



# YTK

Comply to Grow, Consult for Growth

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YTK Management Consultants Pte Ltd (YTK) is the leading management consulting firm that provides a complete suite of expedient business support services for clients to sustain a strong corporate backbone with insightful accounting, compliance and tax consulting.

## VISION

We seek to be a Strong Corporate Backbone for a generation of companies.

## MISSION

To impart our expertise through a highly responsive team of business advisors for our clients to achieve a healthy accounting environment and sustain strong compliance.

YTK是新加坡名列前茅的优质管理咨询公司之一，专为客户提供包括会计、合规审查和税务咨询等在内的整套公司服务，增强企业实力。

## 愿景

我们力求成为众企业背后得力的技术支持。

## 宗旨

借助业务顾问团队成员的专业知识，协助我们的客户实现良好的会计制度并保持稳健的合规文化。

A photograph of a long, concrete staircase leading upwards, flanked by metal railings. The stairs are set against a cloudy sky. A large, semi-transparent blue overlay covers the middle of the image, containing a quote in white text. The quote is: "Helping organisations move to the next level." The quote is enclosed in large white quotation marks.

**“Helping organisations  
move to the next level.”**

# ABOUT YTK

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Founded in 2010 by a group of Chartered Accountants and Chartered Secretaries, YTK was created to give start-ups and developing companies the ability to grow by providing discernments to their financial account and apprising them on the current laws and regulation, and government grants.

The reason behind the creation of YTK was to answer a calling, “To help organisations who want to move to the next level” and since then, YTK has supported their clients’ development through knowledge, skills and personal attention.

When YTK first started, it had only one employee working from a small office at Keong Saik Road. Clients were initially sceptical and assumed that YTK was just another “transitional” accounting firm. In due course, they began to appreciate that the value of YTK lies in three key areas: belief, insights and the personal touch.

YTK strongly believes that our clients’ business can grow. We pay attention to all details uncovered when conversing with the business owners and support them by delivering the relevant services.

In 2017, we were certified as an **Accredited Training Organisation** by **Institute of Singapore Chartered Accountant**. In this year, we also expanded beyond Singapore and opened our 1st regional office in Johor Bahru, Malaysia. This is part of our long-term strategy to increase our footprint in the ASEAN region.

In 2018, YTK moved to our current office, occupying the entire floor at Jalan Lembah Kallang. This allows us to better conduct workshops and provide timely advice to our clients on how YTK can support them in their internationalisation efforts.



## 关于YTK

YTK是由一群特许会计师和特许秘书共同开创，成立于2010年。创办宗旨是为初创型企业和其他企业提供有关财务的方面的咨询并提供法律和政府补助方面的讯息，以协助客户进一步提升。

YTK的创立是致力于帮助那些希望进一步提升的企业。自此，YTK基于专业的知识、技能和对客户的关注为客户的发展提供支持。

YTK成立之初只有一名员工，在位于Keong Saik街的一间小型办公室里办公。起初，客户误认为YTK只不过是另一间普通的会计师事务所，但没过多久，他们都意识到YTK在三个关键领域里独特的价值观：信仰、深入见解和关注客户。

YTK始终坚信我们客户的业务都可以更好地实现成长。对于客户在沟通中所提到的每个细节，我们都会给予足够的重视并就此提供我们自己的见解。

在2017年，YTK成为新加坡特许会计师协会注册认证的培训机构。此外，YTK也在该年拓展海外业务，于马来西亚新山开设了首个海外办事处，开始在国际市场上建立我们的品牌。

YTK于2018年搬迁至位于Jalan Lembah Kallang的办事处，占据了整个楼层。这使我们能够更好地举办讲座，并及时向客户提供有关YTK如何在国际化工作中为其提供支持和建议。





**THE KEY TO ACHIEVE A HEALTHY  
ACCOUNTING ENVIRONMENT AND  
SUSTAIN STRONG COMPLIANCE.**





## OUR EXPERTISE

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We are recognised in the industry - and by our clients, for our business and compliance advisory. From fulfilling basic compliance needs such as submission of financial statements, annual returns and income tax return to government agencies, to advising clients to upgrade themselves by capitalising on their strength by tapping on various government grants.

