

COMPANY PROFILE

LETTER OF INTENT

Dear valued enterprises

On behalf of the entire employees in Gtax Accounting Company, I would like to send best wishes to your valued companies.

*Gtax growth is thanks to dedicated effort and unity of officers and staff of our Company as well as thanks to your significant contribution to our Company development. In the current economic situation, the recruitment and retaining of qualified and enthusiastic accountants are a difficult problem for every business – It is helplessly watching long-term employees abruptly left the company finding new jobs with more attractive salary in other businesses. It is very difficult to find accountants who are meeting the immediate job requirements, however, newly graduated students with little working experience, how to handle the situation?etc. .. and etc. Having deep understanding the concerns of businesses, Gtax company is now specialized in the following business: tax accounting services, **housekeeping books**, accounting settlements, audit and accountancy training which could meet immediate needs by businesses. The company will send a team of professional accountants working part-time to the relevant business to undertake monthly, quarterly and yearly accounting works in a professional and complete way to bring best benefits for the business. In addition, if you have demands on accounting personnel, you could directly select candidates' profiles on the website "[http://: gtax.vn](http://gtax.vn)", item "Resumes". We are always updating the profiles of candidate who had learned in Gtax with best quality. Or you could contact directly to Gtax company office to be immediately met your needs on candidates information. In addition, to get numerous potential candidates aware on your business as well as making brand advertising you're your business, You are invited to make online registration and log in recruitment information on the website: <http://gtax.vn> of Gtax company.*

Thank you for your trust and support dedicated to Gtax, I wish your business getting more and more prosperous.

HISTORY AND DEVELOPMENT OF GTAX

Vietnamese name: CONG TY TNHH TU VAN VA DICH VU KE TOAN GTAX
English Name: GTAX ACCOUNTING SERVICES AND CONSULTING COMPANY LIMITED

Abbreviation:

Vietnamese Slogan: Giai phap ke toan chuyen nghiep

English Slogan: Professional Accounting Solution

Chartered capital: 1

Business license number: 0310984804 Tax ID: 0310984804

Account number: 0071000647298 VIETCOMBANK Bank, HCM branch

Trading name: GTAX CO., LTD

Address: ROSANA Building, 60 Nguyen Dinh Chieu Street, Da Kao Ward, District 1, Ho Chi Minh City

Director / Legal representative: Le Thi Hai Yen

Business license: 0310984804 | Issue date: 12/07/2011

We precursor of International Communication Network Corporation (Incomnet) was established on 21/08/2006. Initially Gtax Accounting Department aims to serve customers who are start-up business that use the Incomnet office's services, however the amount of customers increase too fast and we would like to bring to customers the better professional and quality service so that Gtax Company was established on 12/07/2011 to implement this mission.

I. BUSINESS SCOPE

1. Business Support Services include:

- + Consultancy on Business establishment, changing all types of businesses
- + Prepare forms and giving guideline on the procedure to purchase first invoices, changing tax department for businesses changing their registered address
- + Giving Consulting service on the procedure of bankruptcy and dissolution for owners of enterprises

2. Accounting Services:

- + Chief Accountant for hire
- + Lease accounting apparatus
- + Internal Control Board and reset internal bookkeeping system

3. Accounting Services Package for Enterprises

3.1 Monthly accounting service package to businesses:

- + Prepare monthly VAT reports
- + Prepare Corporate income tax Report
- + Complete supporting documents and prepare bookkeeping
- + Prepare year-end financial reports
- + Giving warning advisory to fluctuations in finance.

3.2 Personal Income Tax Service.

- + Declaration and registration of personal tax code
- + Making Monthly Tax declaration
- + Personal Income Tax Filing

3.3 Service on Making business plans to get bank loans

- + Financial reports
- + Other financial information: contract on loans disbursement, quick reports of accounts receivable and payable; ...
- + Prepare documents on methods to get bank loans;
- + Procedures, methods on disbursement plan;
- + Complete other papers system (if applicable).

3.4 Tax Settlement Service

- + Control documents, bookkeeping, VAT reports, corporate income tax reports and yearly financial statements need to be settled;
- + Complete, correct shortcomings in the accounting system of enterprise;
- + Be in charge of giving explanations to the tax authorities.

