



## **DBS Holdings Virtual Business Administration Services**

### **Financial Service Offerings**

The following list are the Financial Services on offer. Please do not hesitate to enquire about other Financial Service requirements that you may have.

- . Processing payments/payment reminders
  - . Basic Bookkeeping
  - . Bank reconciliations
  - . Payroll administration
  - . Monthly EMP201 submissions
  - . Bi-annual EMP501 submissions
  - . IRP5/IT3A submissions
  - . Creating month-end reports
  - . Creating year-end reports
  - . Finding cost savings opportunities
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