

EXPRESSION OF INTEREST

If you would like us to contact you, simply complete this section and email us at administration@skt.com.pg or to one of the Partner contacts provided at contacts section.

COMPANY DETAILS

Name:

Industry:

Location:

No. of Employees:

Provide an estimate of your:

Annual Sales:

Annual Net Assets:

Tick your service requirements:

Require proposal for other services-

1. Specific Taxation Support
 2. Business Advice
 3. Audit and Assurance
 4. Other Services - briefly indicate

Your Contact Details:

Name:

Title:

Business Phone:

Email:

Please contact me

CONTACT US

Sam Kiak Tubangliu Certified Practising Accountants (SKT) is a growing national accounting firm offering accounting, auditing, taxation and business consultancy services in Papua New Guinea (PNG).

A key element of SKT mission is to help PNG's MSMEs grow and become BIG businesses through the provision of professional accounting and business advisory services at an affordable fee.



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**Professional Accounting
And
Business Advisory Services
For
MICRO, SMALL
And
MEDIUM Enterprises**

 **samkiaktubangliu**
CERTIFIED PRACTISING ACCOUNTANTS

"Fast | Reliable | Responsive"

PROFESSIONAL ACCOUNTING FOR MSMEs

This package is tailored for Micro, Small and Medium sized Enterprises (**MSME**) operating within Papua New Guinea who satisfy the following criteria:

- ✓ Annual sales less than K2 million.
- ✓ Less than 20 employees
- ✓ Net Assets less than K2million

COMPLETE PROFESSIONAL SERVICES

The package provides complete professional accounting and business support which includes:

- ✓ **Management Accounting & Reporting**
Preparation of profit & loss, balance sheet, working capital reports including budgets using MYOB Accounting Software.
- ✓ **Fixed Assets Register Maintenance**
Maintaining of Fixed Assets Register
- ✓ **IPA compliance**
 - Annual returns

- ✓ **Tax Compliance**
Preparation & lodgement of:
 - Tax Identification Number (TIN)
 - Certificate of Compliance
 - Goods & Services Tax (GST) returns
 - Salary & Wages Tax returns/annual reconciliations
 - Income Tax returns

- ✓ **Professional back up**
A highly qualified and experienced team will provide back office accounting support.

- ✓ **SPECIFIC CONDITIONS**
To take advantage of this, the MSME needs to:
 - Sign up for a minimum 12 months; and
 - Fees are payable quarterly or bi-annually in advance.

WHAT ARE THE BENEFITS TO MSMEs?

We provide your accounting back office at a fraction of the cost while you focus on running your business operations.

- ✓ **REAL-TIME:** Our MYOB cloud accounting solutions and digital technology will ensure timely reports are provided.
- ✓ **PROFESSIONAL BACK-UP:** A dedicated, qualified and experienced team to help you.
- ✓ **COMPETITIVE FEES:** The service is priced to enable MSME clients to meet monthly payments easily. See fee section on the right.
- ✓ **DEDICATED ACCOUNT MANAGER:** We provide a qualified Accountant to manage your books.

TEAM

We use a "Whole of Firm" approach combining qualification, experience and skills and adopt quality review procedures to ensure that our services are delivered with a high degree of quality.

Each team includes a Lead Engagement Partner supported by a Manager and an Analyst.



WHAT ABOUT NON-MSMEs?

If your business does not meet the above criteria for this MSME package, we can provide you with a competitive service and fee proposal.

You may contact one of our staff to arrange a meeting or a proposal for your consideration.

REAL VALUE FOR MONEY FEES

We have structured a value for money fee schedule based on size of the enterprise.

TICK	SIZE OF ENTERPRISE	WHAT YOU PAY
<input type="checkbox"/>	MICRO Employees: <5 Sales: <K 500,000 Net Assets: < K250,000	K750 - K1,000/month*
<input type="checkbox"/>	SMALL Employees >5 <10 Sales: >K500k < K1m Net Assets: >K250k < K750k	K1,500/month
<input type="checkbox"/>	MEDIUM Employees: >10 <20 Sales: >K1m < K2m Net Assets: >K750k < K1.5m	K2,500/month

* Fees are negotiable and open for discussion.

WHAT YOU GET

Accounting Support Services

- ✓ Maintenance of General Ledgers:
 - ▶ Management Accounts
 - Profit & Loss
 - Balance Sheet
 - ▶ Working Capital Accounts
 - Bank Reconciliations
 - Accounts Receivable
 - Accounts Payable
 - Inventory

- ✓ Fixed Asset Register maintenance

- ✓ Budgets

Taxation Services

- ✓ Preparation & lodgment of Company Tax Returns
- ✓ Preparation & lodgment of Training Levy Returns
- ✓ Preparation & lodgment of GST Returns
- ✓ Calculation of Salary & Wages Tax
- ✓ Preparation & lodgment of Monthly Remittance
- ✓ Preparation of Statement of Earnings
- ✓ Certificate of Compliance
- ✓ Tax Identification Number (TIN)
- ✓ Tax Agency Services

IPA Compliance

- ✓ IPA online Annual Return lodgment