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[ PROPOSAL – ACCOUNTS  
OUTSOURCING SERVICES ]

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# ACCOUNTS OUTSOURCING SERVICES

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We know that running a business is not an easy task. That's why we are here. By providing you a comprehensive service in finance, accounts and taxation, you can say goodbye to extra time spent administering your F&A. So that you can focus on more important things, like, running your business! So let's start with the most basic question:

## Why Outsource?

Below are reasons why some companies outsource:

### 1. Cost savings

- Eliminates cost of initial hardware and software investment and its subsequent maintenance
- Reduces spending on technology upgrades due to obsolete functionalities and changes in statutory requirements
- Control operating costs as fewer employees needed to perform these administrative tasks, thus maintaining low headcount.

### 2. Other indirect time/cost savings

- Reduces errors from manual handling of data
- Reduces risks involved in security and confidentiality issues
- Opportunity cost from redeploying resources and investments to other areas
- Reduce risk of fluctuating employee turnover and the need for recruitment and retraining, thus ensuring a stable operational environment

### 3. Change in company focus

- Reduce the time spent on administrative task and to refocus on strategic planning initiatives
- Reduces financial risks involved in non-compliance of legislative, corporate and technology changes
- Growing need for companies to leverage on established F&A service providers for information and expertise that are not available internally
- Strategic partnership with F&A service providers enable more flexibility and tailor-made solutions for ever-changing operational needs

# With outsourcing, your company will enjoy some form of benefits and convenience.

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- ✓ **Get your Company Snapshot**  
See the state of your business instantly with the Company Snapshot – a single screen that shows exactly how your business is doing. Your Company Snapshot will tell you, every day, what you are making, what you're spending, how you're doing compared to last year and more.
- ✓ **One place for all your customer and supplier data**  
Store details of an unlimited number of customers and suppliers. Know more about your customers – identify your best customers and see who buys what, when and how often.
- ✓ **Inventory Tracking**  
For businesses that carry product inventory, the Inventory Tracking feature lets you manage and track orders with confidence. Know at any time which items are in inventory, how much of it you've sold, and how much you have on hand.
- ✓ **Data backup and security**  
We automatically back up your data and we meet the highest online security standards for data storage.
- ✓ **Instant access to critical information and reports**  
P&L, cash flow and balance sheet at the click of a button. Drill down into business knowledge with pre-built and customisable reports.
- ✓ **Professional estimates**  
We prepare quotes and proposals for your customers that have the same professional look as your other sales forms. So once you perform the work, it's easy to move the estimated charges onto an invoice for billing.
- ✓ **Track sales and expenses**  
Stay organized and in control of your business. We keep all your financial information in one place, so you can manage your finances more efficiently - no more digging through piles of paper. Understand your cash flow and how your business is doing so you can make better decisions.

## Why Our F&A outsourcing Services

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As your F&A outsourcing partner, we aim to offer you a flexibility and streamline F&A outsourcing services but at a competitive prices. Our goal is to help you achieve tangible benefits in the areas of cost savings as well as increase service level performances. We are proud to be a part of your great success.

We take great pleasure in proposing our F&A outsourcing services to your company. First and foremost, we would like to thank you for the opportunity to extend this proposal to you and hope that we can work together in synergy to expand and grow together.

# SCOPE OF SERVICES – FINANCE ACCOUNTS AND TAXATION

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1. CA Global (CAG) will input/capture, compute and finalise the Client's financial transactions i.e. daily transactions. This will be carried out in strictest confidence by CAG based on all finance related information provided to CAG by the Client.
2. CAG will render the additional services of assisting the Client in capturing and screening the information provided by the Client to ensure that they are in accordance with the Client's company's policies and procedures and all government regulations.
3. CAG will seek Client's authorised signatories for their signatures on Monthly Accounts Report (MAR).
4. On monthly basis, CAG will make timely cheque request and funds requisition to the Client for the payment of outstanding bills and dues.
5. A time schedule will be agreed between CAG and the Client, stipulating the deadlines for:
  - ✓ Submission of data to CAG;
  - ✓ Submission of reports to the Client for vetting before finalisation of accounts;
  - ✓ Preparation of Monthly, Quaterly and Annual Report
  - ✓ Submission of reports to the Client for record keeping;
6. CAG will prepare all standard finance, Accounts and tax related reports, after each period as follow:
  - Statement of cash flows
  - Balance sheet
  - Profit and loss report (income statement)
  - Cash disbursements journal
  - Cash receipts journal
  - Purchase journal
  - Trial balance
  - General journal
  - General ledger
  - Company & Financial Reports
  - Customers & Receivables Reports
  - Sales Reports
  - Vendors & Payables Reports
  - Purchases
  - Inventory
  - Banking Reports
  - Accountant & Taxes Reports
  - Budgets Reports
  - List Reports (lists of useful information about your company)