Our services are divided into two main categories, compliance and consulting services.

01

### COMPLIANCE SERVICES

- Accounting Services
- Goods and Service Tax Services
- Data Protection (PDPA) Services
- Secretarial Services
- Tax Services

02

### CONSULTING SERVICES

- Corporate Governance Advisory
- Data Protection Advisory
- Financial Management Advisory
- Market Feasibility Advisory
- Tax Advisory

## 专业领域

我们获得了同行业以及客户对于我们的业务及合规咨询能力的认可。从协助企业满足合规基本需求，具体如向各个政府机构提交财务报表、年度报表和所得税，到帮助企业申请有关政府补贴以在资金方面协助企业发展业务，YTK充分发挥了其商业顾问的职能。

我们的服务事项分为两大类：合规和咨询服务。

01

### 合规服务

- 会计服务
- 消费税服务
- 个人资料保护服务
- 公司秘书服务
- 税务服务

02

### 咨询服务

- 公司治理咨询
- 个人资料保护咨询
- 财务管理咨询
- 市场调查咨询
- 税务咨询



# MILESTONES

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YTK Corporate Secretarial Pte Ltd was incorporated to focus on corporate governance consultancy projects.

YTK Data Protection Advisory Pte Ltd was incorporated to focus on personal data protection consultancy projects.

**2014**

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YTK Accounts International Pte Ltd was incorporated to focus on financial management advisory projects.

**2016**

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Certified as Accredited Training Organisation by Institute of Singapore Chartered Accountant

Opened first regional office in Johor Bahru, Malaysia

YTK Tax International Pte Ltd was incorporated to provide tax planning advisory to our international clients.

**2017**

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## 里程碑

YTK 秘书事务所成立，  
专注于公司治理咨询  
事项

YTK 资料保护事务所成  
立，专注于资料保护  
咨询事项

**2014**

YTK 国际会计事务所  
成立，专注于财务管  
理咨询事项

**2016**

成为新加坡特许会计师协  
会所注册认证的培训机构

于马来西亚新山开设首个  
海外办事处

YTK 国际税务事务所成立，  
为国际客户提供税务规划  
咨询服务

**2017**

## OUR TEAM 我们的团队

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YTK's team are made of of qualified chartered accountants and chartered secretary.

YTK 的团队包括注册会计师和注册公司秘书。





## MR YEO TECK KENG 姚德庆

Managing Partner 合伙人

Mr Yeo Teck Keng is a Singapore Chartered Accountant, Practising Management Consultant and an Accredited Tax Practitioner for Income Tax and GST. With more than 10 years of experience and knowledge in finance and tax, he has been advising clients in the areas of tax incentive applications, tax compliance consulting and planning for local and multinational companies.

姚德庆先生是一位新加坡注册会计师、执业管理顾问以及注册税务顾问（所得税及消费税）。他在财务和税务方面拥有十多年的经验和知识，也一直在为当地和跨国企业提供税务优惠申请、税务合规咨询和税务规划等方面的服务。



## **MS CHEE PEI YU 朱珮瑜**

Partner 合伙人

Ms Chee Pei Yu joined YTK in 2013 and has more than 8 years of experience and expertise in the management of accounting, human resource administration and taxation.

Pei Yu focuses on providing advices to local Small and Medium Enterprises (SMEs) in the areas of accounting framework development, payroll matters and tax compliance consulting. Besides handling the daily operation, she also assists in the administration of the training and development of the staff under the Singapore Qualification Program.

