



Our Accounting, Tax and Payroll Administration Services

Thank you for your inquiry on our services. SBC Business Link has a team of foreign and local consultants who are well-versed in the intricacies of Thailand accounting and taxation laws so that you can focus on operating your business while we handle the various monthly and yearly tax submissions for you.

Our Standard Accounting Packages

1. Basic Monthly Accounting Services Package

We will assist you to setup your internal accounting system with systematic book keeping functions. With the use of approved accounting software, we will prepare your company's monthly financial statements.

As the amount of accounting work to be done depends on the volume of transactions the company has on a monthly basis, our fees will vary between 3,500 Baht to 8,500 Baht.

- Less than 25 vouchers per month (Min. charge) 5,000 Baht
- More than 25 but less than 50 6,000 Baht
- More than 50 but less than 75 7,000 Baht
- More than 75 but less than 100 8,000 Baht
- More than 100 but less 150 8,500 Baht
- More than 150 9,500 Baht

Initial one-time setup fee for accounting system 5,000 Baht

2. Monthly Taxation Services Package

This second package includes the submission of all the necessary monthly government taxes. We will assist you in the preparation and submission of the various monthly tax returns:

- Withholding corporate income tax for payment of services (Phor Ngor Dor 3, 53)
- Value Added Tax with verification of purchase and sales VAT (Phor Phor 30)
- Withholding corporate income tax for payment of services overseas (Phor Ngor Dor 54)
- VAT tax for payment of goods overseas (Phor Ngor Dor 36)

- Less than 25 vouchers per month (Min. charge) 3,500 Baht
- More than 25 but less than 50 4,000 Baht
- More than 50 but less than 75 4,500 Baht
- More than 75 but less than 100 5,000 Baht
- More than 100 but less 150 5,500 Baht
- More than 150 7,500 Baht

Optional Services

3. Payroll and Social Security Administration Services

For this service, we will assist your company to maintain and to submit the monthly personal income taxes and social security contributions of your staff.

We will perform the following functions:

- Compute and prepare a payroll report showing all the relevant deductions
- To submit the monthly withholding personal income tax return (Phor Ngor Dor 1)
- To submit the monthly social security contribution for each staff
-

For a company with expatriate staff or management, it should be noted that the renewal of work permit depends greatly on the continuity of these two functions.

- | | |
|--------------------------------------|----------------------|
| • With not more than 4 staff | 1,500 Baht per month |
| • More than 4 staff but less than 10 | 2,500 Baht per month |
| • More than 10 but less 20 | 3,500 Baht per month |
| • More than 20 but less than 40 | 5,500 Baht per month |

4. Annual Personal Income Tax Return

All employees are required by law to submit their yearly income tax returns via the form Phor Ngor Dor 91 for income from employment) and Phor Ngor Dor 90 for other income sources.

For this service, we charge 500 Baht per person.

As an incentive for all our clients who sign a one year retainer services agreement with SBC, we will assist you in the preparation and filing of your company's interim and annual corporate income tax returns at no additional cost.

For this, we will provide you with the trial balance sheet and income statements for review and approval by your management. Once approved, we will then coordinate the work with your appointed auditor to finalize and to close your company accounts. We will then file your company's corporate tax returns based on the audited financial statements with the tax department.

Please do not hesitate to contact us if you have any questions. We can be reached at +662 631 2066.