



# Sanet Accounting



Accounting Service

## 1 Accounting Service Packages



### ACCOUNTING SERVICE PACKAGES

| Accounting Service Package                                  | SME I             | SME II            | SME III           |
|---|-------------------|-------------------|-------------------|
| Vouchers (Invoices) Include per Month                       | 6                 | 25                | 100               |
| Fee   | Ask for quotation | Ask for quotation | Ask for quotation |
| Booking of Pre-Assigned Invoices (Debtors)                  | ✓                 | ✓                 | ✓                 |
| Booking of Pre-Assigned Invoices (Creditors)                | ✓                 | ✓                 | ✓                 |
| Booking on Balances Sheet Accounts                          | ✓                 | ✓                 | ✓                 |
| Prepare and Reconcile the General Ledger                    | ✓                 | ✓                 | ✓                 |
| Monthly P&L Report  | ✓                 | ✓                 | ✓                 |
| Monthly Balance Sheet Report                                | ✓                 | ✓                 | ✓                 |
| Monthly Vendor Tax Reporting (PND 3,53,54)                  | ✓                 | ✓                 | ✓                 |
| Monthly Report Unclaimed Expenses                           | x                 | ✓                 | ✓                 |
| Monthly Report Open A/P and A/R                             | x                 | ✓                 | ✓                 |
| Monthly P&L Report Compare CY Vs LY                         | x                 | ✓                 | ✓                 |
| Monthly Withholding Tax Certificate (Provided as Soft File) | x                 | ✓                 | ✓                 |
| Mid-Year Tax Report to Revenue Department (PND 51)          | ✓                 | ✓                 | ✓                 |
| Year-End Tax Report to Revenue Department                   | ✓                 | ✓                 | ✓                 |
| Year-End Financial Report to Ministry of Commerce           | ✓                 | ✓                 | ✓                 |
| Payroll-Service for 2 Employees                             | x                 | x                 | ✓                 |
| Prepare Fixed Asset Register                                | x                 | chargeable        | ✓                 |
| Prepare and Update Inventory List (Goods Sold)              | x                 | x                 | chargeable        |
| Year-End Accounts (Not Including Auditor's Fee)             | Ask for quotation | Ask for quotation | Ask for quotation |
| Auditor's Fee on Request                                    | chargeable        | chargeable        | chargeable        |
| Extension Package Each 5 Vouchers                           | x                 | x                 | Ask for quotation |

## 2 BOI Reporting

For BOI report we offer an additional fee of 15,000 THB per report per category.  
For manufacturing companies, we suggest employing a special BOI accountant.

## 3 Provision of Bank Transaction Service

### Implementation and Services:

**ask for quote.**

- Create Master Vendor/Creditor List
- Request / Approval for Bank Account Access
- Create Update Vendor (Creditor) List
- Prepare Transaction vor release by Client

### Fee per payment /Transaction

**ask for quote**

## 4 Year-end Reports / Auditing

- Year-end accounts of non-active company **ask for quote.**
- Year-end accounts (not including auditing service) **ask for quote.**
- Mid-year Tax Report to Revenue Department (PND 51) included
- Auditing Service provided on request \*\*\* **ask for quote.**

## 5 Shareholder Meetings, Profit Distribution

- Standard form for Shareholder invitation, minutes of meeting and appointment of auditor are provided free of charge.

For or legal services please contact our legal department; our standard fees will apply.

- Draft invitation for Ordinary Shareholder Meeting
- Publish invitation for Shareholder Meeting
- Draft shareholder decision for Approval of the annual results (Capital, Profit)
- Draft shareholder decision on distribution of annual profit (e.g. Dividends, Profit and loss carryforwards)
- Draft Protocol of the Ordinary Shareholder Meeting