朱珮瑜女士于2013年加入YTK。她拥有超过8年的会计管理、人事管理和税务的经验和技能。她的专业领域为向当地中小型企业提供会计架构发展、薪金事项和税务合规等咨询服务。除了处理公司内部日常运作之外，她也负责协助管理YTK旗下的员工个人培训和发展。



## **MS KEK LAY CHEE, SERENE 郭丽芷 (SERENE)**

Partner 合伙人

Graduated with a Bachelor Honours Degree in Marketing Management, Ms Kek Lay Chee, Serene is an Associate Member of the Chartered Secretaries Institute of Singapore (CSIS). She is also a certified adult learning trainer (ACTA) and a Professional Member of the International Compliance Association (ICA). She joined YTK in 2014 and has more than 8 years of practical experience in corporate secretarial profession through her previous employment under a law firm and a multinational corporate management firm. She is also the named Company Secretary of Singapore companies since 2010.

郭丽芷 (Serene) 女士拥有市场管理专业本科学历，是新加坡注册秘书协会的会员之一，也是新加坡WSQ培训与评估高级证书(ACTA)的合格培训师和国际合规协会的专业会员之一。她于2014年加入YTK，此前在律师事务所和跨国企业管理公司的工作经验使她拥有在公司秘书专业领域超过8年的实战经验。自2010年起她也担任为多家新加坡私人有限公司的公司秘书。



# OUR EFFORT FOR QUALITY SERVICES

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IF EVERYONE IS MOVING  
FORWARD TOGETHER, THEN  
SUCCESS TAKES CARE OF  
ITSELF.

- Henry Ford -



## **People Development**

Employees are our greatest assets. At YTK, we recognise that in order to have good service, we must equip our employees with the right skills and mind-sets. Every employee must be service-orientated and act in the best interests for our clients.

Every year, we send employees to seminars and courses with a focus on their technical skills and soft skills such as grooming and presentation skills. We constantly reiterate the importance of skills and values to our employees through our corporate retreats.

## **Enhancing Digital Technologies**

YTK believes that it is important to support our clients in their digitization journey. In 2018, we launched an online consultation service which provides timely advice to clients and members of public in areas such as compliance and business growth.

YTK can also help customers who are keen to digitize their bookkeeping operations. We use various specialised software in our accounting, taxation and corporate secretarial divisions to ensure that quality work is done and checked.

## **Business Clinic and Workshops**

We understand our clients' need to be informed of the latest developments in their respective industries. At YTK, we conduct regular seminars and workshops to equip business owners and their employees with the latest information such as "Tax strategies to maximise your tax savings" and "Business ventures into other countries". Many of our clients have remarked that they benefitted greatly from these events.

## 如何提供优质服务

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### 确保员工的知识、技能和态度是正确

员工是我们YTK最大的资产。为了提供良好的服务，我们必须培训员工正确的知识、技能和态度。每个员工都必须以服务为导向，旨在超越客户的期望。我们每年都会让员工参加一系列的研讨会和讲座，提高他们的专业知识。除此之外，我们也专注于软技能培训，如商务礼仪和演讲技巧。YTK每年也会通过一年一度的公司务虚会不断重申技能和价值观的重要性给员工听。所有这些活动都是为了确保员工能够提供最好的服务。

### 利用科技提供一流的服务

YTK相信，在现代数字化转型的旅程中如何支持我们的客户是非常重要的。在2018年，我们推出了一项在线咨询服务，专门为客户和公众解答有关业务增长和合规的问题。YTK也帮助我们的客户将其簿记数字化转型，使他们能在任何时刻在网络上查讯公司的账目。我们也在会计，税务以及公司秘书领域里使用各种特化的软件，以确保有品质及已验证的成品。

### 定期举办研讨会

YTK知道企业家们都希望能了解当下的合规规则。在YTK，我们定期举办研讨会，为企业家们及其员工提供最新信息，比如“理想的节税策略”和“如何进军其他国家有关的市场”。企业家们反馈他们从这些活动中受益匪浅。



## ACCOUNTING COMPLIANCE SERVICE

All our accounting services are rendered by our accounting division, YTK Accounts International Pte Ltd. The division is headed by Chartered Accountant and the staffs are well-trained in the Financial Reporting Standards. In addition, the Goods and Services Tax ("GST") comes under the purview of this division as GST is closely linked to the accounting records.

