



Services Brochure

# Business Services & Outsourcing

BDO in Panama



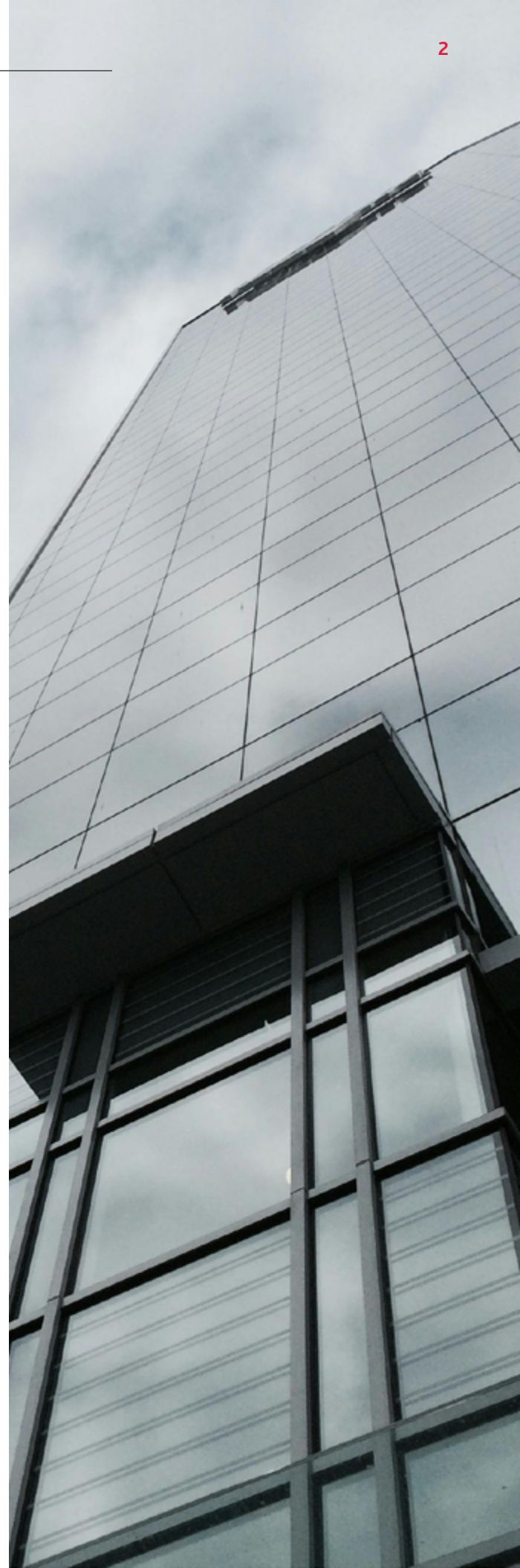
Outsourcing or outsourcing functions, have become an excellent alternative for businesses to not waste their economic and administrative resources in tasks that might be assigned to third party experts in the matter and with less cost for the businesses.

We provide a wide array of outsourcing services, directed to the administrative, financial and accounting areas, through a team of highly qualified professional with the necessary tools to achieve the best performance for your business.

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## Our services

- ▶ Accounting and Compliance
- ▶ Global Compliance
- ▶ Payroll Outsourcing
- ▶ Outsourced Business Processes



## Accounting and Compliance

We study and evaluate the operations of the accounting system of your business with the purpose of advising and guiding the establishment of the necessary administrative controls, as well as the use of forms and reports that guarantee the generation of reliable accounting and financial information.

### Subservices

- ▶ Compilation of Annual Reports
- ▶ Report to Management
- ▶ Corporate and Indirect Tax Compliance
- ▶ Coordinate compliance work performed in one or more countries for multinational companies.
- ▶ Payroll services
- ▶ Assistance in complying with Law 23

## Global Compliance

From Panama, we ensure that the work from our operations and from other countries that are part of **BDO International** meet the standards of quality and reliability.

Thus, we give the client the peace of mind of having a reliable person with the necessary level of experience to ensure compliance with delivery dates and standardization of all processes.



## Payroll Outsourcing

We keep all our clients informed about changes and new local regulatory compliances involving the payroll process.

### Subservices

- ▶ Weekly, biweekly or monthly payroll calculation, we have an encrypted web system where data is securely shared,
- ▶ Calculation of vacations and time control,
- ▶ Calculation of the XIII month (April, August and December),
- ▶ Generation of receipts for each payment process, sent via email to each employee,
- ▶ Monthly report to the CSS,
- ▶ Monthly report to the DGI,
- ▶ Cumulative reports,

Among other services of interest...

## Outsourced Business Processes

Maintenance of international companies at the local level for the provision of complete administrative and accounting services.

Our Outsourcing services unit offers its international clients the possibility of being their financial office in the country, taking care of your financial information requirements in a timely manner and serving your local clients and suppliers. This service not only includes accounting tasks, but also providing all the administrative and compliance needs that the client's operations may require.

# For more information:

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