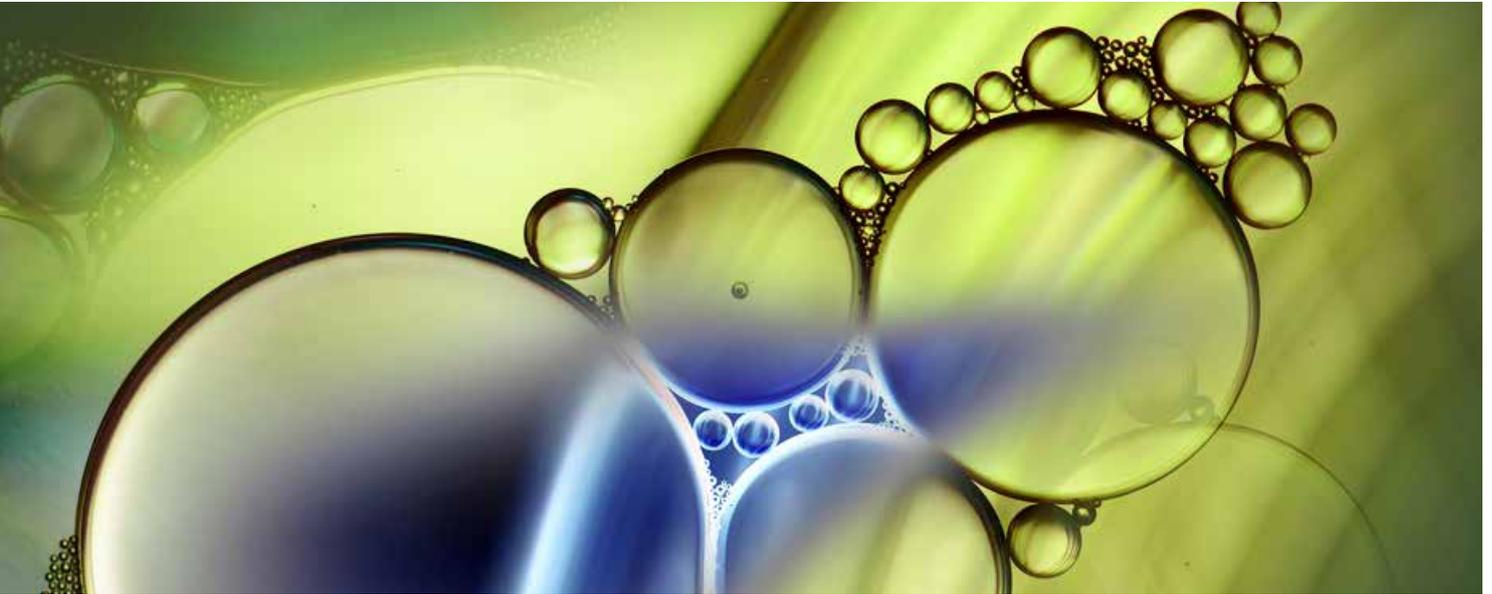


The image features a white rectangular area in the top-left corner containing the Deloitte logo and text. The background is a close-up photograph of numerous bubbles of various sizes, with a color gradient from blue on the left to green on the right. The bubbles are highly reflective, showing highlights and shadows that give them a three-dimensional appearance. The text is positioned in the upper left, with the logo in a bold blue font and the tagline in a lighter blue and green font.

**Deloitte.**

Business Process Solutions  
Enhancing operational  
efficiencies

# The Deloitte approach



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

Businesses focused on driving down costs while increasing control and oversight are evaluating the way their work is resourced and are assessing alternative resourcing models. Deloitte's Business Process Solutions (BPS) can help businesses assess their operational effectiveness, identify opportunities to enhance strategic insight and operational efficiencies, and develop an incremental path to improvement by leveraging alternative resource models.

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. 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.

In addition, Deloitte's BPS provides unique outsourcing services and technical skills for MNCs and SMEs to meet both internal deadlines and Singapore statutory deadlines.

# 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 on a daily basis for all balances in the 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 in the systems, and maintaining accounts payable aging reports
- Processing of sales invoices, credit and debit notes based on the organisation's management instructions, recording these in the system, and maintaining collection reports.
- Preparing and uploading payments into the organisation's banking system and generating payment reports
- Maintaining fixed assets registers, inventory records and cost 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

### Payroll Outsourcing

Deloitte's payroll outsourcing services will assist businesses to reduce the time required to complete complex 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
- Notarisation and Legalisation
- Bank account opening
- Attendance at board and shareholders meetings; and minuting
- Provision of nominee company secretary
- Annual compliance and maintenance of statutory registers

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:

- Share buy-back
- Conversion of share capital currency
- Allotment of shares
- Transfer of shares
- Share capital reduction
- Amendment to Constitution
- Application of striking-off
- Deregistration of branch

# Your Deloitte contacts

## Singapore BPS team



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