Our routine accounting compliance services include but not limited to:

- Bookkeeping services
- Generating unaudited financial statements
- Computation and filing of GST returns
- Payroll services
- Backlog accounting

Beside the compliance services, the division handles GST consultancy projects such as the following:

- Perform GST Assisted Self-Kit (ASK) Program
- Consultation and application for GST scheme such as Major Exporter Scheme
- Perform Assisted Compliance Assurance Programme (ACAP)
- GST advisory on cross-border transactions

## 会计服务

会计服务由YTK国际会计事务所负责。该部门由注册会计师带领其他拥有丰富的财务报告相关知识的员工构成。由于消费税与会计记录息息相关，因此消费税也是该部门负责项目之一。

我们的会计合规的服务包括但不限于：

- 记账服务
- 未审计财务报表
- 消费税的计算和呈交
- 员工薪资事项
- 积压会计记帐

除了以上的服务，该部门也负责有关消费税咨询项目，譬如：

- 协助履行消费税自我检查方案
- 协助申请消费税特别方案
- 协助消费税审计
- 有关跨境交易的消费税咨询服务





## TAX COMPLIANCE SERVICES

All our tax services are rendered by our tax division, YTK Tax International Pte Ltd. The division is headed by Accredited Tax Advisor and the staffs are well-trained in the Income Tax Act of that foreign jurisdiction.

In addition, the tax insights from our network of tax practitioners in various countries, particularly in Southeast Asia, gives our clients, the competitive edges when competing in the global market.

**Our routine tax compliance services include but not limited to:**

- Computation and filing of Income Tax for organization such as branch, company and representative office
- Computation and filing of Income Tax for employee, expatriates and consultants.
- Computation of withholding tax

## 税务服务

税务服务由YTK国际税务事务所负责。该部门由认可税务顾问带领其他拥有当地所得税法相关知识的员工构成。此外，我们借助来自在各个国家，尤其是东南亚的税务师社会资源向客户提供税务方面的深入见解，为客户在国际市场竞争中提供一臂之力。

**我们的税务合规的服务包括但不限于：**

- 分行、公司、代表办事处相关所得税的计算和递交
- 员工、外籍人士和顾问的所得税计算和递交
- 代扣所得税的计算





## **CORPORATE SECRETARIAL SERVICES**

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All our secretarial services are rendered by our corporate secretarial division, YTK Corporate Secretarial Pte Ltd. The division is headed by Chartered Secretary and the staffs are well-trained in the Companies Act and Anti-Money Laundering Regulations.

**Our secretarial compliance service includes but is not limited to:**

- Incorporation of various entities in various jurisdictions
- Secretarial works for private and public listed companies
- Managing board and committee meetings
- Application of various business licenses
- Bank account services
- Nominee services

## 公司秘书服务

公司秘书服务由YTK秘书事务所负责。该部门由注册公司秘书以及其他受过当地公司法和洗黑钱制度训练的员工构成。

**我们的秘书的咨询项目，譬如：**

- 设立公司
- 提供秘书服务给私人 and 公共上市公司
- 参与董事会和委员会会议
- 各个营业执照的申请
- 开设银行账户服务
- 提供代理董事服务

WE SOLVE PROBLEMS YOU DIDN'T  
KNOW YOU HAD IN WAYS YOU  
UNDERSTAND





# DATA PROTECTION ADVISORY

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All our data protection services are rendered by our Data Protection division, YTK Data Protection Advisory. The division is headed by a veteran in data protection and the division is well-trained in the Personal Data Protection Act.

Being as subject matter master in data protection, the division conducts training to the public

**Our routine data protection compliance services include but not limited to:**

- Conducting a readiness assessment on the data protection within the organisation
- Conducting risk assessment on the data protection measures in the organisation
- Generating the compliance handbook for the organisation
- Providing annual audit to the organisation in the aspect of the data protection.

