



Services Brochure

Business Services & Outsourcing

BDO in Nicaragua



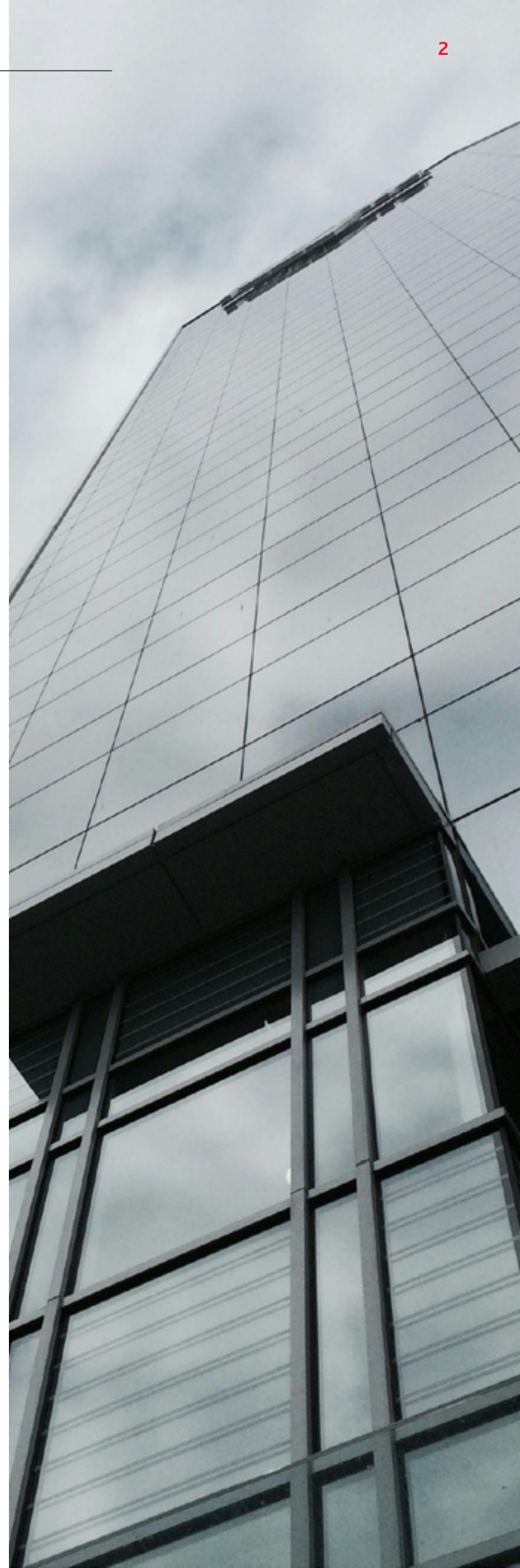
Outsourcing services are considered an excellent alternative for companies not to wear out their financial and administrative resources in tasks and functions that might be better delegated to third-parties, experts in the field, and with lower costs for the company.

We offer several outsourced services, within the administrative, financial and accounting areas.

At **BDO**, we count with a highly qualified team of professionals with the right skills and substantial experience, necessary to achieve an optimal performance of your business.

Our services

- ▶ Compilation of financial information
- ▶ General accounting
- ▶ Income declaration and Tax compliance
- ▶ Other administrative services
- ▶ Payroll processing and social security administration



Compilation of financial information

Periodically, you need to evaluate the results of your business. A compilation of financial information consists of presenting, for Senior Management's use, general information of financial statements, for decision making. Our specialized team, assisted by technological tools and high-technical knowledge, produces compiled financial reports as often as their administrative management requires.