Should you have many companies under one group of companies, CAG will print out all reports for different entities as well as consolidated reports for management decision purposes.

7. On an ad hoc basis, CAG will prepare necessary reports requested by the Client, but within the capability of accounts software. However, as and when there is a need for additional assistance in any F&A matters that will have to be accomplished as a project; then a formal quotation will be prepared for the Client.
8. CAG will function as a helpdesk for all the Client's F&A matters, answering calls and emails daily. Our office hour are from 9.30am to 5.30pm Mondays to Fridays. Despite our office hours, CAG is happy to provide you support via our on call service numbers for urgent matters during the weekends.

## PROFESSIONAL FEES

Based on the above services, our professional fees will be as follows:

note	Details	Fees
Tax Processing & Preperation	A-Z Tax matters	<b>Fee based on the complexity and quantum of work</b>
<b>Monthly Professional Fee</b>	1 – 50 Transactions	<b>Rs.10000</b>
	51 – 200 Transactions	<b>Rs15000</b>
	201 – 400 Transactions	<b>Rs15000</b>
	401 – 600 Transactions	<b>Rs25000</b>
	601 – 800 Transactions	<b>Rs25000</b>
	801 – 1000 Transactions	<b>Rs35000</b>
	> 1000 Transactions	<b>Rs50000</b>
<b>Monthly Professional fee for dedicated employee</b>		<b>Rs15000/Employee</b>

The above fees proposed do not include service tax which will be billed separately together with the monthly invoice. Out-of-pocket expenses namely dispatch costs, printing and stationery, travelling expenses to and from Client's office and other incidentals shall be billed at cost.

# SYSTEM FUNCTIONALITY

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CAG proposed to provide the above services using any software proposed by the client, though we prefer “Quickbook” an award winning software which is used by more than 70,00,000 businesses worldwide. This system is so user friendly, which makes it powerful and reliable.

The above applications will be hosted in our secured servers, workstations, networking equipment and operating systems with proper backup devices.

All data sent to Client will be encrypted to protect customers’ confidentiality.

# ENGAGEMENT PROCEDURES

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Outlined below are procedures of outsourcing services engagement between CA Global (CAG) and Customer (CUSTOMER):

1. CAG shall provide an Official Outsourcing Service Quotation and Complete Score of Work to CUSTOMER.
2. CUSTOMER shall agree and sign in an Outsourcing Service Contract with CAG consented by both parties.
3. CUSTOMER shall provide CAG all information related to initial setup.
4. CAG shall proceed to setup all necessary systems and routines of its monthly outsourcing services.
5. CAG will prepare Startup Fact Sheet for CUSTOMER for verification and authorization.

# PROJECT TASK MANAGEMENT

Our project management is comprised of the following phases:

- Project kick off meeting
- Detailed processes and requirements study
- Review meetings
- Internal training
- Parallel run
- Review meetings
- Live run
- Review meetings
- Project sign off

# SERVICE LEVEL GUARANTEE

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Our utmost priority is to ensure prompt and accurate monthly, quarterly and Annual accounts preparation other related services. In the event of errors proven to be committed by us, we will rectify within a reasonable timeframe. Failure to do so, we will be obliged to absorb any penalty charges imposed on our Client.

# METHODOLOGY OF OUTSOURCING WORK

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CA GLOBAL is an organization of Chartered Accountants and IT Professionals providing services to international clients. The organization is incorporated to provide Accountancy and Bookkeeping and allied services to offshore and onshore Clients. The Company operates through an office in Kolkata (West Bengal) with a motto to maintain ethical, professional and technical standards and operating, training and quality control procedures. In the following paragraphs, we shall explain the work flow which will take place, when Client will outsource the Bookkeeping Work to our Office (Bookkeeper) in India.

