



Prothoma Consultancy

Fully trusted Tax, VAT and Company law Practicing firm

Certified Public Accountants

Firm Profile



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**PUBLIC
ACCOUNTANTS®**

TAX ■ VAT ■ ADVISORY

www.prothoma.tax

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A hand is shown moving a white chess king piece on a chessboard. The background is a blurred image of a chessboard with various pieces. The text is overlaid on the left side of the image.

About the firm

Prothoma Consultancy is a professional firm established on 2012, providing Tax and Consulting services. As professional advisors we help clients to solve complex business problems. We aim to enhance their ability to build value, manage risk and improve performance. Our goal is to add value by helping to improve transparency, trust, consistency and capacity of your business.

We strive to be the leading company in professional services by providing quality service to a select group of clients who embrace the same high standards of ethics and integrity as ourselves. We believe in growing responsibly so that we can build an institution of international standards.



Value Proposition

Prothoma Consultancy is an independent firm licensed to practice as certified income tax practitioner by Bangladesh National Board of revenue (NBR), Certified Public Accountant from Australia as financial/tax consultants. The firm is managed by certified cost accountants, associates and support staff. We have realized considerable growth serving both the corporate and other sectors, buoyed by our focus and vision. Prothoma Consultancy dealing with financial and management consultancy matters. We place a lot of emphasis in the constant communication with client's management throughout the course of our engagement. This has a great influence on the effectiveness of our performance, and in meeting the clients' expectations.

MISSION

To provide tailor made, timely, efficient, cost effective and value adding financial and related services to all levels of enterprises



VISION

Evolve as a leading institution of international standards to be used as a benchmark by our clients and peers for providing professional services.



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Core Values

In order to succeed, we must grow and develop, both as individuals and as a business. Our core values of service, collaboration and leadership help us achieve this growth with

- ▶ Honesty
- ▶ Integrity
- ▶ Dependable
- ▶ Innovation
- ▶ Creativity
- ▶ Commitment
- ▶ Consistency
- ▶ Efficiency



Business Ethics

At Prothoma Consultancy, we are committed to act ethically in our decision-making process. Our top priority is to conduct business with integrity and utmost professionalism. Conducting business with ethics and ethical decision-making is the core of our organization.

Consulting

With a sharp focus to simplify the complexity of today's business environment, we bring together a team with consulting expertise. Our professionals serve companies throughout their business life cycle, helping them in their efforts to emerge stronger.



Accounting and Bookkeeping Services

Our objective is to leave you deal with the management and the day to day operations of your business. The accounting services we offer to you, will help you keep track of the performance and position of your business on a daily basis.

Our Accounting and Payroll services include the following

- ▶ Maintenance of proper books and records by using computerised accounting systems
- ▶ Preparation and submission of VAT returns
- ▶ Payments of taxes
- ▶ Preparation of various reports for management purposes such as budgets, cash flow forecasts along with variance reports against actual results
- ▶ Preparation of debtors and creditors statements and ageing analysis
- ▶ Monthly bank reconciliations
- ▶ Monthly creditors reconciliations
- ▶ Preparation of financial statements and consolidated financial statements in accordance with International Financial Reporting Standards (IFRSs)
- ▶ Unaudited accounts preparation for banks
- ▶ Computerization of accounting departments
- ▶ Training in the use of computers, accounting packages and other techniques
- ▶ Advice on accounting systems selection.

Accounting Services

- ▶ Accounts Preparation (Monthly, Quarterly & Annual)
- ▶ PF Accounts Preparation
- ▶ Accounting Advisory
- ▶ FDI Reporting
- ▶ Accounts Review
- ▶ Financial Review
- ▶ ERP Implementation.

Payroll Services

- ▶ Monthly payroll processing
- ▶ Payroll tax computation and deduction
- ▶ Salary advice
- ▶ Online payslip and tax computation
- ▶ Deposition of monthly deducted tax
- ▶ Final settlement calculation
- ▶ Issue of annual investment notice
- ▶ Issue of annual salary certificate
- ▶ Monthly return of employees' tax
- ▶ Annual return of employees' tax.





Conducting to Assist AUDIT & ASSURANCE

We are committed to delivering high quality audit and assurance services. Our services are in line with the International Standards on Auditing (ISA). We render personalized service and solution-based advice to deliver value and underpin stakeholder confidence. Our risk-based audit approach ensures that we focus on significant business issues affecting our clients' financial statements with understanding of International Financial Reporting Standards (IFRS).

