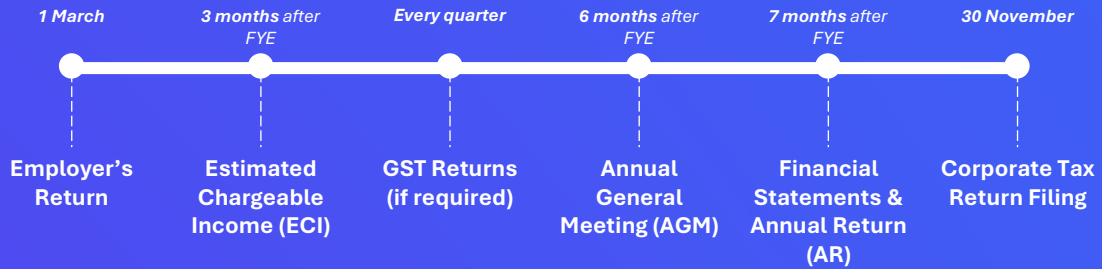


Your company's reporting deadlines



For each deadline MBiA team will contact you to ensure that information prepared are reviewed before filing

FYE - Financial Year End

Responsibilities of Directors and Data Protection Officer (DPO):

- **Directors:** Responsible for the overall governance of the company, including ensuring compliance with the Companies Act, managing the company's affairs, and overseeing financial reporting and decision-making.
- **DPO:** The DPO ensures compliance with the Personal Data Protection Act (PDPA), including the safe handling of personal data (the director can be DPO).

Services included in MBiA packages:

- ✓ **Corporate Secretarial Services:** Assistance with statutory filings, maintaining registers, and ensuring timely AGM and Annual Return submissions.
- ✓ **Registered Address and Mail Forwarding:** We offer a registered business address with mail forwarding for official correspondences.
- ✓ **Bookkeeping and Year-End Accounting:** Regular bookkeeping, preparing financial statements, and compliance with Singapore Financial Reporting Standards (SFRS).
- ✓ **Corporate Taxes:** Preparation and filing of ECI, Form C/C-S, and GST returns.
- ✓ **Payroll Management:** Monthly payroll processing, including CPF contributions and tax filings.

Reach out if need us to assist you with the following:

- ✓ **Amendment of Company Details:** Need to update shareholders, directors, or your business address? We'll handle the changes quickly and accurately.
- ✓ **Tax Matters:** Unsure about tax planning or exemptions? Our team provides expert guidance on relief schemes to optimize your tax position.
- ✓ **Funding and M&A Activities:** Preparing for funding or mergers? We will assist with documentation and ensure smooth due diligence processes.
- ✓ **Employment Matters:** From contracts to terminations, we offer expert advice on all employment-related matters to keep you compliant.
- ✓ **Urgent and Other Matters:** Facing urgent compliance or legal issues? We are here for swift, reliable support whenever you need it.