

# ***PROVIDENCE MANAGEMENT SERVICES PTE LTD***

Your one-stop professional service

- Accounting
- Tax
- Company secretary

Call **91862725** for enquiries.

## **Promotion**

Virtual office - \$40 per month (exclusive of GST)

Valid until 31 December 2018

# Our One-Stop Professional Services

## Incorporation of Companies (from \$1000\*)

Setting up an Appropriate Company Structure: It is important that you have good quality advice when incorporating your company. It is a legal entity that must be appropriate to your anticipated long term needs. Over 20 years of experience in this field has given us the knowledge and understanding that will ensure you are in safe hands



## Company Secretarial Services (from \$500\*/annum)



Each company must fulfil their statutory reporting requirements as set out by the Singapore Government Legislation otherwise fines are imposed on a monthly basis until the said requirements are fulfilled. It is therefore worthwhile appointing an experienced professional company secretary to ensure your company does not fail to comply with Singapore's reporting requirements.

## Bookkeeping Services (from \$50\*/month)

We provide book-keeping services for small and medium size companies using MYOB Accounting System. You can opt to have monthly, quarterly or yearly closing, depending on your needs.

We also provide advisory services to companies on setting up their own accounting system and provide an incubation service, where our professional team will handle the accounts until the Company is ready to set up its own accounting team. We can provide training for the new accounting team.

We also assist companies to clear backlog and review the accounting work done so that they can be ready to be audited



## Striking-off of Companies (from \$400\*/application)

We can assist you to apply to strike off your dormant companies to avoid unnecessary compliance fees.

## Payroll Services (from \$250\*/month)



Our highly efficient and confidential payroll services include computation of payroll, generation of pay slips, CPF submission, and IR8A forms.

We also help companies with less than 50 staff to set up their payroll system using Excel or MYOB Payroll and provide training as required.

## GST and Income Tax Services (corporate tax: from \$400\*/ submission)

We provide GST registration services, quarterly or half-yearly GST submission, and review of your accounting system to provide advisory on enhancement needed to ensure all essential information for GST is captured, as well as submission of Form C services, and follow up on enquiries from IRAS pertaining to our submission



## Financial reporting (from \$600\*/set of accounts)



Providence provide compilation of accounts services where we will review your draft accounts (Profit and Loss, Balance Sheet and General Ledger) and prepare the full set of financial reports, including the Directors' Report and Statements, and Statement of comprehensive Income, Statement of Financial

Position, Statement of Changes in Equity, Statement of Cash Flows and notes to the Accounts.

This is especially cost effective when you can gather the basic financial information but do not have the capabilities to prepare the full set of financial reports. We will also advise you as to how to gather these information and present to us so that we can work efficiently together.

## Training (skills future approved courses available) and management consultancy

We provide a full range of training including accounting staff training and organization and development training for management staff and conduct customized training for our clients to address their specific needs.

\*All prices listed are subjected to GST

## Who we are

Providence Management Services Pte. Ltd. was incorporated in 2004. We aspire to create a world where businesses can truly thrive with the community through sound financial management. We see ourselves as partners to companies empowering them with financial intelligence to grow, expand and stabilize their business.

Our founding director, Ms Loo Meng Gee, has over 20 years' experience in the fields of company administration, management consultancy, finance, accountancy, tax, treasury and audit. Following a successful career working for DBS, MSD Consultants and Changi International Logistics Centre Ltd, Meng Gee, a FCA with an MBA as well as an accredited tax practitioner in income tax and GST, has been providing companies with management services for over 10 years. Meng Gee is also an ASEAN CPA, Accredited Tax Practitioner, Certified ACTA Trainer and Approved Management Consultant under Enterprise Singapore/Spring.

Our expertise allows us to provide an effective system which enable clients to focus on the business of the company with assurance that compliance issues are efficiently handled. Apart from book-keeping, tax and company secretarial services, we also provide training for your accounting and administrative staff.

We uphold integrity, trust and competence as our core values. We treat clients with empathy, first and foremost, and strive to see their business from their perspective.

## Contact Us

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