Conducting to Assist Statutory Audit

- ▶ External Audit
- ▶ Consolidated Audit
- ▶ Project Audit
- ▶ PF Audit
- ▶ GF Audit



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Internal Audit

- ▶ Work with internal audit function to assess the possible risk and deficiency of existing control system
- ▶ Redesign the control map to align the business strategy
- ▶ Recommend the possible safeguards that reduce any threats to an acceptable level

Our activities involved the following

- ▶ Asset and evaluation of financial transactions is free from material misstatement
- ▶ Asset whether Financial statements is prepared in accordance with the IAS/IFRS/ GAAP, relevant laws, rules and regulations
- ▶ Provide reasonable assurance regarding financial statements provide a true and fair view
- ▶ Review internal control system, identify the weakness, provide impact of control weakness and possible recommendations



Corporate Secretarial Services

Our secretarial division provides a wide range of company secretarial services including

- ▶ Undertaking routine compliance work including submission of returns, and maintaining registers and secretarial records as required by Law.
- ▶ Advising on company secretarial issues.
- ▶ Attending board meetings and shareholders' meetings.
- ▶ Companies Compliance
- ▶ Company formation
- ▶ Return Submission

Advising on company/business registration and de-registration.

Business Services

- ▶ Maintaining books of account,
- ▶ Payroll
- ▶ Internal Audits for the Management
- ▶ High level Account software service



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Taxation

Prothoma Consultancy offers clients a broad range of fully integrated tax services. We work closely with clients to deliver timely, high quality tax services to maximize tax-planning opportunities and find the right answers to the tax challenges in their respective industries.

We assistance to its client to

- ▶ Identify and manage tax risks
- ▶ Take pressure off tax filing
- ▶ Gain control on compliance obligations
- ▶ Avoid tax accounting and reporting pitfall

Corporate Tax

To meet our objective, we offer its clients a broad range of fully integrated tax services.

Corporate tax retainer services (Where retainer is provided)

- ▶ Review and submission of Monthly return
- ▶ Advising on proper withholding tax and VAT from payment
- ▶ Collection of TDS and VDS challan and submission
- ▶ Preparation of monthly TDS & Salary TDS return and submission to the concerned authority



Corporate tax return (Where retainer is not provided)

- ▶ Computation of Quarterly Advance Income Tax (AIT) and deposit to the same to Govt. Treasury
- ▶ Income tax computation, return submission
- ▶ Obtaining income tax clearance certificate

Assessment/ Appeal to CT/ Appeal to TAT/ Assenting in Review Application

- ▶ Assessment at DCT level
- ▶ Revised assessment at DCT level after set aside by CT (Appeal), Tribunal
- ▶ Appeal against the order of the DCT
- ▶ Appeal fled by the assesses against the order of the CT (Appeal)
- ▶ Assisting client in fling reference application against the order of the Taxes Appellate Tribunal
- ▶ Assessment of withholding tax return

*We aim to
save you some
time from the
administrative
work...*





Tax Advisory

Tax Health checkup, Tax Retainer Services, TIN registration, Transaction Compliance, Tax Consultancy

Tax Exemption & Approval

- ▶ Provident Fund Exemption, Provident Fund Approval, Gratuity Fund Exemption, Gratuity Fund Approval
- Income tax computation, return submission

Personal Income Tax

- ▶ Tax planning, Income tax computation, return submission

Indirect Tax

Local government is more concern to increase revenue through collecting indirect tax. Thus the regulations imposed by the authority is more rigid, which is made more difficult to manage the Indirect tax compliance now more than ever. Prothoma Consultancy has expertise to provide solution to its clients to face the indirect tax challenges.

