



Mobile Doc Scanner

5. We will proceed to e-filing or manual filing with payment or refund of GST return after your approval quarterly



1. WE SCAN your receipts and other documents into 10 divider on **Tuesday*** at your premise

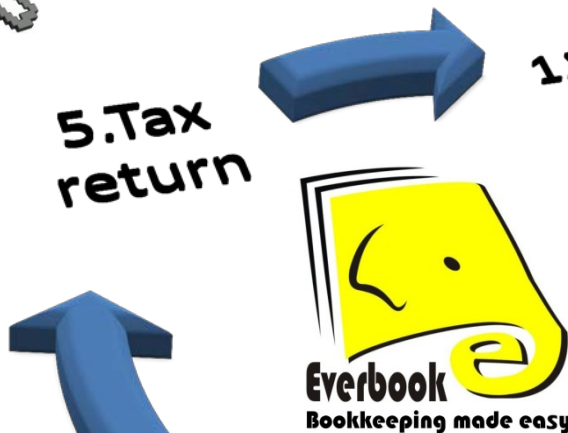
2. Scanned image in 10 folders upload to our secured server on **Wednesday*** CD of image document will be send to you for safekeeping upon request



5. Tax return

1. WE SCAN on spot

4. Books of accounts and financial report and monthly GST return summary is upload and share with you in a notebook of EVERNOTE on 10th of each month



2. Secured

3. Encode & 4. Report



Financial Reports

1. Trial Balance
2. Balance sheet
3. Cash flow statement
4. Bank reconciliation



3. We sort, file and encode in accounting software and will be review by accountant on **Thursday***.

Books of accounts encoded:

1. General Journal
2. General ledger
3. Cash Receipt journal
4. Sales journal
5. Purchase journal
6. Other subsidiary journal

**Our standard operation procedure, however it is subject to on agreed day of the week*