

ACCOUNTING & TAX COMPLIANCE SERVICES

BUSINESS SERVICES & OUTSOURCING

Together, for success

SPECIALIST EXPERTISE TO SUPPORT YOU

The BDO way is delivering high-quality services as a partner alongside you for your journey. Our Business Services & Outsourcing ("BSO") services are delivered by trusted experts that understand your business and situation, working alongside you as a member of your team.

Beyond supporting your compliance requirements, we can act as your business sounding board, providing business insight, knowledge and proven solutions. We can help you create a clear path to reach your goals and allow you to focus on what matters while we support the day-to-day financial management of your business.

WHAT WE OFFER

Be it domestically or globally as a trusted partner, our solution offers:

Efficient processes: helping you streamline operations and maximise cost-efficiency while ensuring full compliance with all applicable laws and regulations

The opportunity to unlock the full value of your people: by taking away your compliance concerns, we enable you to focus on the business aspects where you can have the biggest impact

Local delivery with central coordination - providing you with local in-country experts in conjunction with our central global service coordination team, delivered through a single point of contact

Improved reporting, business information and planning - delivering information, insights and intelligence to put you in the best possible position to succeed and reach your goals

Flexibility - a tailored service delivered to suit your changing needs

Consolidation and simplicity of engagement - delivering operational efficiencies through one provider, and under one International Services Agreement.

WE ACHIEVE THIS BY

Developing excellent lines of communication

Having a clear understanding of deliverables and timeframes

Making resources available to you

Maintaining relationships built on trust and reliability

BUSINESS SERVICES & OUTSOURCING TEAM

We have over 50 members in our Business Services & Outsourcing (“BSO”) team based in Bangkok and Phuket. They are a highly experienced team and are passionate about providing exceptional client services.

Our client base includes approximately 70 companies ranging from small to large multinationals and local entities across a range of industries

We have experience with working with a number of accounting systems including NetSuite, Oracle, SAP, and Quick Books. However, we can provide cloud-based accounting solutions and partner with Xero

As well as full outsourcing services (from transaction processing, general ledger to financial reporting)

BUSINESS SERVICES & OUTSOURCING SERVICES

We tailor our services to meet your requirements, and we have multidisciplinary skills to be able to meet your needs.

Our core offerings include the following:

- IMPLEMENTATION OF ACCOUNTING SOFTWARE
- MONTHLY ACCOUNTING SERVICES
- ANNUAL ACCOUNTING SERVICES
- MONTHLY TAX COMPLIANCE SERVICES
- PAYMENT SERVICES
- REVIEW OF EXPENSE CLAIMS
- INVOICE & RECEIPT ISSUANCE SERVICES
- CORPORATE INCOME TAX SERVICES
- BOI COMPLIANCE AND ADVISORY SERVICES
- CORPORATE SECRETARIAL SERVICES
- FULL SUITE OF PAYROLL SERVICES & GLOBAL MOBILITY SERVICES

SCOPE OF SERVICE



A. IMPLEMENTATION OF ACCOUNTING SOFTWARE

- Assistance in setup functional requirements in new accounting software to meet local requirements
- Assistance in design of chart of account and tax points in system to meet local laws and regulations

B. MONTHLY ACCOUNTING SERVICES

- Performance of accounting function as the registered qualified accountant for the Company, including maintenance of the general ledger, sub-ledgers and registers, preparation of monthly financial reports under Thai GAAP consisting of Balance Sheet and Income Statement together with schedules attached with documents to support the balances of all accounts.
- Our major accounting software is Xero, but we can work with any software that client is required by group companies.
- We can also review the financial statements prepared by client's accounting team.
- Management account package in client's group format.

C. MONTHLY ACCOUNTING SERVICES

- Register as qualified accountant for the Company per Accounting Act 2000.
- Preparation of the annual financial statements and workpapers in accordance with Thai GAAP and liaison with the auditor.
- Submission of financial statements and its submission forms (SBC.3 to Department of Business Development ("DBD") and SBC.3/1 to DBD or Bank of Thailand (if required)) via DBD e-filing.
- Submission of shareholder list on Annual General Meeting date to DBD e-filing.

