



## PwC contacts



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# Business process outsourcing services

## Scope of services

- Ensure compliance with Thai accounting standards and tax laws
- Reduce your fixed costs
- Focus more on core deliverables and less on non-core activities
- Solve your talent shortage and attrition problems
- Reduce lengthy, repetitive and error-prone processes
- Improve the accuracy and timeliness of your finance and accounting records
- Receive support with setting up your accounting and tax functions

## 1 Tax compliance

- Setting up tax documentation templates – including tax invoices, debit and credit notes, input VAT reports, output VAT reports, WHT attachments and WHT certificates
- Preparing tax returns in compliance with the Revenue Code
- Preparing VAT returns for VAT on electronic services
- Filing tax returns with the Revenue Department and dealing with the Revenue Department during a tax audit

## 2 Periodic reporting packages and general ledger posting

- Registering qualified accountants
- Setting up the necessary information and preparing the chart of accounts in the accounting system
- Posting transactions and journal entries
- Completing and providing the reporting package (trial balance, general ledger, income statement, balance sheet)
- Preparing balance sheets and bank reconciliations

## 3 Accounts receivable

- Creating and maintaining customer accounts
- Preparing invoices, tax invoices, debit notes, credit notes and receipts
- Entering receivable transactions into the accounting system
- Data processing
- Collecting and applying cash received to client accounts

## 4 Accounts payable

- Creating and maintaining vendor accounts
- Collecting suppliers' invoices, debit notes and credit notes
- Routing invoices for approval
- Data processing
- Paying suppliers



## 5 Statutory financial statements services

- Preparing local statutory financial statements in line with Thai GAAP
- Preparing supporting documents of financial statements for the auditor's review
- Localising accounting records and other supporting documents in line with the Accounting Act
- Preparing forms for financial statement submission, e.g. Sor Bor Chor 3
- Filing audited financial statements with the Department of Business Development

## 6 Payroll services

- Data processing
- Preparing payslips and monthly personal income withholding tax calculations
- Preparing and filing monthly and annual personal income tax returns with the Revenue Department
- Preparing and filing monthly social security contribution, provident fund, employee welfare fund contribution and other payroll reports
- Preparing and filing Workmen's Compensation Fund reports
- Providing personal income tax advisory

## 7 Registration services

- E-filing registration with the Revenue Department for online filing
- E-filing registration with the Department of Business Development for branches and representative offices
- Registration with the Social Security Office and Employee welfare fund
- Registration with the Revenue Department for VAT refund for tourists and cash register

## 8 Secondment services

- Providing temporary personnel to assist with accounting, finance and tax functions

## Our value proposition

### Comprehensive all-in-one services

- Full range of services covering accounting, tax, payroll and financial functions under Thai regulations
- Seamless collaboration with PwC specialists across CIT, transfer pricing, legal, customs and other advisory areas to ensure smooth, integrated end-to-end service delivery to meet all regulatory and operational requirements
- Expert-led proactive monitoring and rapid resolution of non-compliance issues
- Continuous process improvement to enhance efficiency and client experience

### Optimised business focus and resource management

- Focus your resources on core business activities
- Reduce overhead costs related to office space, IT infrastructure and recruitment
- Trusted management of your accounting and tax functions, allowing you to focus confidently on growing your business

### Leading technology for efficient delivery

- Use of advanced technological tools when performing work for our clients
- Implementation of trusted accounting and payroll software
- Accelerated, accurate and reliable outcomes for your business

### Expertise and quality you can trust

- Highly skilled professionals with strong technical and communication abilities
- Experience in managing complex and highly customised processes
- Vast experience and clearly defined procedures – no need to reinvent the wheel

### Global network for cross-border support

- Leverage PwC’s global network for seamless international collaboration
- Support your business in Thailand and abroad
- Deliver comprehensive solutions for your entire corporate group



### About PwC Thailand

At PwC, our purpose is to build trust in society and solve important problems. We’re a network of firms in 149 countries with more than 370,000 people who are committed to delivering quality in assurance, advisory and tax services.