3.5 VAT refund service for businesses.

- + Prepare claim for VAT refund.
- + Check preparations for explanations.
- + Explanations of tax returns data

4. Service on professional accountants training, including:

- + Guide on how to clamp actual vouchers to differentiate valid documents. Differentiate valid invoices from invalid invoices, the way to correct invoices, the way to set up and record types of bookkeeping ... Re-systemize the professional accounting system in line with the Decision No.48 to differentiate the Decision No.48 and the Decision No.15
- + Guide from full original documents to fully import into general journal, books of accounts, making summary on inventories of goods, materials, finished products, finished price sheet, table on depreciation of fixed assets, table on allocation of short-term and long-term advanced payment... by using shortcuts and formulas on keyboard in Excel to make financial statements and making accounting calculations in Excel.
- + Printing bookkeeping and documents including Balance Sheet for arisen data, Balance Sheet, Statement of production and business activities, cash flow statements, explanations on financial statements. The implementation of their obligations to the State, deducted VAT, explanations to financial statements, yearly Statement of Income Tax
- + Practicing Accounting and Tax on living documents and vouchers available in enterprises: Including monthly and quarterly VAT declarations, registration of tax payer ID, tax declaration, PIT tax settlement, provisional quarterly and yearly CIT...

5. Guides on graduation exercises

- + Guide students to choose topics and subjects to write themes based on frameworks that requires by universities
- + End of internship periods, students to understand practical situations to protect their graduation themes ...

6. Soft Skills Learning Courses

- + Professional Selling Skills
- + Presentation Skills before crowd
- + Professional Skills for customer care

MISSION - VISION

In enthusiasm and dynamism, aiming to the target of "**personnel as the center of development**", Gtax is always by customers' side anywhere and any time. With continuous application of information technology, Gtax secures the most reliable services of quality and contribute to Vietnam economic social development.

BASE OF VALUE

- * *All people are equal.*
- * *Creation is inspiration sources of business.*
- * *Teamwork is a prerequisite for all activities.*
- * *Building trust is the guideline on the path of development of the company.*
- * *Responsibilities by employees to their jobs and responsibilities by the company to their employees-customers.*

BUSINESS PHILOSOPHY

With the philosophy of "**Professional Accounting Solution** " **Gtax** really wishes to bring our knowledge, experience, professional skills to become the effective support arm and the trusted butler of business owners.

- * Listen to and deeply understand the needs of customers to provide customers with perfect service.
- * Non-stop creativity and innovation is the way to success.
- * If success is the decisive factor in business, failure is the motivation to go further.
- * The combination of enthusiasm and sincerity at work combined with a spirit of teamwork has developed G7 as a unity withstanding to any challenge

SYSTEM of ORGANIZATION

Currently, number of employees working in the field of Finance - Accounting in the company are nearly 40 people and 100% graduated from formal colleges, universities specialized in accounting, finance and business administration. The average age of employees in the company is now 30, however, all officers have experience in accounting, business and project development:

In particular, the number of employees are assigned in departments as follows:

- * Board of Directors: 3 people
- * Department of Finance - Accounting: 30 people
 - Professional Department No.1: 7 people
 - Professional Department No.2: 9 people
 - Professional Department No.3: 6 people
 - Professional Department No.4: 8 people
- * General Affairs Department: 2 people
- * Training Department: 2 people
- * Consulting and Customer Care Department: 5
- * Business Department: 4 people

HUMAN RESOURCES

Gtax with more than 30 employees are Masters, Engineers, Bachelors of economics, finance and many collaborators as Masters, bachelors specialized in above mentioned areas in many provinces and cities in the country. Our employees with formal education, are always equipped with additional knowledge through new training courses to enhance professional expertise and proven through actual projects undertaken by the company.

KEY SERVICES

A. ACCOUNTING TRAINING SERVICE

1. **Accounting for managers:** the biggest concern of the business managers is knowing and deeply understanding about production of enterprises through the most comprehensive source of information from relating departments. How to read, understand and analyze business situation of enterprises through corporate financial reports. Detecting actual situations of enterprises and offer specific solutions tailored to practical situations. The training course titled as **Accounting course for managers** at Gtax company attracted majority of managers from enterprises in hcm.

2. **Accounting practice for novices and students who are going to graduate.**

To create resources officers for enterprises to provide the increasing demand of enterprises for high-quality accounting, Gtax continuously organizes training courses on accounting practices whose trainers obtained sound experience in long-term chief accountants. Secure that after the training courses, attendants could perform professional accounting works competently as an accountant already had practical experience.

Gtax is always aware that schools only offer basic knowledge and the way of thinking, schools do not teach us how to work. As a result, Gtax is specialized in intensive practical training based on knowledge attendants have learned at schools. Help attendants familiarize with actual working experience as normal accountants

3. **Accounting from beginning:** For people in other expertise wish to move to Accounting field

B. TAX ACCOUNTING PACKAGE FOR HIRE SERVICE

Undertake all tasks of a tax accountant, served as an official employee of the enterprise to deal with tax authorities. Highly responsible, giving timely resolutions of outstanding problems and bookkeeping completed on time.

