

JSM OFFICE COMPANY LIMITED

1. ACCOUNTING AND TAX SERVICE

1.1 Tax Compliance Task		1.2 Accounting Task	
- Below are all compulsory by law. We prepare and submit them where applicable.		After we prepare journal entries and general ledgers, we submit the following reports to you.	
Monthly Task			
1. Purchase VAT report	<i>Form 1</i>	1. Statement of Financial Position	<i>Form 11</i>
2. Sale VAT report	<i>Form 2</i>	2. Income Statement	<i>Form 12</i>
3. VAT Return - P.P.30	<i>Form 3</i>	3. Bank reconciliation	<i>Form 13</i>
4. VAT Return - P.P.36 (<i>Submission of VAT on behalf of overseas vendors - if any</i>)	<i>Form 4</i>	4. Fixed Asset Register and monthly depreciation	<i>Form 14</i>
5. Supplier withholding tax return - Ordinary persons - P.N.D.3	<i>Form 5</i>	5. Reconciliation of all accounts receivable, accounts payable, prepaid expenses, accruals, VAT, withholding tax and all other statement of financial position items	
6. Supplier withholding tax return - Juristic persons - P.N.D.53	<i>Form 6</i>		
7. Supplier withholding tax return - Overseas - P.N.D.54 (if any)	<i>Form 7</i>		
Annually Task			
1. Mid-year corporate income tax return - P.N.D.51	<i>Form 8</i>	1. Financial Statement , Journals and general ledgers printout	
2. End of year corporate income tax return - P.N.D.50	<i>Form 9</i>	2. Preparing notice of Annual General Meeting (AGM) to be published in a local newspaper	
3. Special records of taxes withheld and submitted	<i>Form 10</i>	3. Signing off the accounts as your accountant	
		4. Preparing the forms to file the audited financials with the Department of Business Development (DBD) and Revenue Department (RD)	