Complete Corporate Services

ONE-STOP BUSINESS ADVISORY AND CORPORATE SERVICE PROVIDER

OUR STRENGTH. YOUR NUMBERS.



ONE-STOP BUSINESS ADVISORY AND CORPORATE SERVICE PROVIDER

Running a business today is challenging. There are more distractions to cope with, more relationships to manage and less time to devote to core operational activities. The solution? Outsource some or all of your financial, compliance and administrative functions in order to free up valuable resource.

What is outsourcing?

Outsourcing is basically sub-contracting a process to a third party with the objective of making better use of a business's resources while lowering costs at the same time. It's all about ensuring that you and your staff concentrate on what's important to the business rather than compliance and administrative functions.

The CCS Business Advisory team provides a full range of services, from basic bookkeeping and the preparation of annual or management accounts, through to payroll, accounting advisory and XBRL reporting. Our clients are varied, and include local, national and international organisations, both large and small, embracing every industry sector.

The benefits of outsourcing

Strategic Focus

Through outsourcing, senior management time can be freed up to concentrate on key areas of the business, such as strategic development, new business initiatives and sales.

Scalability

Whether your business is growing or downsizing, outsourcing means that you will always have the right level of support.

Cost Savings

Outsourcing can deliver a number of cost savings quickly, in areas such as staff salaries, accommodation and technology costs.

Reliability

Our team will provide your business with accurate information when you most need it, allowing you to make decisions with confidence or simply satisfy stakeholder requirements.

One-Stop Shop

Because of our size, you can outsource most of your financial and administrative processes to us, providing significant efficiencies and economies of scale.



Risk Management

Outsourcing to specialists means you can feel confident that you are fully compliant with the latest rules and regulations – and will continue to be in the future.

Independence

The CCS Business Advisory team will provide complete objectivity and independence when dealing with your affairs and will be quick to alert you to issues if they arise.

Catalyst for Change

Our team are working with numerous businesses on a daily basis, and will leverage their knowledge for the benefit of other clients through suggestions and new ideas.

Access to Talent

Expansion, cyclical business patterns, illness or other unplanned absences can be dealt with quickly and without fuss.

Accounting and bookkeeping

Our Business Advisory team provides a full range of fully or partially outsourced accounting services tailored to the needs of your business. We ensure that you concentrate on what's important for building your business, rather than compliance and administrative functions.

Our services include:

- a full bookkeeping and finance back office solution for all accounting and administrative needs which are securely accessible via the internet. This can include the operation of bank accounts and general cash management, processing invoices and payments.
- timely management accounting and reporting package in an agreed format, ensuring essential information is available and can be relied upon.
- we provide a full statutory accounts preparation service in accordance with Singapore FRS and can help you to produce quality financial statements as our team has broad industy experience with technical expertise in reporting requirements.

XBRL

We can assist you with the preparation and conversion of financial statements to XBRL. Our team has knowledge and experience in XBRL filing of companies and groups of varying degree of complexities.

Accounting Software Solutions

We offer the most effective accounting systems to suit your needs. Our expertise covers market-leading desktop and cloud accounting solutions, and we are accredited users of systems suitable for both small and large businesses. Our expertise also enables us to work with your existing system, or alternatively create reporting that feeds directly into the group accounting system.

Tax and Payroll for Employees

We can help you understand the Singapore employment tax regime and your obligations as an employer when you recruit staff for your Singapore business. If you send team members from another country to Singapore to help set up your Singapore business, you need to consider the legal and tax implications. We can advise you on employment issues and assist you to apply for work visas as well as the preparation of individual income tax return, for your foreign employees.

We can handle your CPF registration with CPF Board. We also calculate and process staff salaries through our in-house payroll system with employee payslips delivered online, salaries paid directly to employees, and CPF made over to CPF Board.

Corporate Tax

Whichever structure you choose, you will be required to submit tax returns and to settle any tax liabilities at the appropriate time. Our tax compliance service includes the preparation of tax returns and computations, to help you meet statutory obligations.

Our tax adivsory service provides tax consultancy in respect of optimal tax structuring, cross border requirements and tax implications resulting from corporate finance actvities.

Transfer Pricing

The Singapore transfer pricing rules are based on OECD guidelines which do not provide exemptions for small and medium-sized groups. As a firm with a significant international client base, we are used to advising on international business structures and cross-border transactions.

GST

There is no automatic GST registration in Singapore, but registration becomes compulsory when statutory limits are reached. It is possible to apply for voluntary GST registration in certain circumstances.

This can often be beneficial for Singapore businesses that mainly provide services to their overseas parent entity as no GST would typically be charged, but GST suffered on Singapore business costs could potentially be recovered.

As well as advising on GST registration issues and other transactional or strategic matters, we can take on your compliance burden of preparing and submitting your quarterly GST returns.



Corporate Secretarial

Our Corporate Secretarial team specialises in corporate reconstructions, capital reductions, registration of Singapore companies. We also offer a complete compliance package including incorporations, bespoke constitution, board meeting minutes, annual returns and general day to day compliance.