Subjects: The small and medium enterprises do not have tax accountants or having tax accountants but young experience, could not undertake this sensitive accounting task.

Job: Doing all tasks of a tax accountant arisen in a financial year of enterprises.

Way of doing the job: Get copies of documents to the head office for processing.

* **WHY SELECTING THE PACKAGE SERVICE OPTION.** Currently, there are a lot of impacts to tax accounting situation of each Enterprise. Many enterprises have made unfortunate risk just by a little understanding, a little disregard of this kind of accounting task, then Business Owners themselves felt "**BEWILDERED - UNRESTFUL - BUSINESS DEVELOPMENT IS FORCED TO SHARE**".

a. General management impact

- **Tax policy are frequently changed:** Enterprises have to update, understand and implement by themselves on such new circulars, decisions. Many enterprises due to slow in updating, or do not understand related issues led to improperly implement tax accounting principles.

- **The tax administration is very tight:** In the past, all enterprises were managed and guided by tax officials for the implementation of tax reports, if small errors occurred, it can be repaired by themselves. Now, tax liabilities are declared and filed by enterprises themselves, if any error, it will be immediately fined in accordance with stipulations by tax authorities.

b. Impact from accountants of enterprises

- **Accountants are continuously in and out of enterprises.**

- **Inexperienced, lack of responsibility employees.** Undertake assigned tasks carelessly, following takeovers did not care about errors made by ex-employees in order to make adjustments, plus no deep knowledge and skills in accounting resulted in bookkeeping system of businesses were messy, disorder and not accurate.
- **Employees did not provide timely information:** When Board of Directors needed reporting information relating to revenues, costs to make plans on tax paying obligation, or when tax authorities needed to suddenly check bookkeeping systems of enterprises, Board of Directors only received the answer "Not yet completed" with so many reasons for such delay. This made the Boards having no summary data on enterprises' accounting situations, caused errors to relevant authorities and felt very confused.
- **Employees do not have abilities to give advisory and reasonably balance costs:** Profit on documents is very high, but intangible costs with no invoices in each enterprise is significant. However, accountants did not soundly understand the tax code to reasonably cover these costs, or wrongly cover causing major risk for enterprises.

D.GTAX SOLUTION FOR ENTERPRISES

1. Provide timely information

Timely update monthly information: Balance input and output invoices on a monthly basis to secure the payment of VAT. Provide information on goods inventory, materials, notifying enterprises if found enterprises missing goods, materials. (Goods delivered without input).

2. Reasonable costs balance

- Based on the updated documents and invoices, balancing revenues and expenses to ensure the profit and loss plans on a monthly basis for your enterprises.
- Consulting to resolve relating outstanding issues.

3. Complete bookkeeping as stipulated

- Prepare, record valid accounting documents
- Records and bookkeeping's are completed on a monthly basis, in line with the current accounting regulations.

4. Enthusiastic, highly responsible

- Assigning stable staff to undertake all the tasks related to explanations on accounting documents, bookkeeping with tax authorities.
- Bearing responsibilities if done wrong against current accounting regulations, causing losses to enterprises

E.ACCOUNTING LEASE SERVICES

It's hard to recruit a qualified accountant, both obtaining experience, sound and strong professional skills.

It costs considerable time and expenses by enterprises for employees trainings. Even when participating in training courses, but employees have not worked in long term for enterprises.

What suitable solutions for your company???

- Recruiting experienced accountant with high cost is a reasonable solution?
- Recruiting non-experienced accountant with cheap cost but need to be trained. Even do not know where to start training because there is no training specialist?

Coming to Gtax to have the most suitable solution:

- Hire an chief accountant
- Accounting apparatus for lease
- Internal audit committee for lease

With a reasonable cost, you could be absolutely secured on the accounting apparatus of your business. Because we are totally responsible for the accuracy and safety of bookkeeping, records to relevant authorities.

F.ACCOUNTING & BOOKKEEPINGS RE-ARRANGEMENT SERVICE

Enterprises are due on actual tax settlement period with tax authorities or to ascertain their tax accounting status with aim to be secured on business development.

Subjects: Enterprises have been operating since more than 1 year, enterprises are due to actual settlement period with tax authorities or enterprises intended to pause their business operations (**dissolution**) ...

Tasks to be undertaken: Verify all vouchers, documents, adjustment of errors, adding supplementary accounting records, vouchers, forms to secure validity for settlement.

Method of implementation: Get all documents, vouchers for checking.

Purpose: Enterprises would be more confident when getting to understand their outstanding tax accounting issues and timely working out proper measures to minimize risk if any. Because, due to a number of subjective impacts, many enterprises when currently making tax accounting settlement actually suffered huge losses, if accountants are more skillful and careful in their jobs, such losses would not happen.

