

# Payroll and global mobility services

BUSINESS SERVICES & OUTSOURCING

*PROFICIENT, ACCURATE AND TIMELY*



**IBDO**

# DELIVERING EFFICIENCIES, ENSURING COMPLIANCE

We support businesses that are looking for a simpler, more efficient way of managing their people, allowing them more time to focus on growing their business and removing the distraction of potential complexities of staff mobility and payroll regulation and processes.

## SERVICE

- ▶ Deliver a managed, low risk transition of your payroll with a dedicated implementation team
- ▶ Ensure all employees are paid accurately and on time
- ▶ Provide a full compliance service
- ▶ Provide provident fund management services
- ▶ Full suite of enhancement services.

## SYSTEMS

- ▶ Provide an employee portal for access to electronic payslips and other documentation
- ▶ Exchange data via our secure, shared portal
- ▶ Provide a task management system to control tasks and reduce risk
- ▶ Provide a client feedback platform

## PEOPLE

- ▶ Provide you with a personalised service
- ▶ Provide designated payroll contacts
- ▶ Provide an Employer Help-desk service
- ▶ Provide a qualified team of payroll experts.

## TAILORED SERVICE, PERSONAL APPROACH

*This personalised service is delivered by a highly experienced and qualified team of payroll professionals with a designated contact who will manage your payroll, along with a management team, to ensure you receive the highest level of support.*

### WE ACHIEVE THIS BY:

Understanding what you need from us
Building and managing a strong working relationship
Becoming a trusted advisor to you
Using IT to improve control and efficiency
Providing a dedicated team

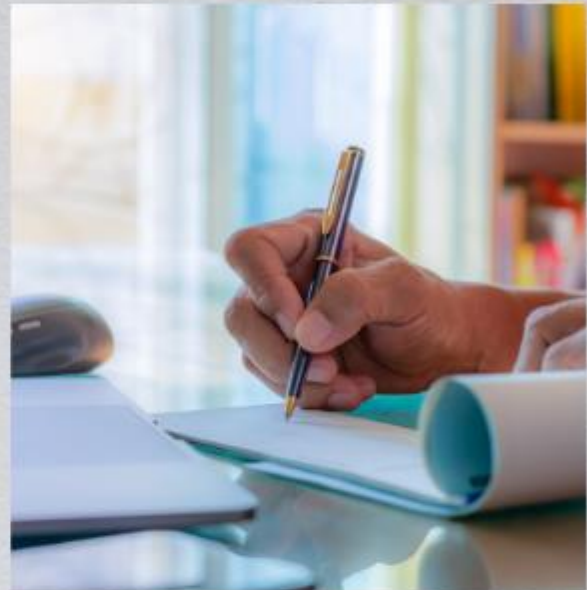
### WE PROVIDE ALL CLIENTS:

Draft run of the payroll and 48 hour checking window of the draft payroll
Ability to make changes to this payroll up to five days before pay date
Access to our PDPA/GDPR compliant Client Engagement Portal
Access to data capture tools
Regular newsletters of legislative updates and regulation changes

# OUR SERVICES

## SET UP SERVICES

- BDO Portal set up for exchange payroll information with client.
- Set-up for existing and new employee payroll in our system and set-up the employee database.
- Set-up template of text file in payroll system to transfer data to the bank for payroll payment and penny test.
- Set-up procedures and payroll schedule whole year.
- Parallel payroll (if required)



## SECURITY CONTROL

- Create BDO portal access for client or client portal
- Data Access Control (limited access to certain types of data such as allowing a manager to see salary data of only direct employees)
- Data encryption
- Standard operation internal checklist
- Line manager & Client approval

## REGISTRATION SERVICES

- Registration of company with Social Security (for set up new company in Thailand included e-Service filing)
- Registration the Company into Provident Fund.
  - Join meeting between Fund managers.
  - Prepare provident fund application and all document support registration into Fund Manager and Thai SEC.
- Registration for the RD e-Filing for the electronic filing of tax returns.
- Registration for the SSF e-Service for the electronic monthly filings of Social Security filing to Social Security Office

## OUR SERVICES

### Monthly payroll processing

- Monthly payroll process
- Update information to be provided are the monthly variations including leavers and joiners.
- Payroll calculation
- Monthly filings of payroll tax to Revenue Department
- Monthly filings of Social Security filing to Social Security Office
- Monthly filings of provident fund to Fund Manager
- Bank files are generated in HReasily.
- Payroll E-Pay slip send directly to employee via email with password.
- Review severances pay calculation, review calculation tax on severance pay, and calculate of leave encashment (if any)
- Summary variance report showing the current and previous month.
- Individual variance report showing the current and previous month.
- Registration with Social Security for new and resigned employee (per employee)
- Employers and Employees' contributions will be summarized and submitted to the provident fund management company.
- Provident Fund & Student Loan administration services.

