



Be assured with your Compliance Needs

**Accounting
Services**

**Secretarial
Services**

**Tax
Filing**

**Payroll
Management**

**Business
Consultancy**

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ABOUT OUR COMPANY



HIGHLIGHT

Our company's primary mission is to help Small & Medium Enterprises (SME) in the areas of **Company incorporation, accounting, taxation, payroll management, as well as other corporate services**. We specialised in helping start-up companies and SMEs in their back-office functions, so that they can focus on their sales and business operations, and not bogged down by mundane and tedious administrative and compliance work.

Be assured with your Compliance Needs

We pride ourselves to have deep capabilities in fulfilling any back-office functions & needs of our clients, regardless of their size. At the same time, we are conscious of providing customer service with a personal touch. That means knowing our customers at a personal level and partnering with them for success.

SERVICE OFFERING

- Special Incorporation Packages

	Local Company *\$788	Foreign Company \$988
Our Professional Fee	Included (Worth \$300)	
ACRA name reservation & Incorporation Fee	Included (Worth \$315)	
Company Secretarial Services (Basic Package)	12 Months (Worth \$400)	
Company Round Stamp	FREE One (1) Company Stamp \$25 Extra Stamp at \$15 Each	
Web/Email Hosting	FREE Web & Email Hosting (Worth \$180) Domain name to be purchased separately	
Registered Address Services	Optional Add-on at \$100	Included for 1st Year (Worth \$120)
Other Complimentary Services & documents	<ul style="list-style-type: none"> • Standard Constitution • Business Profile • 1st board resolution • Share certificates (Up to 3 Shareholders) • Resolution to open bank account 	

Notes for the Private Limited Company Package:

- * For Exempt Private Company only.
- Exclude GST Charges

SERVICE OFFERING

- Add-on Services for Incorporation

Add-on Services	+ Additional Fees (SGD)
Incorporation of Limited Liability Partnership (LLP)	S\$ 488
Mail Forwarding/Scanning Service (Addition to Registered Address Service)	S\$ 120
Conversion from Sole Proprietor/Partnership to Company	S\$ 100
Inclusion of each Corporate Shareholder	S\$ 100
Additional Individual Director/Shareholder (Over and above 3)	S\$ 25
Add Common Seal	S\$ 75
Additional Company Stamp	S\$ 15
GST Registration Application	S\$ 300
CPF Registration Application	S\$ 150
Purchase of Certificate of Incorporation	S\$ 75
Nominee Director Services	\$ 2,400 Per Annum (+ \$3,000 Security Deposit)
Nominee Shareholder Services	\$1,800 Per Annum

* Exclude GST Charges

SERVICE OFFERING

- Corporate Secretarial Services

	Basic	Enhanced
		Recommended
1 Year Package	\$400/Yr	\$600/Yr
2 Year Package	\$320/Yr	\$480/Yr
Routine Secretarial Services <ul style="list-style-type: none"> Acting as your qualified company secretary Safekeeping and maintaining the Company's statutory registers. Preparation of all necessary AGM Documents Filing of Annual Return to ACRA when due Advisory on Corporate Compliance Matters. Auto Reminder to inform you of your filing due dates 		
Corporate Tax Filing <ul style="list-style-type: none"> Tax Computation Preparation & Filing of Estimated Chargeable Income (ECI) & Form CS 		

\$100 Cash Rebate

If you are transferring from another Secretarial firm to us.

Terms

- Advanced Full Payment for the entire contract duration is required.
- GST is excluded

SERVICE OFFERING

- All-in-One Compliance Package

	 Silver Package	 Gold Package	 Platinum Package Recommended
1 Year Contract	\$800/Yr	\$1,200/Yr	From \$1,800/Yr
2 Years Contract	\$720/Yr	\$1,080/Yr	From \$1,620/Yr
Routine Secretarial Services	✓	✓	✓
Corporate Tax Filing	✓	✓	✓
Simplified Financial Statement Filing (together with Annual Return)	✓		
Compilation of Financial Statement: • Management Accounts to be provided by client for Gold Package		✓	✓
Annual Book-keeping Services*			✓

