



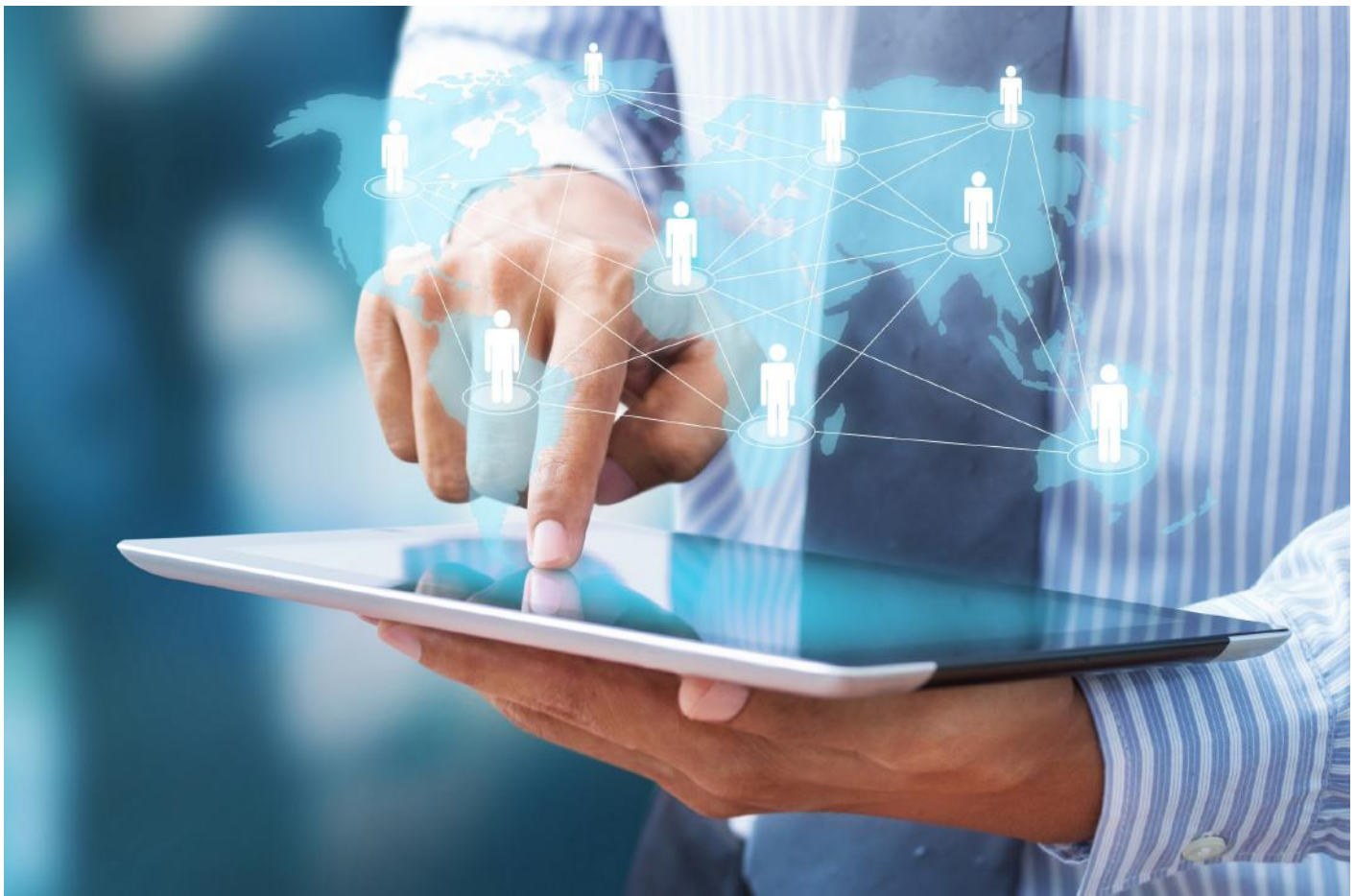
SINGLE STEP SOLUTIONS

Single Step Solutions is a firm based in Indore (M.P.) which provides various business and management related services under one roof.

Our endeavor is to provide quality services and ensure that the services we deliver are aimed at supporting organizations in running efficiently and effectively, with strong accountability and governance.