Retainer Services:

- ▶ Monthly VAT return preparation & submission
- ▶ Review of the transactions as to whether VAT is deducted as sources
- ▶ Deposited to the Government exchequer on timely basis and to the right code of accounts



VAT Consulting

- ▶ VAT Registration & address change
- ▶ Revenue and VDS reconciliation
- ▶ VAT return Submission
- ▶ VAT assessment at various level (Assistant Commissioner/Commissioner/Appellate Tribunal), documents preparation & review, attending hearing on behalf of client

VAT Advisory

- ▶ VAT health check up
- ▶ Advice to client as per client requirement/questionnaire

Business Support Services

- ▶ Name Clearance of Company
- ▶ Name Change
- ▶ New Company Incorporation
- ▶ Address Change
- ▶ Share Transfer
- ▶ Director Change
- ▶ AGM & EGM Preparation
- ▶ Increase/ Decrease Share Capital
- ▶ Return Filing (Annual & Return of Changes)
- ▶ Partnership Registration
- ▶ Society Registration
- ▶ Draft MoA & AoA Preparation

*We will help you
keep track of the
performance
and position of
your business on
a daily basis*



Bangladesh Investment Development Authority (BIDA)

- ▶ E-visa Application
- ▶ Work Permit Application, Cancellation, Amendment
- ▶ Liaison/Representative Branch Office Registration & Renew of Registration
- ▶ Application of Approval of Outward Remittance (Royalty/Technical Know How fee/Technical Assistance Fee/ Fran chaise/ Other Technical
- ▶ Security Clearance,
- ▶ Visa Extension.

Apart from above, Business Support Services Team provide support to obtain certificate from various authority to continue business operations in Bangladesh. Few are as below as example:

- ▶ Obtain membership certificate from various chamber of commerce (New, Renew, Amendment)
- ▶ Trade License (New, Renew, Amendment)
- ▶ Other License to open factory from various Govt. Authorities (New, Renew, Amendment)
- ▶ Import 7 Export Registration Certificate (New, Renew, Amendment)
- ▶ Share Certificate Preparation & Share Register Update
- ▶ Trademark
- ▶ Copyright

Legal Support

In conjunction with our legal associates, provide legal solutions to clients' requirements such as drafting of legal agreements, memoranda of understanding, shareholders agreements, management agreements and company formation.

*Our main,
concern is your
business always*



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Our People

SK Das,

*Our knowledgeable,
experienced and
professional people are
working for you*

ACMA, AFA, ACCA (PL), CS (PL),

SK das is a Founding Partner at Prothoma Consultancy. He has more than 14 years' experience in Project Accounting auditing, taxation, VAT, Company Law and consulting services for local and multinational companies. He is a member of Cost and Accountant from the Institute of Cost Accountants of India (ICMAI), member -Institute of Public Accountants (IPA) Australia, Member- Institute of Financial Accountants (IFA) UK, Member- Dhaka Taxes Bar Association (DTBA), Member- Bangladesh VAT Professionals Forum (BVPF). Recently he has qualified 9 papers out of 13 under The Association of Chartered Certified Accountants (ACCA) and Completed 3 level out of 5 The Institute of Chartered Secretaries of Bangladesh (ICSB).

Mohammad Ashraf Ahmed

M.Com. LL.B, Advocate

14 years experienced in Advocacy, Corporate Legal Affairs, Labour & Employment Law, Legal Compliance and Regulatory Affairs, Drafting Contracts, Land Vetting, Company Law, Structuring Business, Company Secretariat and Advisory Affairs, Intellectual Property Law, Risk & Compliance, BIDA BEZA Permissions with a demonstrated history of working in the domestic and global law firms as well as FMCG, FinTech and IT industry as an In-House Counsel and Advocate. He is a member of Dhaka Judge Court and Dhaka Taxes Bar Association (DTBA).

Md. Sabuz (ITP)

M. Com. & B.Com. Hons. (Accounting), CAcc

He has more than 12 years experienced in Security clearance, First work Permit, BIDA Permission, VISA Recommendation, Visa Extension, IRC, ERC etc. He also Member of Dhaka Taxes Bar Association (DTBA).



Our Previous clients

- ▶ Nutech Construction Chemicals Company Limited
- ▶ T.J Logistic Ptv. Limited
- ▶ MEI Services Limited
- ▶ Environment and resource analysis limited
- ▶ Eterna Electronic Limited
- ▶ ASA Tech Limited
- ▶ Galaxy digital Company Limited
- ▶ Noor zaman Engineering foundation
- ▶ Penang Engineering Limited
- ▶ Innovation Engineering Limited
- ▶ Innovation Landmark Engineering Limited
- ▶ Kabir Auto Bricks and Rice Mills limited

We have solid experience of working with the companies from various markets and solving complicated payroll calculation tasks



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Contact Us

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