About Us

Manubhai and Company (M&CO) is a firm of Chartered Accountants from India with a global footprint. Established in 1975, M&CO is today managed by a group of ten partners, each one an experienced professional in their field.

What started as a domestic outsourcing venture for a giant auto company in the year 2000, has now developed into our core competency of providing specialized solutions in accounting and taxation to our clients, spread across the USA, UK, Australia, Hong Kong and many other countries. M&CO has staff strength of 300 plus personnel with more than thirty-five CAs, CPAs and MBAs.

M&CO is a member of HLB International Limited, a worldwide organization of accounting firms and business advisors. HLB has offices in over 100 countries with headquarters in London, United Kingdom. This association has helped M&CO to gain huge international exposure and provide services worldwide. M&CO is also on the panel of consultants to The World Bank and The Asian Development Bank.

The Info Division of M&CO has been established for providing outsourcing solutions. It is an ISO 9001 certified center and has implemented the Information Security Management Systems in accordance with the requirements of ISO 27001 standards.

Paperchase Accountancy India Pvt. Ltd. is a joint venture initiated by M&CO and Paperchase Accountancy Ltd. UK for providing outsourcing solutions in the UK and other European countries. Paperchase at present provides outsourcing solutions to many top restaurants and other entities in the UK, Hong Kong and Macau (China). Paperchase Accountancy is ISO 9001 certified for its Quality Management Systems and ISO 27001 certified for its Information Security Management Systems.

IT Action Gujarat Pvt. Ltd. is a joint venture company with IT Action Ltd., UK. IT Action provides quality management of IT services and infrastructure on which companies critically depend for their business functions. IT Action provides its small-to-medium size clients with the skills, experience and support capabilities that are available to large corporations.
Our Services

USA

Area of Services

- Preparation of Tax returns for Individuals (1040) and Trusts (1041).
- Preparation of accounts of various entities including Investment Partnerships.

Softwares

- Accounting Software: Quick Books, Epace
- Tax Software: Pro System fx (CCH)
  - Go System (RIA)
  - Lacerte, Ultratax
  - Proseries

UK, HONGKONG and MACAU

Area of Services

- Accounting
- Receivables Management
- Payables Management & Remittances (BACS)
- Decision Support Services
- Management Information Systems
- Payroll Processing
- VAT Reconciliation and Return Preparation

Softwares

- Accounting Software: Access, Sageline 50
- Payroll Software: EARNIE
- MIS: Excel
- Other Software: Entry Assistant

All the above services are provided to various types of entities.
Quality Policy

We will ensure that clients are fully satisfied with the quality of our services.

We will strive to achieve “NO ERROR” in our work for the clients and complete it in the prescribed time frame.

We will comply with the “Quality Management System” established for achieving the above and we will strive to continually improve its effectiveness through periodical review.

AUSTRALIA

Area of Services

• Preparation of Accounts for various types of entities including Live Stock Accounting, Superfund Accounting etc.
• Preparation and lodgement of quarterly / monthly BAS (Business Activity Statements)
• Payroll Processing and Invoicing Services
• Preparation of Income Tax Returns for various types of entities like Individuals, Partnership Firms, Trusts, Companies, Superannuation Funds etc.

Softwares

• Accounting Softwares:
  Quick Books, MYOB, MYOB Vistopia, Bank Link, Advanced Professional Solutions Ltd- XPA – (Xcede Professional Accounting)

• Super Fund Accounting Softwares :
  MYOB, BGL Simple Super Fund, Handitax

• Income Tax Softwares :
  Advanced Professional Solutions Ltd, Tax Manager / Tax Elite, Sol 6 - (Solution 6)

• Other Softwares :
  Alchemy, Finman
Training
Manubhai & Co. provides in depth training covering all aspects of operations with a very high emphasis on the quality of work provided with value added inputs and time and target management.

The structured training programs, conducted periodically by in-house faculties, keep the employees abreast with the emerging trends. Their continuous evaluation helps us to design future training programmes.

Training is carried out using the latest methods like web conferencing, video conferencing, etc. Software like VNC is used for live interactions and demonstrations with the clients.

Infrastructure
The knowledge processing center is sprawled over 15000 sq. ft in a prime business hub. It is a vibrant place equipped with the most modern facilities and support utilities.

Workstations
The workstations are having adequate LAN / WAN connection as per client’s requirements. The entire network is protected by antivirus which is always up-to-date. Redundant servers, UPS and generator are provided to ensure uninterrupted network and power services.

Internet Connectivity
M&CO is connected to the internet on fiber optic lines. The fiber optic ring ensures redundancy from the ISP.

Communication and Conferences
Latest communication systems including projection systems, VOIP phones, video and audio conference devices and soft phones are installed to facilitate smooth interaction with our overseas clients. Adequate training rooms equipped with multimedia projection systems, net conference facilities and workstations connected to the network for online training are also available.
Security and Control Measures

In this age of Cyber crimes and Hi-tech frauds, we have taken due care to protect our network from the e-invaders. For confidentiality and security of our clients’ data, we have implemented a comprehensive security policy that is designed to ensure the data protection.

Physical Security

• Security guards are stationed outside the production facilities at all times.
• Entry to production areas is subject to biometric verification and access card.
• Bags, purses, and mobile phones are barred in the production area.
• Access to the server room is restricted to the IT team which is authenticated by a biometric scanner.
• The production facilities are secured by close circuit cameras.
• The workstations do not have floppy drives or CD R/W drives and the USB ports are disabled.

Internet Access Controls

• No access to personal email accounts is allowed. Outlook and Outlook Express have been removed from all workstations. No access to internet is available to staff except for sites which are specifically allowed to be accessed.
• Paperless environment is ensured as per client’s requirements.
• It is ensured that an IP authentication is in place so that no one outside the office can access any of the business sites of the firm.
• External access to the network is available only through RSA secured keys.
• A content filtering and deep inspection firewall is installed to enforce the internet and email usage policy across the organization.
Outsourcing Methodology

Model - 1

Advantages
- Lower implementation cost
- Easy implementation

Disadvantages
- Separate licensing cost for application software
- Multiple data source
- Data resides on service provider’s server - security risk

Paper Documents → Scanned Documents → Upload to FTP → Upload back to FTP for data back with client → Completed data back with client

Review for Accuracy → Preparation/Processing → Verification of data → Download to India → Upload to FTP, server can be located in India or outside India
Model - II

Advantages
- Single / common data source
- Fast turn around
- No separate licensing cost of application software
- Online updation of data
- Easy to adopt
- Effective management of internet bandwidth

Disadvantages
- Higher implementation cost
- Part of the data resides on service provider’s server - security risk
**Philosophy**

At Manubhai & Co., strategy has always been to understand what is most important to the client to help them look for ways to create sustainable value addition and satisfaction in a truly professional environment.

To apply best business practices, quickly implement innovations, put insight into action, provide perspectives on value creation, create and develop truly congenial human resource environment and courage to change before change is thrust upon, have been the basic philosophies which are applied consistently by the Firm.

An attempt is made to outline what the Firm is and how it thinks and works. But some things just can’t be conveyed in a brochure: the power of any idea for instance, or the positive results of constructive dialogue, or the reassuring feeling of a personal relationship… At Manubhai & Co. continuing innovation, sound decision-making, and hard work are some of the factors, which could make us the right outsourcing partner for your needs.

Manubhai & Co. appreciates that the trust and faith of people are necessary to work successfully. The Firm hopes to have won you as a new friend with this little portrait.

Thank you