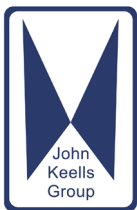


INFOMATE

**INFOMATE**  
Transfer the stress and strain of your accounting to us

# INFOMATE



## JOHN KEELLS GROUP

**Year of establishment**  
1870

**Total Employees**  
9,815 (excluding associates)

### Sectors

- Transportation
- Leisure
- Property
- Consumer Foods & Retail
- Financial Services
- Information Technology
- Other including plantation services

### Accolades

- First Sri Lankan company to be listed overseas, having Issued Global Depository Receipts (GDRs) listed on the Luxembourg Stock Exchange.
- Forbes Magazine ranked JKH among the "200 Best under a Billion" in Asia and the Pacific.
- JKH is a full member of the World Economic Forum and a member of the United Nations' 'Global Compact'.
- Group revenue USD 421 million as of 31st March 2010, Profit before tax USD 48 million as of 31st March 2010 and market capitalization USD 1.7 billion as of November 2010.

## INFOMATE (PVT) LTD

InfoMate (Private) Limited is a wholly owned subsidiary of John Keells Holdings PLC.

InfoMate provides IT enabled Accounting and Payroll Services and has considerable experience in operating a highly complex Shared Services Centre for the JKH Group and presently serves 55 companies in Sri Lanka, India and the Maldives. InfoMate was the second BPO in Sri Lanka to be awarded the ISO 27001 certification for information security and confidentiality practices.

InfoMate has a staff of trained technicians equipped with international qualifications, many years of experience, SAP and domain expertise.

### Legal Form

- Limited Liability (fully owned subsidiary of JKH)
- Established in 2005

### Platforms

- SAP
- BPOmate for Document Imaging and workflow systems

**Total Employees**  
85

### Facility

State of the art facility in the heart of Colombo equipped in line with the best BPO standards

### Certifications/Accreditations

- ISO/IEC 27001:2005
- Accredited CIMA Training Partner
- Member of SLASSCOM

### SAP

InfoMate employs the SAP platform to serve its clients and has over 5 years experience using SAP. Several members of the InfoMate team have been through SAP implementation projects and are competent in SAP Financial (FI), Controlling (CO), Materials Management (MM), Human Resources (HR) and Payroll Modules.

SAP has featured Infomate in a case study published on SAP.com. ([click here to refer the link](#))

### BPOmate

InfoMate has developed a proprietary document management system called BPOmate which transmits scanned images from the client to the processing centre and provides clients with on-line, real time visibility on processing status. BPOmate has several outstanding features including workflow, SAP and ERP integration, email integration, document tracking, indexing and retrieval, and on-line real time visibility on the processing status, fully integrated quality module and knowledge management.

## SERVICE PORTFOLIO

### Accounts Payable

- Vendor Invoice Processing
- Vendor Payment processing
- Vendor Master Maintenance
- Account Reconciliations
- Analytics and Reporting, including spend analysis, supplier analysis and age analysis
- VAT Returns

### Accounts Receivable

- Customer Invoicing and invoice preparation
- Processing of Receipts and credit memos
- Analytics and reporting, including sales analysis, customer analysis and age analysis

### General Ledger

- Processing of Journal Entries
- Balance Sheet and Income Statement analysis and Variance analysis
- Inter-Company reconciliations
- Bank Reconciliations

### Fixed Asset Accounting

- Creation of Asset Masters
- Accounting for asset acquisitions, disposals and depreciation
- Maintenance of Fixed Asset registers and reporting on Fixed assets

### Payroll

- Processing of Salaries
- Processing of Off Cycle Payments including Bonus
- Uploading net salaries to the Bank
- Payslips
- Reports – as per client formats
- Journal Entries
- Statutory Payments – EPF/ETF/PAYE/Stamp Duty
- Statutory Returns – EPF/ETF/PAYE
- Letters to IRD – for obtaining Directions
- Gratuity workings
- Management Information (payroll related)

### Mailroom Management

- Scanning and digitizing of vendor Invoices
- Filing as per VAT regulations
- Operation of a supplier helpdesk for queries relating to payments

### Management Information and Analytics

- Financial statements and summaries for different levels of management
- Variance analysis
- Ratio Analysis
- Balance sheet schedules and analysis

## UNIQUE VALUE PROPOSITIONS

- Experience in operating a highly complex outsourcing service for diverse businesses, including companies in Manufacturing, Transportation, Retail, Hotels and Real estate.
- The Second BPO in Sri Lanka to be awarded ISO 27001 for world class standards in information security and confidentiality.
- Pioneered Sri Lanka's first rural BPO.
- An extremely competent workforce, trained by Industry leaders, with expertise in ERP based accounting & International Best Practices.
- State of the art technology in scanning, imaging and IT infrastructure. A Document Management System that provides total transparency and visibility to the client.
- Secure environment with well documented procedures to ensure Business Continuity.
- Robust Quality Control & Six Sigma Processes.
- Customized solutions to meet individual business needs, whilst providing our customers access to international best practices.

