



# Doing it right

## *Raffles means Dependability*

We offer a full suite of accounting services for Sole Proprietorships, Partnerships, and Private Limited Companies to assist the smooth running of your company's financial accounts, ensuring that you comply with the laws of the land and file your taxes on time.

### *Our Services*

- ✦ Preparation of financial reports
- ✦ Guidance in regular and timely filing of accounting
- ✦ Completion and submission of the required tax forms
- ✦ Guidance on the proper maintenance of records and proper accounting procedures
- ✦ In-house training of your staff on accounting software
- ✦ Monitoring of your accounts procedure on a regular basis
- ✦ Advice on GST registration
- ✦ Preparation of accounts for audit
- ✦ Preparation of the directors' report
- ✦ Accounting System set-up