

Vi-M Growing Business Assist

Vi-M professional solutions is a niche indigenous professional consultancy firm, made up of a team of young, innovative and vibrant minds whose goal and mission is to assist businesses cut through the complexity and challenges in the business world. We provide tax, accounting, financial advisory, audit, management consultancy and corporate communications related services.

Our firm is led and supported by a team of seasoned professionals from across three multinational professional services firms and has achieved significant milestones since commencement of business. Learn more about us on www.vi-m.com.

Every growing business with a long term growth and expansion plan, requires the support of professional advisors at some point, to assist optimize certain aspects of its business. Growing Business Assist is a product of Vi-M Professional Solutions which articulates and supports businesses in complying with all their statutory tax, accounting and audit requirements.

Through our Growing Business Assist, we also review the organisation's core business processes such as finance, marketing, human resources, procurement, logistics, IT Infrastructure etc., to ensure they are optimally structured. This product also eases the administrative burden off the minds of the busy executives, while they rest easy, knowing that their major statutory compliance requirements are adequately covered. Our Growing Business Assist is also similar to our Tax and Accounting Services (TAS) Cover for SMEs.

Our Fee

We charge a lump sum fee (to be determined based on the agreed service specifications) on the basic plan, while each choice of service from the premium section attracts a separate fee. Our fees are affordable, negotiable and flexible, to accommodate the different peculiarities of our unique clients, and specific choices/ separation of services within the bouquet. We are also open to agreed instalment payments on the plan.

Services covered by Growing Business Assist are as follows:

Services covered (basic) all statutory tax & accounting requirements for the whole year.

- Annual preparation of financial statements
- Monthly preparation and filling of Value Added Tax (VAT) returns
- Monthly preparation and filling of Withholding Tax (WHT) returns
- Collection of tax credit notes for the company's suppliers after the WHT remittance
- Monthly payroll processing, calculations of Pension and Pay-As-You-Earn (PAYE) deductions
- Annual Companies Income Tax (CIT) Computations
- Annual preparation of tax disclosures in the financial statements
- Annual filing of CIT based on audited financial statements
- Processing of Company's annual tax clearance certificate (TCC) for succeeding year
- Annual Personal Income Tax (PIT) employer returns – Form H1
- Employer's remittance card – form G
- Annual PIT employee returns – form A
- Monthly immigration returns (where there are expatriates)
- Business Premises Levy, Development Levy, Industrial Training Fund and Employee Compensation Levy computations and submissions
- Processing of employee's annual TCC (Succeeding Year)
- Ad-hoc tax and regulatory advisory on business transactions



*** Premium**

- Annual audit of financial statements
- Payments of staff salaries through us
- Tax audit support
- Company secretarial services
- Human resource management- performance appraisal process design, key performance criteria (aligned with the organisation's goals) designs, promotions, reward, discipline and whistle blowing systems designs.
- Staff recruitment and employment letter design
- Staff training
- Business processes review
- Consulting on marketing and diversification strategies

Contact Us

For all enquiries and comments, please send email to:
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