SCOPE OF SERVICE



D. MONTHLY TAX COMPLIANCE SERVICES

- Monthly withholding tax return services (PND. 3/ PND. 53).
- Monthly VAT return services (PP. 30).
- Tax filings for payments to offshore service providers (PND. 54/ PP. 36).
- Stamp Duty filing.

E. PAYMENT SERVICES

- BDO to calculate the net payments after checking completeness of the supplier invoices, pass to authorized person.
- BDO to assist in preparation of payment through internet banking for client to execute the payment to suppliers.
- BDO to assist with preparation of WHT certificates to distribute to suppliers.

F. REVIEW OF EXPENSE CLAIMS

- BDO to assist client to review employees' expense claims to comply with local rules and regulations
- BDO to assist client to review employees' expense claims to comply company policies

G. INVOICE & RECEIPT ISSUANCE SERVICES

- BDO to issue sales/ service invoice to clients' customers
- BDO to assist in issuance of reminder emails to customers
- BDO to issue receipt/ tax invoice to client's customers

SCOPE OF SERVICE



H. CORPORATE INCOME TAX SERVICES

- Assistance to prepare midyear forecast and annual tax calculation.
- Filing of Midyear Corporate Income Tax (PND. 51).
- Filing of Annual Corporate Income Tax (PND. 50).

I. OTHERS

- BOI compliance and advisory services
- Corporate secretarial services
- Full suite of payroll services & global mobility services (by Payroll Team)
- Budget preparation
- Conversion financial statement from NPAEs and PAEs
- Historical reconstruction of accounting records
- Insourcing Account Receivable function
- Insourcing Account Payable function
- Tax and legal advisory
- Handling of client monies
- Contact with Revenue Department for tax return purpose.
- Contact with other government offices, bank, 3rd parties (when needed) on behalf of company.

BDO IN THAILAND - ACCOUNTING AND TAX COMPLIANCE SERVICES TEAM

Narumol (Kae) Sakritchanan
BSO Partner



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Kae has over 25 years experience in providing accounting and outsourcing services to multinational clients based in Thailand, along with number of years in audit and assurance, as well as in corporate.

She has assisted clients from the outset of their business, guiding them through growth stages, ensuring precise accounting and tax compliance, providing advice when necessary under regulatory framework in Thailand.

She is a qualified CPA and a member of TFAC.

Ratchaporn (Tua) Onwimon
BSO Director



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Tua has more than 20 years of cross-industry business experience in auditing, accounting and tax advisory. She seized an opportunity to lead a team in accounting and taxation outsourcing services which she has played a key leadership role.

She is a qualified CPA and a member of TFAC

Waraporn (Ple) Nonsung
BSO Senior Manager



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Ple has over 11 years' experience in accounting, finance and tax compliance and is a qualified registered accountant.

Her specialties include accounting bookkeeping and financial reporting services, indirect tax compliance, corporate income tax, value added tax, withholding tax, stamp duty and customs duty.

Pakamon (Tae) Charubhakti
Tax Partner



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Tae has over 15 years of tax and audit experience. She has led various projects and assignments, including leading the tax compliance practice as a Tax Director.

She has also assisted clients on tax refund and audit matters. She represented clients before the Large Taxpayer's Office and Area Revenue Offices on matters involving various tax issues, direct and indirect.

She has been advising various MNCs and investors with business activities in the region for over a decade now.

Alisa Patcharasoontornchai
Tax Senior Manager



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Alisa has over 12 years of tax and audit experience.

She started her career as an external auditor for several companies operating in various industries, after which she worked as a tax advisor at another consulting firm.

With 8 years experience as tax advisor, she has been engaged on diverse projects and assignments which include tax compliance, tax advisory as well as transfer pricing services.

Alisa has extensive experience in global mobility services.

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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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