1. Common situation on accounting documents and books in enterprises.

- Documents and vouchers are disordered, lost
- Having accounting documents and books but not in line with regulations to cater for tax settlement
- Staff making financial reports in rounding, inaccurate way

2. Skills, experience in handling accounting data are young and not qualified

- Accounting staff could not distinguish valid documents: Do not understand tax accounting rules, therefore, accountants do not know how to classify valid and invalid documents, they declare any invoices available in enterprises, it leads to problem that enterprises work out actual payable VAT and when doing tax settlement, there is a problem difficult to avoid that enterprises suffered tax recollection problem.
- Employees could not screen reasonable costs, making inaccurate accounting documents or missing documents: Since could not make classification of valid documents, do not understand what are reasonable cost in calculation of corporate income tax, leading to the problem of mishandling and enterprises suffered losses when tax is recollected.

1. CHECK AND COMPLETION OF ACCOUNTING DOCUMENTS.

- Check original vouchers and documents against monthly VAT declarations to detect deficiencies and make adjustments.
- Adjusting, adding accounting vouchers closely with original documents.
- Consulting and handle outstanding problems of documents: such as loss of vouchers, invalid vouchers

2. CHECKING, COMPLETION OF VALIDITY IN ACCOUNTING SYSTEM.

- Based on documents and books available in enterprises to check whether accounting system is as per rules issued by the Ministry of Finance or not.
- Make adjustments to accounting system if errors are detected.

3. VERIFY ISSUES RELATED TO CIT.

- Taxable revenue: Check output invoices for full and correctly taxable revenue, found whether there is any missing issues lead to tax evasion problem or not and timely adding for enterprises.

- Calculation of CIT: Checking the validity of input purchase cost invoices, salary costs, other expenses to see whether they are following tax code or not and make adjustment.

Capital goods price: Check input and output goods in right types and right costs for each category, if found any errors, making adjustment.

4. INSPECTION AND COMPLETING ACCOUNTING SYSTEM.

– In cases where enterprises had book keepings and found minor errors: will add missing bookkeeping and adjust incorrect bookkeeping's.

- If for any reason that enterprises have lost or did not have bookkeeping: will re-set up the entire accounting and bookkeeping system as per submitted financial statements.

5. MAKING DIRECT SETTLEMENT WITH TAX AUTHORITIES

- As the accountant of the enterprise to be responsible to directly explain to tax authorities on issues related to accounting and bookkeeping made.

MAJOR PARTNERS IN CO-OPERATION WITH GTAX COMPANY

TCI GLOBAL (SINGAPORE) PTE LTD

Address : Duong Quang Ham, Quan Hoa, Cau Giay, Ha Noi

Representative : Wan Yen Meng Stephen Jonathan

Title : General Director

THAI SENG CO., LTD

Address : 1st Floor, Viet Phone Buliding, 64 Nguyen Dinh Chieu, Dakao Ward, District

Representative: **OKUMURA HIDEAKI**

Title : Director

B2B INVESTMENT JOINT STOCK COMPANY

Address : Rosana Tower, 60 Nguyen Dinh Chieu st, Da Kao ward, Dist 1

Representative : HUYNH QUANG VIET

Title : Deputy General Director

THE REPRESENTATIVE OFFICE OF RICHARDSON ELECTRONICS, LTD IN HCM CITY

Address : Indochina Park Tower, 04 Nguyen Dinh Chieu st, Da Kao ward, Dist 1

Representative : LE CONG CHINH

Title : General Director

YOON VINA CONSTRUCTION CO.,LTD

Address : Diamond Plaza, 34 Le Duan st, Ben Nghe ward, Dist 1

Representative : YOON, CHOONG - HEE

Title : General Director

AGRI-PALM CO., LTD

Address : Indochina Park Tower, 04 Nguyen Dinh Chieu st, Da Kao ward, Dist 1

Representative : HOANG THAI MINH DUC

Title : Deputy General Director

MILARIC VIET NAM IMPORT EXPORT TRADING INVESTMENT CORPORATION

Address : Sai Gon Trade Center, 37 Ton Duc Thang st, Ben Nghe ward, Dist 1

Representative : TRAN VAN NGHIA
Title : General Director

THD SAIGON TRADING AND INVESTMENT JOINT STOCK COMPANY

Address : Indochina Park Tower, 04 Nguyen Dinh Chieu st, Da Kao ward, Dist 1
Representative : TRAN HOAI DUONG
Title : General Director

ALL MARINE COMPANY LIMITED

Address : Sai Gon Trade Center, 37 Ton Duc Thang st, Ben Nghe ward, Dist 1
Representative : PHAN THANH NHUNG
Title : General Director