# TECHNICAL METHODOLOGY OF OUTSOURCED BOOKKEEPING/ PAYROLL

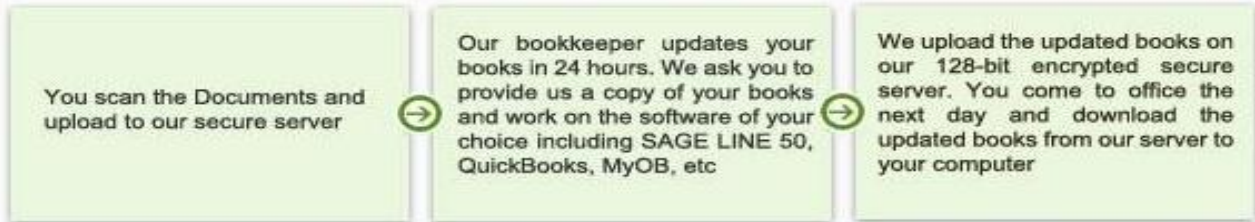
THERE ARE VARIOUS OPTIONS OFFERED TO YOU IN THE APPROACH WE WORK WITH YOU FOR PROVIDING OUTSOURCED SERVICES. YOU COULD DECIDE THE ONE THAT SUITS YOU BEST. WE CAN BRIEFLY PRESENT THE MAJOR OPTIONS.

- SERVER BASED
- REMOTE ACCESS BASED
- ONLINE SOFTWARE BASED

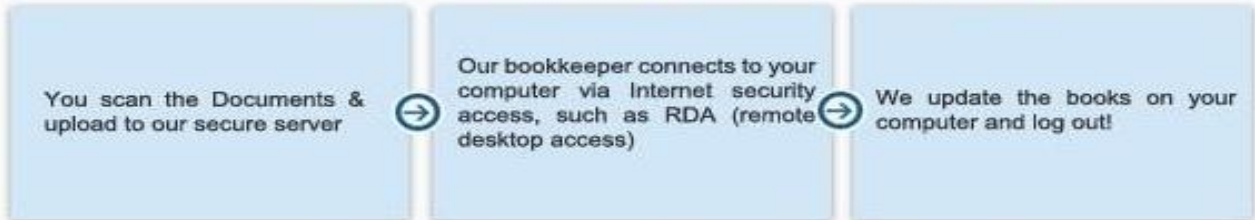




### 1) Server Based Bookkeeping



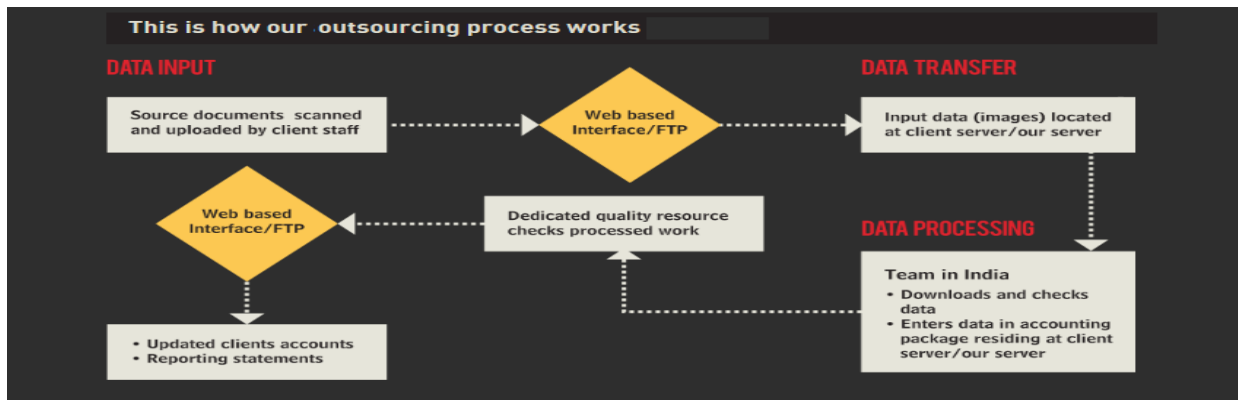
### 2) Remote Desktop Based Bookkeeping



### 3) Hosted / Online Based Bookkeeping



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