ANNEX A

Outsourcing your accounting to Info-Tech Corporate Services Pte. Ltd.

In this annexure we explain the scope of our Accounting Outsourcing service.

1. Bookkeeping and Data Entry

1.1 Monthly Source Documents

By an agreed date each month, you are required to provide Info-Tech with all relevant source documents for the preceding month. Source documents include (but are not limited to) bank statements, sale invoices, supplier bills, expense receipts, credit notes, payment vouchers, and any other records necessary for the preparation of your accounts.

1.2 Your Responsibilities

You are responsible for:

- Providing complete and accurate source documents in a timely manner.
- Informing Info-Tech of any changes to your business operations, chart of accounts, or accounting policies.
- Ensuring that all information you provide to Info-Tech is true, accurate, and up to date.

1.3 Data Entry and Categorisation

Upon receipt of your source documents, Info-Tech will:

- Record all transactions into Info-Tech's accounting platform.
- Categorise transactions in accordance with your chart of accounts and applicable Singapore Financial Reporting Standards (SFRS).
- Reconcile your bank statements against the recorded transactions.
- Contact you if further information or clarification is needed.

1.4 Processing Timeline

Info-Tech requires **10 working days** from the date of receipt of complete source documents to complete the bookkeeping for that month, subject to any delay on your end. If source documents are received late or incomplete, the processing timeline will be extended accordingly.

2. Financial Reporting

The following reports will be prepared by Info-Tech upon completion of the monthly bookkeeping:

2.1 Monthly Management Accounts

Info-Tech will generate monthly management accounts comprising:

- Profit and Loss Statement
- Balance Sheet
- General Ledger
- Accounts Receivable Aging Report
- Accounts Payable Aging Report

2.2 Verification by You

Info-Tech will send the management accounts to you for verification. You are responsible for reviewing the reports to verify their accuracy. You must provide your verification or raise any queries within **3 working days** of receipt.

2.3 Annual Financial Statements

Where included in the quotation, Info-Tech will prepare annual financial statements in accordance with SFRS (or SFRS for Small Entities, as applicable) and in compliance with the requirements of the Accounting and Corporate Regulatory Authority (ACRA). Annual financial statements comprise:

- Statement of Comprehensive Income
- Statement of Financial Position
- Statement of Changes in Equity
- Statement of Cash Flows
- Notes to the Financial Statements

2.4 Director's Report

Where included in the quotation, Info-Tech will assist with the preparation of the Director's Report as required under the Companies Act 1967.

3. GST and Tax Compliance

3.1 GST Filing

Where your company is GST-registered and this service is included in the quotation, Info-Tech will prepare and submit your GST returns (Form GST F5 or F7, as applicable) to the Inland Revenue Authority of Singapore (IRAS) on a quarterly basis or as required by IRAS.

3.2 Corporate Tax

Where included in the quotation, Info-Tech will assist with the preparation and filing of the following with IRAS:

- Estimated Chargeable Income (ECI) — to be filed within 3 months of your financial year end.
- Corporate Income Tax Return (Form C-S or Form C, as applicable) — to be filed by the statutory deadline.

3.3 Your Responsibilities

You are responsible for providing all information necessary for GST and tax filings in a timely manner, including details of any grants received, related party transactions, capital expenditure, and any other matters that may affect your tax position.

3.4 IRAS and ACRA Liaison

Info-Tech will liaise with IRAS and ACRA on your behalf in connection with the services set out in this Annex A, to the extent reasonably required.

4. Ad Hoc Services

4.1 Scope of Ad Hoc Services

Info-Tech provides additional ad hoc services relating to your accounts. These services are subject to additional charges as set out in the quotation. Common ad hoc services include (but are not limited to):

- Preparation of XBRL financial statements for filing with ACRA.
- Preparation of consolidated accounts for group entities.
- Rectification of prior-period accounting entries.
- Preparation of schedules or reports required by banks or financiers.
- Cash flow projections and financial modelling.
- Accounting advisory on specific transactions or restructuring.
- Migration of historical data to Info-Tech's accounting platform.

4.2 Turnaround Time

Where no further information is required from you, Info-Tech will revert on ad hoc requests by the end of the next working day from the time of your request, or within a timeline agreed between you and Info-Tech.

4.3 Applicable Terms

Ad hoc services are subject to Info-Tech's terms of service where applicable, and any other terms as agreed between you and Info-Tech on a case-by-case basis.

5. New Features and tools

Info-Tech is constantly developing its technologies and features to improve the Service. Any new features or tools added to Info-Tech's platform will also be subject to Info-Tech's terms of service.