

Why Outsource?

Outsourcing is recognized as a means to achieve growth. Research says companies that outsource are more successful on average than companies that don't. Increased profitability results when owners and management stop focusing on limited-value, in-house problems and start focusing on sales opportunities or operational issues which are restricting growth.

Organisations are able to

- Improve the focus on core competencies (which is often described as market agility) and offer extended value-added services to clients
- Gain access to world-class capabilities
- Gain resources not otherwise available
- Make decisions more flexibly
- Focus more on innovation
- Effectively cope with seasonal overloads
- Accept new work that is not currently viable and would be otherwise rejected.
- Recruit and retain better staff as the work retained in-house would be more challenging
- Overcome operational bottlenecks.
- Achieve flexibility of staffing levels
- Ensure client satisfaction as the work is done by deadlines and to a consistent high quality
- Realise Reduction in operating costs, often in excess of 30%
- Convert fixed costs to variable costs

Why Guitcom?

Guitcom's relationships work because we believe in providing an unparalleled level of service to all types of clients - regardless of size or industry.

Our way of working is simple and efficient. You, as our client, benefit as a result.

- We treat *every client as 'High priority'*.
- We *tailor our services* to meet the client's needs.
- You receive *close attention* from our experienced managers.
- We have *stringent quality processes* in place
- You retain control with *constant updates*
- You get *timely advice and answers* to your queries and you get it at a *reasonable price*.
- Our team consists of *permanent Guitcom employees*, not temporary staff or staff in transition.
- We place great emphasis on *capability, attitude and training of staff*,
- We equip ourselves with the *latest technology and security products*
- We can be a *"one-stop-shop"* for any accounting related professional services.
- We have access to a *range of specialist professionals* across the globe.

To find out how Guitcom can support your business, contact us



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Guitcom

While You Take Care
of Your Competition.....

We Take Care of
Your Back-office !

About us

Guitcom is an enterprise founded and managed by a group of Chartered Accountants and Certified Public Accountants, with a background of over 100 years of professional practice.

Guitcom provides services globally in the areas of accounting, payroll, backoffice, finance and related services. We provide customized solutions that optimize a client's competitive advantage to facilitate their focus on core activities.

Guitcom is unique in the sense that, apart from catering to individual corporate clients it also focuses on partnering with other professionals across the world to deliver high-quality, cost-effective outsourcing solutions, enabling them to use their skilled in-house resources in providing value added services to their clientele.

Guitcom is able to leverage on its strengths of expert domain knowledge combined with the India cost advantage, a solid technology base and an abundant English-literate resource pool to deliver neatly packaged 'Finished' services.

Our success also stems from our ability to quickly learn and adapt to new streams of work, and our commitment to delivering as promised.

Our Philosophy

- ❖ The client's best interests come first
- ❖ Focus on results, not effort
- ❖ Quality can't be sacrificed to deadlines, AND vice versa
- ❖ Happy and motivated staff lead to satisfied clients
- ❖ Satisfied clients lead to more clients

The Process

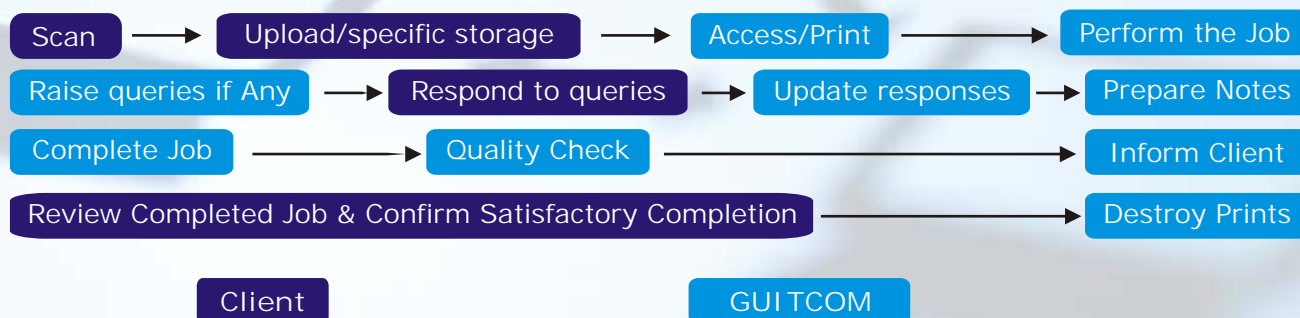
The process is simple. All source documents are scanned and the images are either stored in the client's network to which we are given restricted access or uploaded to a secure dedicated space through our website.

