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About APT

APT is an Outsourcing company founded in 2009 specialising in the Australian professional services environment. We are based in Ahmedabad, India - recently awarded 'Best City' in India, with a representative office in Brisbane

Our team members have over 550,000 hours of on the job experience. Our staff have been trained and qualified in India, Australia, USA and UK. Among our team we have CPAs, CAs, lawyers, CFAs and other graduates. All of this experience gives APT the ability to understand your needs better and achieve higher client satisfaction.

What gives us the edge !

- Australian presence
- Expertise in process definition, migration and implementation
- We develop & monitor staff who work for your business only
- Customised solutions

Our management team, consisting of Jeet Parikh (CEO) and non-executive directors Paul Wood and Tim Sheehan all have extensive experience in professional services environment.

Jeet has over 15 years experience within the Outsourcing industry giving him extensive knowledge of what systems and processes need to be implemented to make Outsourcing successful. He has worked on multiple major contracts including for KPMG.



Legal Process Outsourcing

We provide Legal, Paralegal, Secretarial and Financial Services to law firms ranging from sole practitioners to large practices. This allows our clients to boost productivity, increase volumes, reduce cost, improve margins and stay competitive.

Our Legal/Paralegal/Secretarial Services include:

- Litigation Support
- Preparation of monthly worksheet summaries of different cases to lawyers
- Dictations
- Compliance Filing with various authorities
- Drafting of letters, contracts and agreements
- Conveyancing Support Services & Land Registry Searches

Our Financial Services include:

- Account Payables/Receivables
- Bank & Credit Card Reconciliations

- Payroll Management
- GST - Business Activity Statements
- Disbursements/Invoices – Adjustments & Write offs
- Periodic Reporting to Principals
- Management Accounting Reports

Software Acquaintance:

The logo for Aderant, featuring the word "Aderant" in a red, sans-serif font.



Bookkeeping Services

Our Outsourced bookkeeping services can provide accurate and timely reporting for any business. Focus on running your business while we reconcile your accounts. Our proficient, professional and reliable business bookkeeping team will remove the reliance of one person managing your finances.

Our Outsourced Bookkeeping Services include:

- Bank Feeds Coding and Reconciliations
- Accounts Payable/Receivable Maintenance & Ageing Reports & Summaries
- Assets/Equipment Ledger Maintenance
- Invoice Processing Services
- Inventory Maintenance Services
- Interim Financial Reportings for Management Analysis, Forecasting & Budgeting
- Data Indexing, Storage & Retrieval
- Cash Flow management
- Budgeting

Software Acquaintance:





Taxation and Compliance

Our tax compliance services are built on proven excellence in delivery and solid expertise. APT's comprehensive team of tax experts focus on streamlining processes, cutting costs, and ensuring that our clients derive maximum impact from our country-specific knowledge.

Our annual Taxation & Compliance Services Include:

- Finalisation of Year End Accounting & Preparation of Tax Returns for all entity types - Companies, Trusts, Partnerships & Individuals
- Maintenance of Depreciation Schedules & Asset Registers
- Preparation of fully referenced Electronic Working Papers ready for Audit
- Tax Planning

BAS, GST, and PAYG:

- Helping you with your regular Business Activity Statement (BAS) preparation including GST and PAYG
- Lodgement of your BAS on ATO portal

Software Acquaintance:

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Assistant



Self Managed Superannuation Funds

SMSFs are becoming increasingly onerous for accountants to maintain. Many accounting firms are running at losses with the superannuation segments of their practice after write-offs are accounted for but are not confident to Outsource as they wish to maintain control. Our SMSF Outsource Solutions provides a truly high quality yet cost-effective service to firms who would like to outsource their SMSF accounts preparation. Our SMSF service includes preparation of financial statements, preparing the minutes, deduction notices, applying for actuary certificates etc. Our deliverables are of superior quality and is directly given to the SMSF auditor appointed by you.

Our annual SMSF compliance services include:

- Preparation of Annual Financials & Tax Returns
- Preparation of Fully Referenced Electronic Workpapers ready for Audit
- Preparation of Trustee Resolutions, Minutes & Other SMSF Compliance Documents
- Procuring Actuarial Certificates
- Preparation & Electronic Lodgement of quarterly BAS/IAS returns

Software Acquaintance:





Payroll Solutions

We know payroll management can be very difficult to stay on top of, with tax rates changing every year and all the complexities of leave accruals, entitlements, superannuation and long service leave making things even harder. That's why we try to take the stress out of payroll for our clients.

Our Payroll Services include:

- Payroll Calculation including gross tax and net pay
- Superannuation Calculation and fulfillment
- Termination and redundancy calculations
- Annual, sick and long service leave accruals
- Cost Centre and departmental allocations
- Employee access to online payslips and leave requests
- Management and statutory reports

Software Acquaintance:





Management Reporting

Our management reporting services can help you take informed business decisions. Outsource management reporting services to us and benefit from expert services. At APT, we can prepare statements and reports to give you a detailed analysis of the performance of your organisation. We can assess the financial reports of your organisation and give you a report of the overall profitability of your organisation.

Our management reporting services include:

- Data Trend Analysis
- Forecasting, Interpolations & Budgeting
- Job Turnaround Time & Transaction Time Analysis
- Project/Activity Tracking & Compliance Reporting
- Identifying Metrics and Drivers to measure Activity Costs and Time consumption
- Employee/Cost Centre Productivity Reporting
- Errors/Accuracy Reporting



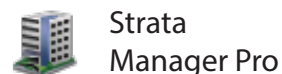
Property & Strata Management Services

Property & Strata Management market is becoming very competitive and with growing competition the profit margins have declined. Our team is highly experienced in delivering accounting, secretarial and administrative services related to the industry. Our Outsourcing services will help you reduce administrative cost and increase profitability.

Our Property & Strata Management Services Include:

- Accounts Payables
- Accounts Receivables
- Rent Reconciliations
- Debt Collection
- Body corporate year end reconciliations
- Preparation of year and financials and audit packs
- Preparation and lodgement of BAS and Tax returns
- Preparation of Meeting Agendas
- Transcription of Minutes
- Contractor Compliance
- Various other secretarial and administrative services

Software Acquaintance:





Contact:

Australia : +617 5504 2038

India : +91 79 4038 0002

info@aptbusinessservices.com

www.aptbusinessservices.com

Brisbane

Level 6, 270 Adelaide Street

Brisbane

QLD 4000

Gold Coast

10 Frigo Court

Bundall

QLD 4217

India

401, Pinnacle Business Park

Corporate Road, Prahaladnagar

Ahmedabad - 380 015

Gujarat, India.