

KMC Philippines

We help you focus on growing your business.



KMC

www.kmc-philippines.com



About KMC Philippines

KMC Philippines (Kadluan Management Corporation) was established in 1986 as a holding company for the various business interests of Vicente and Lucila Perez. We began by providing corporate and administrative services to the various companies of the Kadluan Group of Companies. As our reputation for quality and professional service grew, we began serving external clients as well and have grown to be a full-service business process outsourcing company.

Our Vision

We aim to be the Preferred Provider of Business Process Outsourcing Solutions for both Filipino and International Clients.

Our Mission

We provide quality, professional and cost-effective business process outsourcing solutions and services to support our clients in:

- Increasing Revenues;
- Reducing Costs;
- Reducing Disruptions Associated with Employee Turnover
- Focusing on Higher Value Activities
- Achieving and Maintaining Regulatory Compliance and Good Standing

Our Commitment to our Corporate Values

Our team of professionals are guided by our Corporate Values of SERVICE, EXCELLENCE and INTEGRITY. We strive to serve our clients with quality, personalized and professional services by committing to continuous improvement and adhering to the highest standards of professional behavior and corporate governance.

KMC Philippines aims to help you save time and money and focus on what really matters — grow revenues and increase profitability.

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Finance & Accounting Services

Human Resources & Payroll Services

Corporate Services

Customer Acquisition and
Engagement Services

Digital Services



Detailed Services

Business Registration and Renewal/Corporate Services

- Incorporation and registration with Bureau of Internal Revenue, Securities and Exchange Commission, Department of Trade and Industry and City Hall
- Registration with Social Security System, Home Development Mutual Fund (Pagibig) and Philhealth
- Securing business permits and renewal

Accounting and Bookkeeping Services

- Accounting, Bookkeeping Services
- Management Accounting Reports and Advisory Services
- Financial Reporting Services and governmental compliance
- Account Reconciliation/Reconstruction (AP, AR, TAXES etc)

Billing and Collection Services

- Pick up/collection of daily sales of company's stores
- Monitor, follow-up bank deposits made and record daily sales of the stores outside Metro Manila
- Deposits daily sales collection company's bank account
- Preparation and reconciliation of daily sales collection versus sales report (POS Z-reading documents) collection and deposits.
- Submission of sales & collection report – every week
- Reconcile daily charge slips against settlement reports per store. Complete charge slips and bank deposit slips and forwarded to the client office.

Tax Compliance and Consultancy Services

- Individual Tax Preparation
- Business Tax Preparation
- Management Advisory and Government Compliance Services
- Accounting System Set Up and Supervision

Payroll Services

- Processing of Confidential & non-confi payroll preparation
- End-of-Year BIR 2316 Preparation
- Preparation of governmental mandatory monthly requirements:
 - Social Security System – forms R-5, ML-1, R3 (diskette 0, ML-2, R1A
 - Philippine Health Insurance Corp. (PHIC) – ER1, ER2, RF1
 - Home Development Mutual Fund (HDMF) – forms M1 and Provident loan payment
 - Bureau of Internal Revenue – BIR form 1601C, 2316, 1604 (Alpha list)

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Human Resources Services

- Assist in screening/selection of applicants & recommend for final interview.
- Prepare new employee contracts based on the company's HR policy.
- Draft staff memos based on incident reports received and forward to the company's manager for final review and approval.
- Maintain staff 201 file (files should be maintained and safe kept at companies head office – for accessibility of management purposes). KMC staff will update the staff 201 file from time to time.
- Prepare summary of staff attendance based on time sheets submitted
- Monitoring of staff vacation & sick leaves
- Performance incentives, benefits computation including final pay computation
- Reporting of new staff to government agencies such as BIR,SSS, HDMF, Philhealth and to insurance/HMO companies (if any)
- Preparation of staff clearance then forward to the company's manager for approval.

KMC customizes its services to meet the needs of each client so that the company can save on time and cost; and assist in the growth and development of its client's business.

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Contact KMC Philippines

KMC Philippines

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