

# SLASH YOUR BUSINESS COSTS

## and Improve Efficiency thru **OUTSOURCING**

Are you bogged down by perpetual staff turnover?

Are you getting the best value from your staff?

Are you caught with high overhead costs in a business downturn?

Why do so many successful companies outsource their backroom functions?

**YES, the smart businesses are cutting costs through outsourcing and enjoy greater efficiencies!!!**

### **HUMAN RESOURCE N PAYROLL SERVICES**

Do you constantly grapple with the following problems:

- ❖ payroll preparation is time consuming and you are perpetually rushing for time to process the monthly payroll.
- ❖ Payroll processing is highly confidential and could not be handled by your staff.
- ❖ You have difficulties in keeping up with the numerous changes in the CPF Act, Employment Act, Labour Laws and other statutory requirements.

Why not leave your frustrations with us? We could provide

- ❖ monthly payroll services with inter-bank GIRO salary crediting on a timely basis;
- ❖ compute and prepare the monthly CPF submissions;
- ❖ prepare the Form IR8A and IR8S at end of the year;
- ❖ staff placement services;
- ❖ application for employment pass and work permit;
- ❖ application for tax clearance for non citizen employees;
- ❖ advising on the changes to the CPF Act, Employment Act and other human resource policies and practices.

### **ACCOUNTING SERVICES**

- ❖ Feeling distressed and over-whelmed by the mountainous volume of data entry work?
- ❖ Accounting staff turnover is disrupting my business?
- ❖ Frequent errors are found in my management accounts and my accounting records are in a mess?
- ❖ Frequently late for GST filing?
- ❖ Have no idea whether I have complied with the current Financial Reporting Standards even though the **penalty for non-compliance includes a fine and/or imprisonment**, as provided under the Companies Act, Chapter 50?

Let us provide the perfect solution to your frustrations:

**ENJOY the BENEFITS of OUTSOURCING YOUR PAYROLL and ACCOUNTING FUNCTIONS TO OUR TEAM OF EXPERIENCED PROFESSIONALS.**

Our Outsourcing Business Advisory Services Division has extensive experience in providing business advisory and outsourcing services to multi-national companies, small and medium sized enterprises and public listed companies.

Feel free to contact us at [ngaihung@lohocklingco.com.sg](mailto:ngaihung@lohocklingco.com.sg) to discuss how you can leverage on our professional services to **REDUCE your Business Costs**.