Our spectrum of service includes:

- ❖ Manpower Recruitment Service
- ❖ Payroll Management
- ❖ Financial Services
- ❖ Tax Advisory & Compliance Services
- ❖ Corporate Advisory Services
- ❖ Start-up Consultancy
- ❖ Business Management Consultancy
- ❖ Issuance of Digital Signature



MANPOWER RECRUITMENT SERVICE

Partnering with the right recruitment specialist can add value to your business and simply make your life easier. Our mission is to be a world leader in matching demand for and supply of talent and HR services.

As a corporate partner to clients, we source professionals with high intellectual capabilities to help enhance the client's human capital on one hand, and on the other, we help individuals optimise their career choices.

Our systematic and technology enabled approach, for the talent acquisition process encompasses of three key steps, that help us work on the needs of all key stakeholders.

1. Client Analysis:

We initiate a detailed understanding of what our clients want and accordingly document their requirements.

2. Candidate Assessment:

Our core strength lies in extensive industry mapping to understand the key trends and current industry environment. Pursuant to this, we help our clients have access to the best possible available talent pool.

3. Screening Process:

We ensure that the candidates meet the required criteria along with client's expectations. Our team of domain consultants has vast experience and competence to identify and attract the right talent, thereby ensuring superior services for our clients.





PAYROLL MANAGEMENT

We manage the entire payroll processing requirements and provide simple and flexible ways to process salary of the employees and file Income tax return on a timely basis.

It is pertinent to note that employer can save time & money as well use their HR resources in other activities by outsourcing payroll management process thereby ensuring accurate, streamlined and consistent execution of its payroll and compliance.

Why Choose Us? – Benefits of Outsourcing Payroll Management:

- ❖ Streamlined processes & faster turnaround time
- ❖ Support through entire employee life-cycle, from date of joining to exit
- ❖ Consolidated, error-free documents & reports with sharper business intelligence
- ❖ Lower risk related to compliance and penalties
- ❖ Better resource deployment
- ❖ Decreased IT infrastructure investment
- ❖ Speedy resolution of employee issues

Our Spectrum of service includes:

- ❖ Processing salaries of employees;
- ❖ Attendance Management;
- ❖ Generating pay slips and reports;
- ❖ Document Management
- ❖ Calculating tax deductions;
- ❖ Handling compliance matters and other statutory deductions;
- ❖ Organizing payments to employees through direct bank transfers;
- ❖ Customized MIS & Salary Reports; and
- ❖ Compiling year-end tax reports



Achievement of client goals is our key measure of success, and we relentlessly pursue it by offering needlepoint-sharp value propositions of finance to our clients.

1. Corporate Finance – Corporate finance is the area of finance dealing with the sources of funding and the capital structure of corporations/ business houses. A huge number of business transactions / activities take place in a corporation which requires funds to execute them. We offer various types of finance solutions for corporate as under:

2. **Retail Finance** – Retail finance or Personal finance as the name suggests is meant to meet the requirement of an individual. Every individual require funds to meets its demand which can't be fulfilled by its own sources of funds. So we provide various types of solutions to fulfill them. The loans offered under retail finance are as under:

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- SINGLE STEP SOLUTIONS**



TAX ADVISORY & COMPLIANCE SERVICES

Our Tax Knowledge & Solutions Team is a dedicated group of professionals, rich in experience on Tax and Regulatory matters.

Our team stays constantly abreast with changes in tax policies, administration & regulations and domestic & international jurisprudence.

We endeavor to identify potential threats & opportunities and advise on appropriate strategies to mitigate exposure and optimize tax incidence on our clients. This ensures that the cascading effect of all taxes together is minimal on our clients.

OUR SOLUTIONS:

Our team offers full spectrum of specialized tax services (both direct as well as indirect taxation) from managing tax matters akin to an in-house tax team to independent business advisory, business structuring, assistance in tax compliances, and litigation and representation support.