- Management Accounts needs to be prepared by clients for Silver & Gold Package
- The above package is open for Solvent Exempt Private Companies (EPC) only.
- For insolvent companies, additional preparation of XBRL Filing will be required.
- Exclude GST and other disbursement fees (e.g. Acra Filing Fees, Courier Fees, etc)
- * Based on Basic Book-keeping Package (See Page 8)

SERVICE OFFERING

- Accounting / Book-keeping Services

Our bookkeeping services will translate your business transactions into useful financial information including the following reports:

- Profit and Loss & Balance Sheet
- Accounts Payable / Accounts Receivable Listing
- General Ledger & Fixed Asset Schedule
- Bank Reconciliation
- GST Report (If registered)

	Monthly	Quarterly
Basic Book-keeping <ul style="list-style-type: none"> • Using Xero Accounting Software* • Based on Transaction Volume, Nature & Complexity of client business 	From \$300	From \$500
Basic Book-keeping with GST Submission	-	From \$650

* Exclude Xero Subscription Fees

* Exclude GST Charges

Annual Book-keeping Fees

	Basic Package	Book-keeping + FS Compilation
Up to 2 x 75mm File Approx. 25 Transactions Per Month (300 Transactions per Year)	\$800/yr	\$1,200/yr
Additional File or Transactions	\$400/file (or 150 /Transactions)	-

SERVICE OFFERING

- Compilation of Annual Financial Statements

The financial statements compilation is required to present your accounts in accordance to Singapore's accounting standards/formats. It is usually required for the purpose of AGM, Tax Computation and it's regarded as a good corporate governance practice to the Company's shareholders. Such financial statements are also used to obtain banking facilities, apply for government grants and to meet regulatory requirements in specific industries.

Compilation of Financial Statements – Dormant Company	From \$250
Compilation of Financial Statements – EPC	From \$500
Compilation of Financial Statements with XBRL Preparation	From \$800

* Exclude GST Charges & ACRA Filing Fees

Add-on Options

Additional Disclosure of Fixed Assets, Bank Loan/Hire Purchase or other FRS requirements	+ \$50 - \$150 per disclosure
Compilation of Parent Company with Group Level Reporting	From + \$500
Translation of Financial Statements to XBRL Format <ul style="list-style-type: none">• Financial Highlights• Full Set	+ \$300 + \$600

SERVICE OFFERING

- Tax Services

All companies need to submit their tax returns in the relevant Year of Assessment to IRAS. Our corporate tax services assist you in the following:

- Preparation of Tax Computation and tax schedules
- Filing of Estimated Chargeable Income (ECI) 3 months after your Financial Year End
- Filing of Corporate Tax Return in Form-C or Form C-S
- Liaison with IRAS to answer queries relating to your tax matters

Filing of Form C/S with Tax Computation	\$300
Filing of Form C with Tax Computation	\$600
Goods & Services Tax Computation & Submission	From \$200
Tax Filing for Sole Proprietorship / Partnership	\$150 - \$250
Other Ad-hoc Tax Services (e.g. Personal Income Tax Submission)	\$50 - \$150

Add-on Services

Tax Returns with Capital Allowance or S14Q R&R Claims	+ \$50 - \$150
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* Exclude GST Charges

SERVICE OFFERING

- Our Software Partners



01

**XERO
ACCOUNTING
SOFTWARE**



Xero advisor
certified

Xero is one of the most popular Cloud Accounting Software for SMEs in Singapore. We highly recommend the subscription of this software for all our book-keeping clients because of its feature-rich application, friendly user interface, and low cost of ownership. As a Certified Partner/Advisor for Xero Cloud Accounting Software, we can offer the following Xero-related services to our clients.

Basic Software Set-up & Configuration (including Template Customisation)	\$300 - \$500
Admin and End-user Training	From \$250
Data Migration	From \$250
Xero Software Subscription	From USD20/Month

* Exclude GST Charges



02

**Receipt
Bank**

ReceiptBank is another productivity cloud-based software that we use to facilitate the photo-snapping of various receipts/expense vouchers, without the need to keep physical paperwork anymore. With its built-in Data Extraction feature, the system will automatically extract the necessary data field and publish them directly into any supported accounting software without manual data entry work.

