

ANNEX-A

Aug 23, 2025

- ✓ Included in Monthly Fee
- Charge Services are available but not included in the monthly fee and will be billed separately.
- A We will advance the actual costs on your behalf and bill you later.
- D Details will be determined through consultation.
- N.A. We don't do this service.

ACCOUNTING	LITE	BASIC	SECRETARY	ULTIMATE
Transaction entry into XERO accounting software	✓	✓	✓	✓
Monthly cost of accounting software XERO	A	A	A	A
PL BS output (format not specified)	✓	✓	✓	✓
Electronic data storage of vouchers and synchronization to designated cloud	✓	✓	✓	✓
External Audit Fee	Charge	Charge	Charge	Charge

BIR	LITE	BASIC	SECRETARY	ULTIMATE
Annual registration renewal	Charge	Charge	Charge	✓
1601C (WHT)	✓	✓	✓	✓
1601E (WHT)	✓	✓	✓	✓
1604E (WHT)	✓	✓	✓	✓
2550M, Q (VAT)	✓	✓	✓	✓
1702, 1702Q (ITR)	✓	✓	✓	✓
2307	✓	✓	✓	✓
1902 (Individual TIN application)	Charge	Charge	✓	✓
1603 (FBT)	✓	✓	✓	✓
2000 (DST)	✓	✓	✓	✓
Revision of past tax returns by customer reasons	Charge	Charge	Charge	Charge
OR/Invoice print order	Charge	Charge	✓	✓
ATP reacquisition	Charge	Charge	✓	✓
Change of COR	Charge	Charge	Charge	✓
Change of address within Jurisdiction	Charge	Charge	Charge	✓
Change of address out of Jurisdiction	Charge	Charge	Charge	Charge
Loose Leaf application	Charge	Charge	Charge	✓
CBA Application	Charge	Charge	Charge	Charge
eCAR (share transfer procedure)	Charge	Charge	Charge	✓
Filling out OR/Invoice	Charge	Charge	✓	✓
Japanese individual ITR	✓	✓	Charge	✓
Other applications and procedures necessary to continue the business	Charge	Charge	Charge	D

PAYROLL	LITE	BASIC	SECRETARY	ULTIMATE
Payroll Calculation	N.A.	✓	✓	✓
13th Bonus Calculation	N.A.	✓	✓	✓
Preparing pay slips per employee	N.A.	✓	✓	✓
Encoding in Bank system	N.A.	N.A.	✓	✓
Final pay calculation	N.A.	✓	✓	✓
2316 (Personal withholding tax certificate)	N.A.	✓	✓	✓
1604CF (year-end adjustment)	N.A.	✓	✓	✓
Administrating remaining vacation leaves	N.A.	N.A.	✓	✓
Administrating internal loan balances	N.A.	N.A.	✓	✓

Social security related (SSS/PhilHealth/PagIbig)	LITE	BASIC	SECRETARY	ULTIMATE
Monthly reporting	N.A.	✓	✓	✓
Registration of new employees	N.A.	✓	✓	✓
Personal loan application	N.A.	✓	✓	✓
Payments to government offices (near MAKATI and BGC)	N.A.	✓	✓	✓
Payments to various offices (outside MAKATI and BGC)	N.A.	Charge	Charge	Charge
Procedures related to the birth of an employee	N.A.	✓	✓	✓
Other applications and procedures necessary to continue the business	N.A.	Charge	D	D

BANK	LITE	BASIC	SECRETARY	ULTIMATE
Passbook update	Charge	Charge	✓	✓
Online banking application	Charge	Charge	✓	✓
Encode as MAKER to online banking: Tax payment	Charge	Charge	✓	✓
Encode as MAKER to online banking: Payroll	Charge	Charge	✓	✓
Encode as MAKER to online banking: Vendor payment	Charge	Charge	✓	✓
Opening additional account	Charge	Charge	✓	✓
eFPS Application	Charge	Charge	Charge	✓
Overseas remittance	Charge	Charge	✓	✓
Signatory change	Charge	Charge	✓	✓
Company Credit card application	Charge	Charge	✓	✓
Other applications and procedures necessary to continue the business	Charge	Charge	D	D

