Accounting Services

- Accounting system set-up & implementation
- Management accounts and group reporting packages
- · Back office support on accounting operations

- Financial report for special purposes
- · GAAP conversion
- Health check of financial reporting processes and related control
- · Financial analysis and budgeting
- Accounting advisory services
- Digital Business Portal for accounting services
- Training

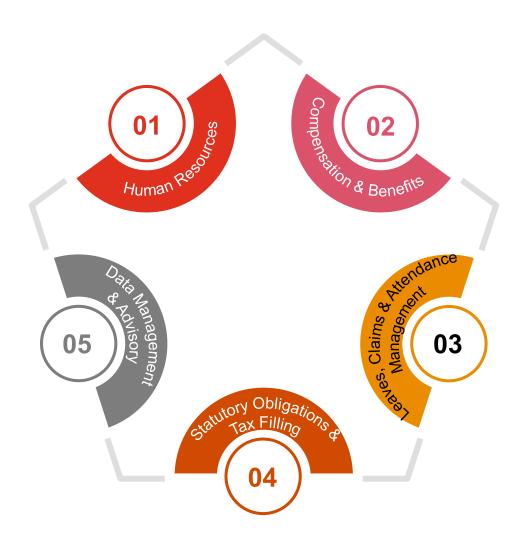


- Payment processing
- Accounts payable and receivable management
- · Claims & reimbursement processing

- Provision of contingent manpower (accounting and payroll function) to bridge temporary resources gap
- Provision of part-time staff for development of and knowledge sharing on newly set-up accounting and payroll function

- Statutory financial statements preparation
- Preparation of FRR returns and other documents for licensed corporations under the Securities and Futures Ordinance
- BVI and Cayman Islands financial reporting packages

Payroll Services



01 Human Resources

- HR policies, staff handbook, employment contracts, onboarding and offboarding procedures

02 Compensation & Benefits

- Payroll processing
- Rental Reimbursement Scheme ("RRS") policy set up & administration
- Calculation of statutory entitlements under the Employment (Amendment) Ordinance
- Digital Business Portal for payroll and payslip services

03 Leave, Claims & Attendance Management

- Leave entitlements & leave management
- Staff claims and payment processing
- Time and attendance management

04 Statutory Obligations & Tax Filing

- MPF scheme set up & administration (new joiner enrolment, leaver termination and group transfer), MPF calculation and reporting
- Employees' Compensation Insurance set up & renewal
- Tax filing Employer's returns and notifications

05 Data Management & Advisory

- Employee profile & document management
- Payroll health check
- HR & payroll advisory services
- HR robotic process automation (RPA)
- Training