SERVICE OFFERING

- Payroll Management

Payroll is an essential expense and we are able to assist you in the following areas:

- Calculation of monthly Employee salary and statutory CPF deductions
- Preparing salary disbursement schedule for your staff and to the CPF board
- Submission of monthly CPF e-Filing
- Preparation of Cheque or facilitate online monthly salary payment to staff
- Submission of IR8A Forms for all staffs annually

Basic Payroll Management <ul style="list-style-type: none">• Up to 5 staffs• Up to 10 staffs• Up to 15 Staffs• From 16th staff onwards	\$200/Month \$350/Month \$450 /Month + \$10/staff
One-time Payroll Services <ul style="list-style-type: none">• CPF Account Registration• Bank Account Giro Set-up	\$100 \$100

* Exclude GST Charges

SERVICE OFFERING

- Business Consultancy

We have a wide experience in helping our clients on in the following areas of consultancy engagement.

Valuation Services Our Valuation Service provides you with an independent and professional assessment of the value of your company based on proven methodologies.	From \$1,000
Business for Sale For our clients we are looking to buy or sell their businesses, we can also act as a business broker to assist in the buy/sell transaction.	5%-10% of the Sale Consideration
Preparation of Contracts/Formal Documents <ul style="list-style-type: none">• Shareholder Agreement• Sales & Purchase Agreement• Share Transfer Agreement	From \$1,000
Govt & Business Grant Application <ul style="list-style-type: none">• Include Business Plan Document	From \$1,000

* Exclude GST Charges

SERVICE OFFERING

- Business Email / Rubber Stamp

Business Email With Private Domain Name

	Yearly Contract	No of Mailboxes	Mailbox Capacity (for all users)
Chipmail 1	SGD \$59	5	2 GB
Chipmail 2	SGD \$99	10	5 GB
Recommended			
Chipmail 3	SGD \$199	Unlimited	15 GB

* Exclude GST Charges

Rubber Stamp



DF26 - Dia 22mm

\$25



DF1755 - 13 x 51mm

\$30



DF3267 - 28 x 63mm

\$35

* Exclude GST Charges

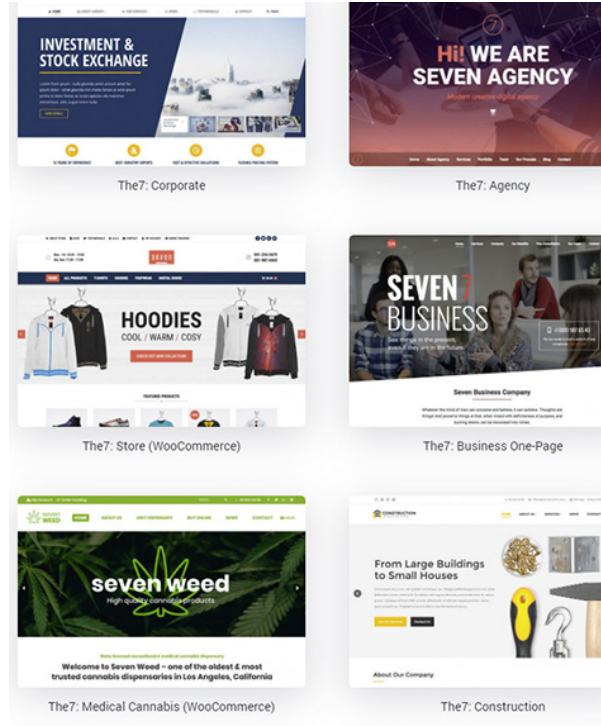
SERVICE OFFERING

- Web Design / Digital Marketing

Web Design Package

<p>Business Package</p> <p>\$1988</p>
<p>WordPress CMS</p> <p>Upto 10 Pages</p> <p>Mobile Friendly</p> <p>SEO friendly</p> <p>Contact Form</p> <p>Homepage Slider</p> <p>Advance SEO Set Up</p> <p>Free Web Hosting 1 Year</p> <p>Free Domain 1 Year</p>

Sample Design



* Exclude GST Charges

Digital Marketing Services


Search Engine Optimization (SEO)	From \$588/month
Google Advertisement (SEM)	From \$500
Facebook Advertisement	From \$500
Social Media Management (Facebook, Instagram)	From \$688/month

* Exclude GST Charges



**THANK YOU
FOR THE BUSINESS**

A thick orange curved line arching over the word "Timcole".
Timcole Pte. Ltd.

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