



## Business Process Solutions (BPS)

### Accounting services

- Recording and control of accounting transactions (income, expenses, assets, and liabilities).
- Preparation and analysis of financial statements.
- Preparation and filing of tax returns and compliance with tax obligations.
- Management of accounting books and financial documentation.
- Calculation of taxes, payroll, and employee benefits.
- Accounting, tax, and financial advisory for decision-making.
- Bank reconciliations and account monitoring.
- Audit support and response to requests from authorities.

### Tax services

- Tax advisory and planning in accordance with current Colombian regulations.
- Preparation and filing of returns with the DIAN (income tax, VAT, ICA, withholding taxes, among others).
- Review and compliance with tax obligations for individuals and legal entities.
- Preparation of exogenous information reports and tax reporting.
- Assistance with information requests, audits, and proceedings before the DIAN and territorial authorities.
- Optimization of the tax burden within the legal framework.
- Support in company incorporation, updates, and tax closing processes.

### Payroll services

- Timely payroll processing and payment for employees.
- Calculation of salaries, overtime, surcharges, commissions, and deductions.
- Administration of social security contributions (health, pension, and occupational risk insurance) and payroll-related parafiscal contributions.
- Preparation and payment of the Planilla Integrada de Liquidación de Aportes (PILA).
- Application of withholding tax and other statutory deductions.
- Administration of payroll changes and updates (hires, terminations, sick leave, leaves of absence, and vacations).
- Preparation of contract settlements and statutory employee benefits.
- Issuance of payslips and employment certificates.
- Compliance with current labor and tax regulations.

**Ángel López**

**Managing Director BPS**

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## Business Process Solutions (BPS)

### Statutory Audit (Revisoría Fiscal) and External Audit Services

- Oversight and monitoring of the entity's compliance with legal, statutory, and accounting regulations.
- Verification of the fairness of financial statements and issuance of the corresponding audit opinion.
- Evaluation of the internal control system and recommendation of improvements.
- Review of operations to ensure the proper management of resources.
- Review of compliance with tax, labor, and corporate obligations.
- Presentation of reports to the shareholders' meeting, partners' meeting, and other governing bodies.
- Reporting of irregularities and acts affecting the company, in accordance with the law.
- Certification and signing of financial statements when required by regulation.

### Compliance Officer services

- Design, implementation, and maintenance of the compliance system (SARLAFT, SAGRILAFT, PTEE, or others, as applicable).
- Identification, assessment, and monitoring of risks related to money laundering, terrorist financing, corruption, and bribery.
- Verification of compliance with current legal and regulatory requirements.
- Supervision of due diligence and know-your-customer (KYC) processes for clients, suppliers, and employees.
- Monitoring unusual or suspicious transactions and reporting to the competent authorities (UIAF).
- Training of personnel in compliance policies and procedures.
- Preparation of periodic reports for senior management and oversight bodies.
- Updating of compliance policies, manuals, and procedures.
- Acting as liaison between the company and regulatory authorities.
- Registered address and commercial address services.

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## Business Process Solutions (BPS)



### SG-SST implementation services

- Design, implementation, and maintenance of the Occupational Health and Safety Management System (SG-SST) in accordance with current regulations.
- Hazard identification, assessment, and control of occupational risks.
- Preparation and execution of the annual occupational health and safety work plan.
- Delivery of training sessions and prevention campaigns for employees.
- Investigation of incidents, workplace accidents, and occupational diseases.
- Coordination of prevention activities with the Occupational Risk Administrator (ARL).
- Conducting safety inspections and follow-up on improvement plans.
- Ongoing updating of SG-SST documentation and records.
- Verification of legal compliance and support in internal and external audits.

### Foreign exchange services

- Purchase and sale of foreign currencies (U.S. dollars, euros, or other foreign currencies).
- International money transfers and remittances.
- Currency conversion for international payments or collections.
- Custody and settlement of foreign currency transactions.
- Advisory on exchange rates, hedging, and foreign exchange risk.
- Compliance with regulatory requirements and reporting to the Banco de la República and the DIAN.
- Administration of import and export transactions requiring foreign currency.

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## OUR OFFICES

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