These documents are then printed and a list of missing information is compiled.

The documents are processed on the client's network using remote access, just as partners, directors and other officers access the network from home. The alternative is for us to use our software on our systems. Queries, if any, are sent to the client's representative for resolving.

On receipt of the responses the work is completed, quality checked and the client is advised. If the work is performed on our site, the output with working papers and notes are sent to the client.

On confirmation from the client of the satisfactory completion of the job, all printed source documents are destroyed. Logs are maintained to record this process.



Testimonial



"INPACT McDonald Carter is a firm of 8 partners and 65 people located in Melbourne, Australia.

GUITCOM is now entering its third year of preparing accounting and other services in respect of the superannuation division of our practice. We have recommended this service to a number of other accountants who are also seeing the advantages of the relationship.

Recently we have engaged GUITCOM to take over the responsibility for the whole of the back office function of our office so that our professional staff can solely dedicate themselves to providing business and taxation services for our clients. The ease of this transition was remarkable. The principal, Arun, could not have been more helpful in meeting our quite specific management information service needs.

Over the period of our association the "can do" attitude of the service has been most impressive."

Malcolm Hardy
Managing Director

Our Services

We are a one-stop-shop for all accounting and finance related Professional Services

We process routine, recurring transactions as well as complex processes and analysis.

Accounting and BPO Services

- General Bookkeeping
- Transaction Recording
- Accounts Receivable
- Accounts Payable
- Bank Account Reconciliations
- General Ledger
- Cost Centre Accounting
- Cash Flow statements
- Customer / Vendor / Advance Accounting Reconciliation
- Customer Invoicing
- Fixed Asset Accounting
- Customised MIS
- Year End Closing Procedures
- Preparation of Financial Statements

Payroll & HR Services

- Maintenance of employee master records
- Computation of monthly gross and net pay
- Calculation of incentives and other variable payments
- Computation of various deductions
- Computation of withholding taxes
- Generation of customized pay-slips (content and format can be adapted and your business logo included)
- Issuance of cheques/Bank transfer instruction in certain cases
- Issuance of Tax Withholding certificates on an annual basis

Reporting

Customised Management Report focused on key performance indicators to initiate Management action including:

- Budget Vs Actual Comparison & Analysis
- Cost Centre / Business Division wise report of operations & profitability

Other Services

- Year End Compliance
- Tax Computation
- Costing Assignments
- CFO on Hire
- Audit Support
- Data analysis
- Budgeting Exercises
- Management Information Systems

Confidentiality / Privacy

Guitcom believes client privacy and confidentiality is 'sacred'.

We ensure all client information is secure through the following steps:

- As part of the recruitment process, all our staff sign stringent confidentiality agreements
- Guitcom in turn signs a confidentiality agreement with the client where the client so requires
- Our team consists of permanent Guitcom employees, not temporary staff or staff in transition
- There is constant supervision and monitoring of staff, and also of activity logged on electronic resources
- Papers and records are periodically destroyed as per the agreement with individual clients.
- Access to client information is restricted, through physical & electronic security measures, only to staff directly working on the job
- Information is made available through a strict hierarchy, where only senior staff have broader access, and each person's access level is limited on a need-to-know basis

Quality



Guitcom's shared services centre operating out of Bangalore, India is in the process of ISO certification.

Our Quality Assurance process includes:

- Constant monitoring of standards and policies
- Continuous process improvement
- Definition of inputs and outputs, including origins, approvals, regulatory and legal issues, volumes, frequencies, business risks and priorities
- A multi-tiered QA review system
- Documentation of Workflows and business rules
- Establishment of relevant quality control standards