**Beside the compliance services, the division handles training to the public and the Data Protection Officer:**

- Training on the fundamental of the Data Protection
- Training on conducting a Privacy Impact Assessment
- Training Data Protection Officer on their roles and responsibility

## 个人资料保护咨询

我们的个人资料保护服务均由YTK个人资料保护事务所负责。该部门经过个人资料保护法令相关方面培训，并由资深人士负责。作为个人资料方面的专业人员，该部门向大众提供有关方面培训。

**我们的个人资料保护合规性服务包括但不限于：**

- 企业内部的个人资料保护系统的准备性评估
- 企业对于个人资料保护措施的风险评估
- 为企业制定个人资料保护的合规手册
- 个人资料保护系统的年度审计。

**除了以上服务以外，该部门也负责大众和企业的个人资料保护法令相关知识培训：**

- 个人资料保护的基础培训
- 个人隐私影响评估的培训
- 个人资料负责人有关角色和责任培训



IF YOU EXCHANGE INFORMATION  
INTERNATIONALLY, YOU MUST  
STRENGTHEN DATA PROTECTION.  
THOSE ARE TWO SIDES OF THE  
SAME COINS.

- Gijs de Vries -





## FINANCIAL MANAGEMENT ADVISORY

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Our clients want to grow their business. We recognised that our clients want a partner to help to optimise the company's financial performance in order to support corporate strategy and growth. This division handles all financial management advisory for our clients.

### Our services included the following:

- Development of financial plans for financing and investments
- Financial due diligence relating to merger and acquisition
- Evaluation of target during company acquisition
- Determine company's current value
- Identification of gap in the internal financial control in the company

## 财务管理咨询项目

每个客户都希望发展自己的业务。他们所要的合作伙伴必须能帮助规划公司的财务业绩，以便能支持公司的战略和增长。

我们的咨询项目，譬如：

- 协助制定融资和投资的财务计划
- 与并购有关的财务尽职调查
- 协助公司在收购期间评估目标
- 评估公司的当前价值
- 协助公司调查内部财务管理的弱点





# TAX ADVISORY

Our clients want to maximise their tax savings. We recognised that our clients want a well-rounded tax advisor to advise them to optimise the company's tax saving in their operations around the world. This division handles all tax advisory for our clients.

Our services included the following:

- Advisory on inbound investment
- Advisory on outbound investment
- Advisory on movement of people
- Tax due diligence
- Formulation of tax strategies



THE HARDEST THING IN THE WORLD TO  
UNDERSTAND IS THE INCOME TAX

- Albert Einstein -

# 税务咨询

每个客户都希望能有最大限度地节省税款。他们所要的税务顾问要能提供建议，让他们在全球公司运营中能达到最大限度地节省税款。

我们的咨询项目，譬如：

- 入境投资咨询
- 境外投资咨询
- 人员流动咨询
- 税务尽职调查
- 制定税收策略





## MARKET ACCESS ADVISORY

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Singapore is an excellent country to expand into other countries. We recognised that our growing clients want a business advisor to advise them on suitable country to grow their business and assist them to enter into the market. This division handles all consultation relating to market expansion.

Our services included the following:

- Provide market feasibility studies
- Provide comparison on cost and compliance issues between countries
- Assist in the incorporation of entity in other countries
- Provide basic customs and trade information specific to your target market
- Business matching with professional and suppliers



## 市场准入咨询

新加坡是一个向其他国家扩张业务的优秀国家。客户所需要的顾问，必须能让客户在适当的国家发展业务，同时也能帮客户进入该市场。

**我们的咨询项目，譬如：**

- 提供市场调查咨询
- 提供各国之间成本和合规的比较
- 协助在特定的国家设立公司
- 提供特定目标市场的基本海关和贸易信息
- 协助与专业人士和供应商的业务匹配





## CORPORATE GOVERNANCE ADVISORY

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Business leaders, especially in public listed companies and non-profit organisations, need to ensure there is sufficient check and balance within their organisation, not only to comply with rules and regulations, but also to mitigate business risks and mismanagement while striving towards corporate success and economic growth.

Being as subject matter expert in corporate governance, this division also assists not-for profit organisation to strengthen their internal capability, to obtain the charity's status and accredited as an approved Institute of Public Character ("IPC").

