



C O R P O R A T E P R O F I L E

Our firm is a member of PrimeGlobal. PrimeGlobal is one of the 5th largest international associations of independent accounting firms in the world, comprised of approximately 300 highly successful independent public accounting firms in over 80 countries.

We are a leading professional provider of integrated business, auditing, accounting, corporate secretarial and taxation services in Singapore. As a business enabler, we provide outsourced expertise in business support functions that allow clients to concentrate resources on what they do best – building business.

Our specialists provide value-added expertise in a range of business areas including auditing, accounting, incorporation of company, corporate secretarial, payroll & taxation services.

We offer our clients top quality professional service, with a personal touch. We are firmly committed to the provision of a high quality accounting service. We place strong emphasis on promptness, accessibility and reliability in our dealings with clients.

Our clients range from individuals, sole-proprietors to large multinational companies engaged in a wide spectrum of industrial and commercial activities.

Some of our clients are in the following fields:-

- Agriculture companies
- Charities organizations
- Commodities trading companies
- Construction companies
- Engineering companies
- F&B companies
- Fund management companies
- Interior Design companies
- Investment companies
- IT companies
- Manufacturing companies
- Marine industries
- Nonprofit organizations
- Oil-Rigging companies
- Professional bodies
- Retail companies
- Semiconductor companies
- Ship Chartering / Bunkering companies
- Ship repairing companies
- Training companies

Audit Services

We are committed to delivering independent, efficient, effective and comprehensive audits. We provide quality assurance services to help ensure that our clients' financial statements meet the regulatory and business requirements as well as to lend credibility to the company's financial statements.

We believe in high quality audits. Our audits are led by partners who are heavily involved in the engagements and ensure our staff has the appropriate level of skill and knowledge.

Besides performing statutory audit, we also perform due diligence and other attestation work such as giving independent opinion on grant claims, retail sales audit, lucky draw witness and certification of capital expenditure for tax incentive qualification.

Accounting Services

This practice includes the timely preparation of financial statements, and value-added advice and assistance in the areas of reporting. Our accounting deliverables include the preparation of quarterly GST computation, profit and loss statement, balance sheet, general ledgers and the other relevant schedules.

Payroll Services

Prepare monthly payroll statements showing the calculation of basic salary, commissions, allowances, deductions and deduction of Central Provident Fund. We also prepare statutory Return of Employee's Remuneration (Form IR8A).

Tax Compliance and Advisory

We assist in the preparation of Singapore tax returns both corporate and personal, for submission to the Inland Revenue Authority of Singapore. Similarly through customised solutions, we seek to find tax savings opportunities for each company and individual. Examples of some of the tax planning include having group relief, taking advantage of various tax incentives.

Corporate Secretarial

This includes maintenance of statutory books and records to ensure compliance with statutory requirements. We also assist the companies to pass the resolution of the directors to regularize recurring corporate secretarial matters involving changes in officers, opening and closing of bank accounts and changes of bank signatories. The services also include preparing annual returns and other secretarial documents relating to the holding of annual general meetings.

Small and Medium Enterprises

Our focus on small and medium enterprises provides attentiveness to this emerging potential pool of businesses. We provide customised business solutions to achieve efficiency and enhanced performance, and also assist in certification exercises, such as government grants and major exporter schemes, as well as other requirements, as needed.

Joe Tan

Managing Partner (CA (S'pore), CPA (Australia), Asean (CPA), SIATP, MPA, BA(NUS))

Joe Tan is a registered Company Auditor with Accounting & Corporate Regulatory Authority of Singapore (ACRA). He is a member of the CPA Australia, Singapore Institute of Accredited Tax Advisor as well as Institute of Singapore Chartered Accountants of Singapore. He is also a Asean Chartered Professional Accountant. He holds a Master of Practising Accounting from the Monash University. Joe has more than 18 years of accounting, auditing and financial experiences in SME companies, MNC, international firms as well as in Public Service.

Tan Tong Kai

Director (CA S'pore ACCA)

Tan Tong Kai – Director, FCA (Singapore), FCCA, ATA (Income Tax) is a registered Company Auditor with Accounting & Corporate Regulatory Authority of Singapore (ACRA). He is a fellow of the Institute of Singapore Chartered Accountants (ISCA), a fellow member of the Association of Chartered Certified Accountants, U.K. (ACCA), and a member of the Singapore Institute of Accredited Tax Professionals (SIATP). Tan has more than 40 years of auditing experience in many industries including manufacturing, trading and investment holding companies, foreign companies, multi-national companies, law firms, travel agents, schools, associations, clubs, management corporations etc.

Doreen Yip

Executive Director

Doreen Yip is the Executive Director of Financial Outsourcing and Business Advisory. She is responsible for the accounting services which clients have outsourced their accounts to the Firm. Prior to joining the Firm, she has 20 years experience in an US Insurance MNC as a Financial Controller, responsible for all accounting and finance functions for 9 countries in Asia Pacific. Currently, Doreen is a member of the CHIJ (Convent of the Holy Infant Jesus) Board of Management, governing 11 CHIJ schools in Singapore. She holds the position of Treasurer in the board. She is a Fellow of CPA Australia as well as holding a Master of Business (Accounting) from Monash University.

Tan Kee Seng

Director (FAIA ATTS)

Tan Kee Seng (FAIA ATTS), Director of Business Advisory, is a Fellow of Association of International Accountants. He has been in practice for more than 30 years specialising in corporate secretarial and tax matters.

Preston Jansz Charles

Director

Preston Jansz Charles, Director of Business Advisory. He is acting as the company secretary for the clients. Preston started his career in the insurance industry. He was an insurance loss adjuster before moving on to become an insurance broker working in both multinational and local broking firms for more than 20 years. He was a former council member of the Singapore Insurance Brokers Association.

Joanna Cheong

Director

Joanna Cheong is the Director of Tax and Corporate Advisory. She holds a Master of Business Administration from the Victoria University in Australia. She has more than 10 years of experience in the tax, accounting and corporate secretarial field. Prior to joining the firm, she worked as a senior manager in many international and local banks.

Natalia Ong

Manager

Natalie Ong, Manager for Taxation. She holds an Accounting degree from the Tarumanagara University, Jakarta. Prior to joining the Firm, she has more than 10 years of audit experience in PwC in Jakarta and a medium sized firm in Singapore. Natalia has experiences in auditing Public listed companies, multi-national companies (“MNC”) as well as small medium enterprises (“SME”). She handles a varied audit portfolio ranging from trading, servicing, manufacturing and construction.