Our spectrum of tax support services includes:

- ❖ Advisory Services
- ❖ Compliance Services
- ❖ Other Value Added Services



TAX ADVISORY SERVICES



TAX COMPLIANCE SERVICES



VALUE ADDED SERVICES



Our spectrum of tax advisory service includes:

- ❖ Structuring of contracts/ transactions to optimize tax incidence;
- ❖ Advising on applicability of taxes on transactions & admissibility to tax benefits or exemptions;
- ❖ Consultancy in income tax matters & tax planning;
- ❖ International taxation consultancy including transfer pricing matters;
- ❖ Preparation/ reviewing of monthly/quarterly tax provision calculations based on information provided by the company;
- ❖ Highlighting and discussing any tax issues identified in the course of our preparation/ review of the information provided; and
- ❖ Advising on taxation and exchange control regulations for investments or setting up of business in India and abroad

Our spectrum of tax compliance service includes:

- ❖ Assistance in obtaining registration;
- ❖ Preparation & Filing of periodical Income-tax, Sales Tax & Service tax Return;
- ❖ Advice on tax return filing deadlines, tax payment deadlines and other important dates;
- ❖ TDS & Withholding tax compliance;
- ❖ Advising on the procedure for tax payment within due dates upon receipt of notice of assessment; and
- ❖ Compliance support services

Our spectrum of value added service includes:

- ❖ Single point contact and centralized coordination for tax payments, filing of returns & compilation of documents;
- ❖ GST change management study & transition;
- ❖ Litigation support & representations;
- ❖ Tax Due Diligence Review; and
- ❖ Maintenance of documentation & records





CORPORATE ADVISORY SERVICES

We possess a dedicated team of company secretary, legal professionals and Chartered Accountants who possess extensive experience in various corporate laws and commercial or legal documentation.

Our team has experience across varied sectors and the acumen to provide complete solutions for all corporate secretarial matters.

Our spectrum of service includes:

- ❖ Formation of company in India, viz, Private Limited, Public Limited, Wholly owned subsidiary company, LLP etc;
- ❖ Assistance in compliance matters related with Registrar of Companies & Company Law Board;
- ❖ Assisting in making petitions to be filed with Company Law Board, Regional Director, Registrar of Companies;
- ❖ Maintenance & compliance of Statutory Records;
- ❖ Advisory services on corporate laws, SEBI, FEMA & other allied laws;
- ❖ Advisory services on various labour laws; and
- ❖ Assisting in preparation of Minutes, Notices, Agenda & Resolutions for Board Meeting, Annual / Extra-Ordinary General Meeting & Committee Meetings



BUSINESS MANAGEMENT CONSULTANCY

We help organizations to improve their performance, primarily through the analysis of existing organizational problems and the development of plans for improvement.

Our main objective is to help business owners to reduce time spent on non-essential tasks, enabling you to focus on core business functions and increase profitability.

1. Book Keeping & MIS preparation –

A sound book-keeping system is the foundation for all valuable financial information. We offer comprehensive accounting services to companies who wish to outsource their accounting function. We function like a virtual back office for all book keeping & accounting work right from set-up, support, maintenance & consultancy with respect to accounting. In addition to this, we undertake MIS reporting for our clients wherein the appropriate data is collected from various sources in organization, processed and send to the reporting authorities.

2. Business Restructuring –

Restructuring is the corporate management term for the act of reorganizing the business structures of a company for the purpose of making it more profitable or better organized for its present needs. Each restructuring scenario calls for different professional skills, and we offer a broad range of services that are tailored to your individual situation to help you evaluate opportunities, put together the most effective restructuring plan, improve transactions and achieve your strategic goals.

3. Valuation –

We offer an integrated approach to help our client's measure, analyze and report on a broad range of valuation issues, by bringing together professionals with extensive valuation, technical accounting, corporate finance, tax, and strategy expertise.



STARTUP CONSULTANCY

At Single Step Solutions, we work with early stage, expansion and high growth opportunities companies. We offer unique expertise that blends successful entrepreneurial experience, academic /legal insight and practical business analysis.

We specialize in bringing clarity to complex business models and in creating plans tailored for a sophisticated investor audience.

We ensure that all written materials viz. business plan, financial models, executive summary and pitch deck are up to VC standards

As Start-up experts, we help companies right from formulating the mission & vision statement, to devising business strategies & plans and assist in executing the same. We provide end to end service to our clients whether it is managing finance or accounting or human resource management.

Our spectrum of service includes:

- ❖ Business ideation preparation & analysis;
- ❖ Financial Modeling;
- ❖ Assistance in building the team and management;
- ❖ Preparation of Pitch Deck & detailed Project Report;
- ❖ Devising strategy roadmap for the new venture;
- ❖ Undertaking CMA Data preparation;
- ❖ Investor Sourcing & Outreach program;
- ❖ Negotiations with VC/ Private Equity Firms;
- ❖ Setting up business & information system;





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