IMMIGRATION	LITE	BASIC	SECRETARY	ULTIMATE
9A Visa New / Renewal	Charge	Charge	Charge	✓
9G Visa New / Renewal	Charge	Charge	Charge	✓
Inclusion of family members into 9G visa	Charge	Charge	Charge	✓
PEZA Visa New and Renewal Procedures	Charge	Charge	Charge	✓
ECC procedures	Charge	Charge	Charge	✓
Downgrade procedures	Charge	Charge	Charge	✓
Grace Period procedures	Charge	Charge	Charge	✓
Stamp transfer procedure	Charge	Charge	Charge	✓
BI clearance procedures	Charge	Charge	Charge	✓
Correction of Admission Procedure	Charge	Charge	Charge	✓
Procedures related to the ACR card	Charge	Charge	Charge	✓
PWP procedures	Charge	Charge	Charge	✓
Annual report support	Charge	Charge	Charge	✓
Other applications and procedures necessary to continue the business	Charge	Charge	Charge	D
SEC	LITE	BASIC	SECRETARY	ULTIMATE
GIS preparation and submission	Charge	Charge	✓	✓
Amendments to Articles Of Incorporation (address, business purpose, etc.)	Charge	Charge	Charge	✓
Submission of financial statements (external audit fees are not included)	✓	✓	✓	✓
Other applications and procedures necessary to continue the business	Charge	Charge	Charge	D
DOLE	LITE	BASIC	SECRETARY	ULTIMATE
Corporate Registration	Charge	Charge	✓	✓
Various reports (e.g., reports at the time of termination)	Charge	Charge	✓	✓
AEP New / Renewal	Charge	Charge	Charge	✓
AEP Exclusion New / Renewal	Charge	Charge	Charge	✓
AEP Card related Procedures	Charge	Charge	Charge	✓
DOJ application associated with AEP application	Charge	Charge	Charge	✓
AEP cancelation	Charge	Charge	Charge	✓
Other applications and procedures necessary to continue the business	Charge	Charge	Charge	D
City Hall	LITE	BASIC	SECRETARY	ULTIMATE

Annual Business Permit Renewal	Charge	Charge	Charge	✓
Other Procedures	Charge	Charge	Charge	✓
Change of address - within jurisdiction	Charge	Charge	Charge	✓
Other applications and procedures necessary to continue the business	Charge	Charge	Charge	D

FIRE Department	LITE	BASIC	SECRETARY	ULTIMATE
------------------------	-------------	--------------	------------------	-----------------

Fire certificate	Charge	Charge	Charge	✓
Other applications and procedures necessary to continue the business	Charge	Charge	Charge	D

Board of Directors meetings	LITE	BASIC	SECRETARY	ULTIMATE
------------------------------------	-------------	--------------	------------------	-----------------

Preparation of minutes of board meetings	Charge	Charge	✓	✓
Creation of various types of Secretarial Certificates	Charge	Charge	✓	✓
Other applications and procedures necessary to continue the business	Charge	Charge	Charge	D

EMPLOYEE RELATED	LITE	BASIC	SECRETARY	ULTIMATE
-------------------------	-------------	--------------	------------------	-----------------

Execution of employment contract	N.A.	Charge	✓	✓
Preparing Company Policy	N.A.	Charge	Charge	✓
Warning Letter Preparation	N.A.	Charge	✓	✓
Supporting Salary deposit	N.A.	Charge	✓	✓
Payroll data entry into online banking	N.A.	Charge	✓	✓
Efforts to resolve disputes	N.A.	Charge	Charge	Charge

3RD PARTY TRANSACTIONS	LITE	BASIC	SECRETARY	ULTIMATE
-------------------------------	-------------	--------------	------------------	-----------------

Telecommunications company transactions (opening, payments, applications, etc.)	Charge	Charge	✓	✓
Real estate transactions (pre-contract and post-contract communication)	Charge	Charge	✓	✓
Quotation and ordering of PCs and other equipment	Charge	Charge	✓	✓
Transactions that occur on a one time basis	Charge	Charge	✓	✓
Transactions related to core business	N.A.	N.A.	N.A.	N.A.

GENERAL CONSULTATION	LITE	BASIC	SECRETARY	ULTIMATE
-----------------------------	-------------	--------------	------------------	-----------------

General Consultation

✓ ✓ ✓ ✓

Document Review

✓ ✓ ✓ ✓

Creation of new private contracts and other documents

Charge Charge Charge Charge