### Annual payroll processing

- Year-end work PND 1 Gor, Withholding tax certificate 50 Tawi (Paper or online)
- Advise the Company to arrange pre-payment for estimated workmen's compensation contribution (Form: GT.26 Gor) of the year to the Workmen's Compensation Fund at the beginning of each year.
- Prepare the previous year contribution report (Form: GT.20 Gor) and its attachment based on the actual income of each employee in the previous year and submit to the Workmen's Compensation Fund
- Handle the settlement of discrepancy between the actual contribution and the estimated prepayment of the previous year (Form: GT.25 Gor) either by arranging for payment or refund of the same (as the case may be)
- Preparation and filing of employee's annual tax return (PND 91) (if requested)



# OUR SERVICES



## Leave management services

Set up leave management module on system

- Establishment and set up of the leave module in HReasily (balances, leave policies etc)
- Creating leave types
- Assigning leave to employees
- Setting up leave approvers & recommenders
- Updating brought forward/rollover leave from previous year (if required)
- Updating leave taken/applied in current year (if required)
- Generating leave report

## Monthly leave management services

- Master data maintenance
- Troubleshooting
- Provision of module
- Support as required.
- Reporting as required

## Expat mobility

- Registration Social Security ID for new employee – Expat
- Obtain tax identification for new employee – Expat
- Tax Return Preparation
- Tax Equalization Calculation
- Hypothetical Tax Calculation
- Net to Gross Calculation
- Work permit/Visa
- Tax projection
- Tax resident certificate
- Arrival/Departure Briefings

# BDO in Thailand - Payroll Service Team

We have a highly experienced team of professionals who are passionate about providing exceptional client service.

Members of team have worked internationally providing risk and advisory services to large telecommunications companies and approximately 60 companies ranging from small to large across a range of industries.



**Sasiwimon Chujaroenwong**  
**Payroll Senior Manager**

Sasiwimon is a Senior Payroll Manager at BDO in Thailand with more than 17 years of experience in various business including corporate payroll and Benefit & Payroll services outsourcing with both local and international clients. She has experiences in supervising payroll team and managing payroll for over 2,150 employees.

Contact Information:  
[sasiwimon.chujaroenwong@bdo.th](mailto:sasiwimon.chujaroenwong@bdo.th)



**Narumol Sakritchana**  
**BSO Partner**

Narumol has over 20 years of providing accounting and outsourcing services to clients based in Thailand. She has lead teams of up to 20 and has deep knowledge of the local accounting, tax and bookkeeping regulatory framework in Thailand. She is a qualified CPA and a member of TFAC.

Contact Information:  
[narumol.sakritchana@bdo.th](mailto:narumol.sakritchana@bdo.th)



**Noel Ashpole**  
**Managing Partner**

Noel will be overall responsible for the services BDO in Thailand will provide. She has over 30 years of experience of which the last 23 years has been in Thailand. She has extensive experience across a number of disciplines working with local and international clients to achieve their business objectives.

Contact Information:  
[noel.ashpole@bdo.th](mailto:noel.ashpole@bdo.th)

### **BDO IN THAILAND- BANGKOK OFFICE**

42nd Floor, Exchange Tower,  
388 Sukhumvit Road, Klongtoey District  
Bangkok, 10110

Email: [Info@bdo.th](mailto:Info@bdo.th)

Number: +66 2-636-0354

### **BDO IN THAILAND- PHUKET OFFICE**

39/30 Moo 2 (Boat Lagoon),  
Thepkrasattri Road, Kohkaew, Muang  
Phuket 83000

Email: [infophuket@bdo.th](mailto:infophuket@bdo.th)

Number: +66 076-273-518

### **BDO Global Portal**



BDO in Thailand is a member firm of BDO International, the world's fastest-growing accounting and advisory group - and also one of the largest. We benefit from the valuable expertise of this worldwide network, with its 1,617 offices spread across 167 countries and territories. BDO is the brand name of the BDO network and for each of the BDO Member Firms.

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