

Please Contact Ms Aprilina loh @8100 0812 or Aprilina@cpaconnects.com for more information.

Professional Service

Accounting - Bookkeeping (AB)
 Accounting - CPF e-submission (ACE)
 Accounting - GST e-submission (AGE)
 Accounting - GST Registration (AGR)
 Accounting - Payroll (AP)
 Reporting - Unaudited (RU)
 Tax - PIC Claim (TPIC)
 Tax - Company Filing (TCF)
 Tax - Partnership Filing (TPF)
 Tax - Sole Proprietor/Personal Filing (TSF)
 Secretarial - Business Profile (SBP)
 Secretarial - Annual Return Filing (SAR)
 Secretarial - Certificate of Incorporation (SCI)
 Secretarial - Company Common Seal (SSC)
 Secretarial - EGM (SEGM)
 Secretarial - Government filing fee (SGF)
 Secretarial - Incorporation of Company (SIC)

 Secretarial - Mail forwarding (SMF)
 Secretarial - Meeting Minute (SMM)
 Secretarial - Nominee Resident Director (SNR)
 Secretarial - Registered Address (SRA)
 Secretarial - Retainer (SR)

 Secretarial - Strike off Company (SSO)
 Secretarial - XBRL Format(SXBRL)
 Software - Subscription (SS)
 Software - Implementation (SI)
 Software - Consultancy (SC)
 Software - Customise template (SCT)

 Software - Training(ST)
 Professional service

Deliverable

Balance Sheet, Profit and Loss statements, Accounts Receivable and Payable Summary Aging Report;
 CPF e-submission acknowledgement;
 GST form 5;
 GST Registration Form or Online application;
 Calculate pay, Generate Pay-slip, Government submission;
 Unaudited Annual Financial Statements;
 PIC Cash Rebate Claim Form;
 ECI, Form C or CS and Income Tax Computation;
 Form P and Income Tax Computation;
 Form B and Income Tax Computation;
 Government Business Profile;
 Director resolution and Annual Filing to Government;
 Certificate of Incorporation;
 Company common seal;
 Passing of resolution for Extra-ordinary General Meeting;
 Filing fee paid on behalf of client;
 Incorporation of company with local government, Business profile, Memorandum and Articles of Association, Company seal, Share certificate, 1st Director(s)' meeting and setup of secretarial file;
 Forwarding of letter to nominated address;
 Attend Meeting and prepare meeting minute;
 As name Nominee Resident Director;
 Use of CPA's office address as company registered address;
 Name secretary in government record, update company registered address, Appointment/Resignation of director, Pass resolution for Annual General meeting and filing of Annual Return exclude EGM matters;
 Filing of strike off to ACRA;
 Entering of Financial information into XBRL format;
 Subscription fee paid to software vendor;
 Create company file, Chart of Account and Entering of opening balances and master debtors and creditor data;
 Consultancy on software project
 Customisation of template; Up to 1 revision, additional revision at \$50 per template

 Onsite or offsite training;
 As defined in the 'Other Remarks' in this quotation;