

ADMINISTRATION CONSULTATION SERVICES

Bookkeeping Management



CUTTING COSTS WITH A BILINGUAL BOOKKEEPER

We take pride in the management of the books for foreign companies in China and provide support for large and small companies alike. From pre-designed bookkeeping support services focussing on Representative Offices to customised Wholly Foreign Owned Enterprise account management, we have a solution for your company.

To save costs and reduce risks, benefit from our local knowledge, focus on your core business and let us do the rest. We'll correctly handle your books and act in compliance with the local authorities on your behalf.

- **Be fully supported** by a Chinese and English bilingual version of your books .
- **Have a clear understanding** of your company's accounts and relative taxes.
- **Outsource** your local Chinese tax office monthly/quarterly/annual tax lodging.
- **Benefit** from a completely transparent bookkeeping service.
- **Enjoy** an ongoing follow-up by your account manager at ManageChina.
- **Reduce your costs** – *No hidden fees for customised support.*

Benefit from flexible and affordable services to safely outsource your bookkeeping management while increasing your company's scope.



THE PROPOSAL

What we do for you

- **Collect** all source documents by the end of the month.
- **Provide** you with the Chinese report and government submission details by the 15th of the following month in compliance with Chinese government regulations.
- **Answer** your bookkeeping related questions on the 16th and 17th day of the following month.
- **Provide** you with the MYOB English report by the 22nd of the following month for your management purposes.
- **Prepare** your annual audit and recommend a certified accounting firm for your audit.
- **Lodge** all Chinese account documents accurately and on time.
- **Submit** tax on your behalf according to the tax bureau's requirements.
- **Determine together** what other requests you may have of us (currency management, bookkeeping supervision, accounts training...)

What we need from you

- A copy of last year's audit report.
- A copy of the previous month's balance sheet and profit & loss statement.
- A copy of your business license or Registration Certificates of Foreign Enterprise Permanent Office in China (for R.O.'s).
- A copy of the organisation code certificate and tax registration certificate.
- A bookkeeping source document collection agreement.
- A meeting to cover all tax submission, petty cash and bank details; clarifying all the process.

For new companies, we'll take you through all the necessary steps.