**Our services included the following:**

- Draft and maintain the corporate governance manuals
- Setting up corporate governance framework
- Advisory on attaining charity / institute of public character (IPC) status
- Advisory on initial public offering (IPO)



## 公司治理咨询

公共上市公司和非营利组织的领导者，需要确保其组织内部有足够的制衡机制。这样才能让企业在成功的同时减轻因管理不善而产生的业务风险。

作为这方面的专家，该部门会协助企业加强公司治理的能力。对于非营利组织，该部门也会协助获得慈善机构的地位。

**我们的咨询项目，譬如：**

- 协助起草公司治理手册
- 协助建立公司治理框架
- 设立慈善机构
- 协助企业上市

**A BRAND IS NO LONGER WHAT  
WE TELL THE CUSTOMER IT IS,  
IT IS WHAT CONSUMERS TELL  
EACH OTHER IT IS.**



# CASE STUDY ON GROWING THROUGH COMPLIANCE

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Bombardier Aerospace Services Singapore Pte Ltd is an OEM aircraft repair centre for business aircraft. Due to the nature of the business, they are required to participate in the GST Programme known as Assisted Self-help Kit Programme. YTK was called in at a short notice to conduct the program and YTK managed to complete the job and submit the application and results to the tax authority on time.



Thank you for the professional work and guidance you have done for us in the recent ASK submission to IRAS.

You and your team have shown great support and dedication to meet the deadline despite short notice from us.



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Finance Manager  
Bombardier Aerospace Services Singapore Pte Ltd

庞巴迪航太新加坡私人有限公司是商用飞机的定点生产飞机维修中心。由于业务性质，他们需要参加一项称为“辅助自助计划ASK”的消费税项目。YTK在短时间内接到通知并参与消费税项目，于预定的时间内完成工作及将项目结果提交于新加坡税务局。



感谢您于近期向新加坡税务局提交的ASK项目的专业工作和指导。对于我们的紧急需求,您和您的团队展现出大力支持和贡献,于截至日期前协助我们完成相关工作需求。



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财务经理  
庞巴迪航太新加坡私人有限公司

# CASE STUDY ON GROWING THROUGH COMPLIANCE

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Nulife Care & Counselling Services Pte Ltd is a charity organisation. In order to move to the next level, to become an approved Institute of Public Character ("IPC"), YTK assisted Nulife to strengthen their internal capabilities in these areas: Corporate Governance, Financial Management, Human Resources Management and Volunteer management. Once these capabilities were strengthened, YTK proceeded to assist Nulife for the application. Within weeks, the application was approved and Nulife attained their IPC status.



Besides putting in place proper financial processes and operational procedures, YTK provided invaluable information on audit protocols and provided much needed clarification on statutes and regulations concerning various government bodies.



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CEO  
Nulife Care & Counselling Services Pte Ltd

Nulife Care & Counselling Services 有限公司是一家慈善机构。为了进阶成为认可的公益机构，YTK协助Nulife提升内部能力-公司监管、财务管理、人力资源和志愿者管理等方面。待内部能力加强后，YTK继续协助Nulife申请成为公益机构。几周的努力后，Nulife终于获得了公益机构的认证。



除了制定适当的财务流程和日常运作程序之外，YTK也提供了有关审计制度的宝贵资料，以及各个政府机构相关法律的澄清事项。



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首席执行官  
Nulife Care & Counselling Services 有限公司

# OUR EFFORT TO GIVE BACK TO SOCIETY

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At YTK, we believe that we have an obligation to serve our community. We back up this belief with actions. Each year, we will organise, donate and deliver food packs to the homes of our senior citizens. All employees enjoy the process of “giving back”.

在YTK，我们相信我们有义务为社区服务并且用行动来支持这种信念。每年，我们将组织，捐赠和提供食品包装到我们老年人的家中。这项活动教导我们的员工如何感激社会并且享受“回馈”的过程。





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**TAKE YOUR NEXT STEP WITH US HERE**

↳ LETS TAKE THE FIRST STEP TOGETHER