



BUSINESS SERVICES & OUTSOURCING

BDO Business Services & Outsourcing practice provides companies with a range of accounting and compliance, payroll, immigration and corporate secretarial compliance services to support their growth and changing requirements within Malaysia and around the globe.



GLOBAL

With offices located across 166 countries and territories around the globe, we are truly global.

Being part of this global network enables us to gather the most appropriate resources and expertise required to help you succeed.



DATA PRIVACY AND SECURITY

We are ISO 27001 certified which demonstrates our proactive approach to protecting personal and financial data and confidential client information. We have also employed comprehensive physical and technological measures to assure clients that their data is handled with the highest standards of confidentiality and integrity.



TECHNOLOGY

We embrace technology in our processes, providing you with the best opportunity for you to start running your business with the visibility and control from anywhere, anytime.

Our team is experienced and equipped with the tools to help you migrate your financial data and payroll data from the existing software to our cloud software.



CULTURE

We are committed to understanding your long-term goals and can help you navigate even the most challenging circumstances and work closely with you in a collaborative manner to deliver the right solutions to meet your requirements. We stay ahead of emerging trends to address tomorrow's challenges and will ensure that you are well-informed of the latest regulatory requirement to stay compliant.



RELEVANCE

We provide a comprehensive suite of services that covers the essentials of corporate functioning, enabling your business to navigate change with agility and confidence. Our experienced professionals are well-versed in managing a variety of critical functions that can be efficiently handled outside your core business operations.



ACCREDITATION

Our payroll service is ISAE 3402 compliant, demonstrating our capabilities as trusted advisors and reliable partners. We are committed to operational excellence, risk management and regulatory compliance.

Our specialised team utilises the latest technology that enables us to enhance the level of service delivered to our clients.



WE CAN HELP YOU

Navigate Even The Most Challenging Circumstances.



ACCOUNTING AND COMPLIANCE SERVICES

A well-planned and executed outsourcing strategy ensures your business stays ahead of your competitors. Business data is captured in an accurate and timely manner which enables comprehensive reporting, business planning and better preparedness to respond to changes in regulatory requirements. We are committed to delivering a consistent and timely service to you, through a highly professional team with the necessary tools to support your growth and changing requirements within Malaysia and around the globe.

- ▶ Bookkeeping and management accounts preparation
- ▶ Statutory financial statements preparation
- ▶ e-Invoicing support
- ▶ Consolidation support
- ▶ Indirect tax compliance
- ▶ Year-end audit and tax support
- ▶ Back-office accounting services
- ▶ XBRL Conversion services (MBRS)



PAYROLL SERVICES

Our payroll outsourcing offering is aimed at giving you peace of mind, relieving you of the burdens and risks of day-to-day operations in ensuring deadlines are met, keeping up with changes in regulations, strengthening record-keeping and compliance documentation and maintaining confidentiality to leave you free to focus on your business goals.

- ▶ Payroll processing according to staff pay frequency
- ▶ Preparation and submission of statutory contributions/deductions to local authorities
- ▶ Disbursement of salaries
- ▶ Distribution of payslips
- ▶ Reports and preparation of entries for accounting purposes
- ▶ Annual compliance and regulatory reporting (Form EA and Form E)
- ▶ E-Leave management
- ▶ Time attendance
- ▶ Treasury service



COMPANY SECRETARIAL & IMMIGRATION SERVICES

We make sure that your company complies with local regulations. In addition, we are also able to assist you in work permit applications.

- ▶ Setting up private limited companies and foreign companies
- ▶ Maintaining statutory registers and company books
- ▶ Provision of registered address
- ▶ Filing periodic returns and other mandatory submissions
- ▶ Documenting decisions and resolutions by directors and shareholders on statutory matters
- ▶ Expatriate Services Division (ESD) registration
- ▶ Multimedia Development Corporation (MDEC) registration for ICT industry
- ▶ Employment, professional & dependent, long-term social pass with permit to work applications
- ▶ Pass cancellation
- ▶ Transfer of endorsement

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