Working Capital / Banking Needs

You must maintain adequate working capital to meet short-term obligations such as your trade payable and inventory procurement. If your working capital dips too low, you risk running out of cash. A company can be technically insolvent if it is unable to meet its debts as and when they fall due.

At CCS Business Advisory, we can assist you to analyse your working capital requirements with a view to optimising your cash flow and expanding your business at reduced costs. Our team of multi-disciplinary experts can support your business in a wide variety of situations including cash flow and budget analysis, financial modelling, forecasting and projections.

The CCS Outsourced CFO

Outsourcing can be taken to the next level by utilising the CCS Outsourced CFO service. We support business owners by providing CFO level support that they wouldn't necessarily need, or can afford, on a full-time basis.

Our Outsourced CFO can add value to your business by:

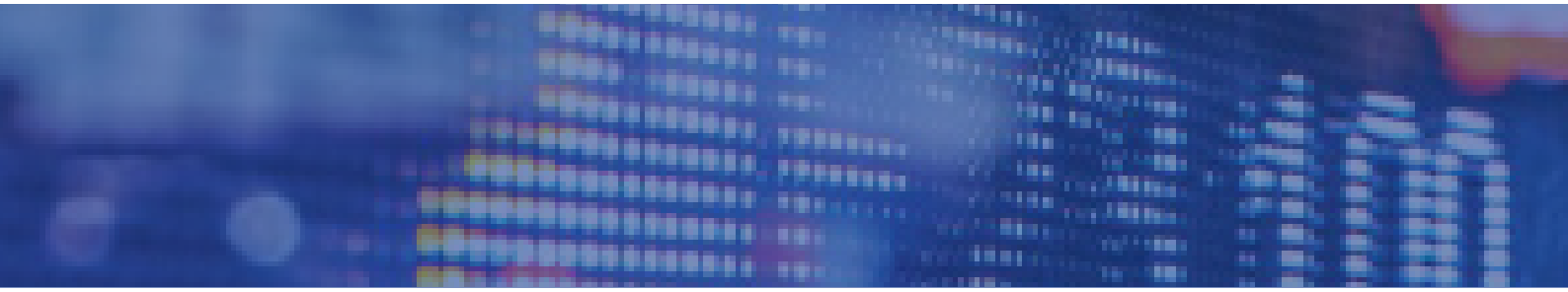
- Providing Strategic Advice
  - Independent strategic financial review of the business
  - Acting as facilitator in strategic planning sessions
  - Participate in Board Meetings
  - Preparation of long-term forecasts

- Providing Operational Management Assistance
  - Human Resource management (including compliance with PDPA requirements
  - IT support services (systems implementation, security management, business continuity and disaster recovery planning)
  - Recruitment (end to end management of the recruitment process)

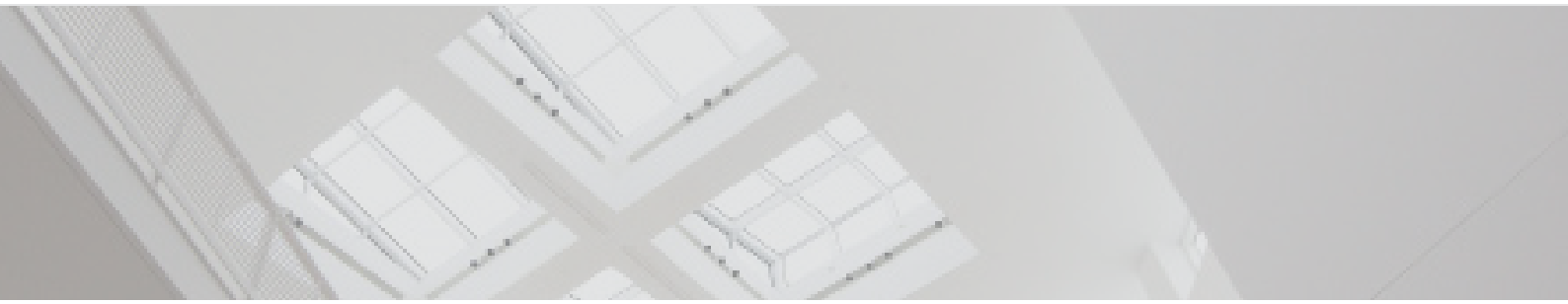
As your Outsourced CFO, we will provide hands on support in your business. Our goal is to work with you to improve the success and value of your business.

COMPLETE CORPORATE SERVICES

Complete Corporate Services is a leading integrated business solution provider of more than 35 years standing. Our associates are in 568 offices and 119 countries around the world. Working in parallel with your businesses objectives, our corporate solutions and innovative technologies enable you to maximise your capabilities for sustainable growth. Dedicated in the work that we do, our team of qualified professionals will work with you to ensure quality, effective and efficient service delivery.







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