General Accounting

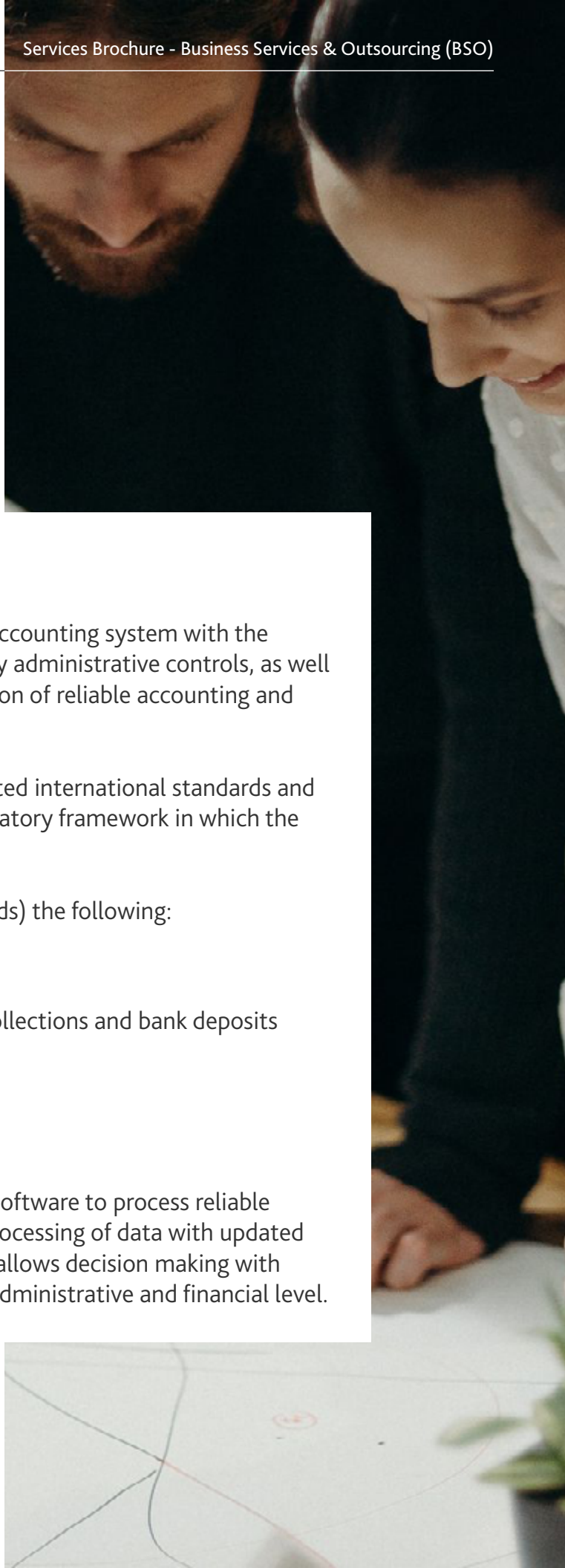
We study and evaluate the operations of your business accounting system with the purpose of suggesting the establishment of the necessary administrative controls, as well as the use of forms and reports that guarantee the creation of reliable accounting and financial information.

We offer general accounting services according to accepted international standards and accounting principles, also taking into account, the regulatory framework in which the company operates, applied through a consistent base.

These services include (depending on your company needs) the following:

- ▶ Organization of the accounting system
- ▶ Monthly processing of purchases, sales, payments, collections and bank deposits
- ▶ Monthly reports providing
- ▶ Preparation and filing of Income Tax Returns
- ▶ Preparation and filing of Informative Returns

If your company does not count with its own computer software to process reliable accounting information, we can guarantee the correct processing of data with updated information, related to the Company's operation which allows decision making with greater security, regarding changes that are required at administrative and financial level.



Income declaration and Tax compliance

Annually your company must comply with the filing and payment of your income tax declaration before the tax authorities. Assisting you in the proper presentation of your annual tax return is part of our work at **BDO Outsourcing**. We also prepare and present in timely and in due form, the different tax returns (both fiscal and local).

Other administrative services

Our Administrative Services include the use of specialized human resources of the Firm, to meet the requirements of our customers in areas that are not part of the key processes of the organization.

The transfer of the management or execution of certain functions, allows organizations to focus on the fundamentals of their business by producing advantages such as:

- ▶ Profitability Increases
- ▶ Maximization of time
- ▶ Optimization of resources
- ▶ Access to advanced technology
- ▶ Recruitment and staff selection

Payroll processing and social security administration

The Payroll service is based on the payroll Module, which processes different types of payroll, such as:

- ▶ Preparation of payroll in strict compliance to the regulations in force established by the legislation in social security, tax and labour matters in the country.
- ▶ Calculation of the withholdings of Law (income from work)
- ▶ Thirteenth month Vacation
- ▶ Pre-prepared monthly form of the Nicaraguan Institute of Social Security (INSS)
- ▶ Annual Income Tax Report
- ▶ Proof of payment in cash or with a PIN card
- ▶ Calculation of payroll liquidations (indemnity), applying modifications of Law 44 of the Labor Code)
- ▶ Registration of the company to the INSS
- ▶ Registration of employees to the INSS
- ▶ Treasury management for the payment of labor income before DGI, INSS and INATEC invoices

For more information:

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BDO is the brand name for the BDO network and for each of the BDO Member Firms