### Why outsource payrolls to InfoMate

- The most experienced payroll team in the country.
- The only ISO 27001 Certified Payroll Service Provider in Sri Lanka guaranteeing confidentiality, business continuity and security.
- Proven track record with the companies of JKH as well as the largest garment exporter in the country.
- Advanced reporting and payroll analysis.
- Innovative IT Solutions, including electronic payslips.

### InfoMate is a great place to work

The pleasant working environment contributes significantly towards a motivated & highly productive staff.

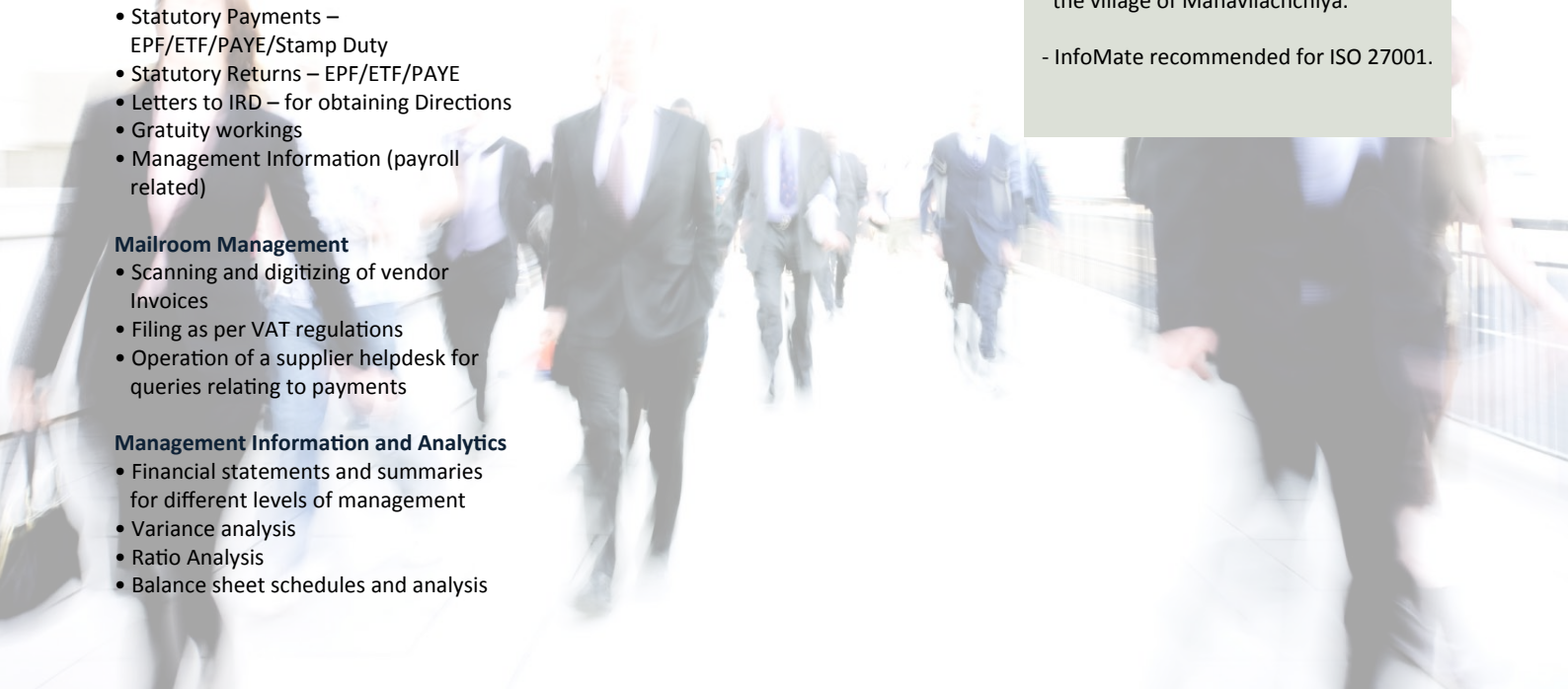
We take great pride in our staff and the performance based culture encourages innovation, high energy and commitment to end results.

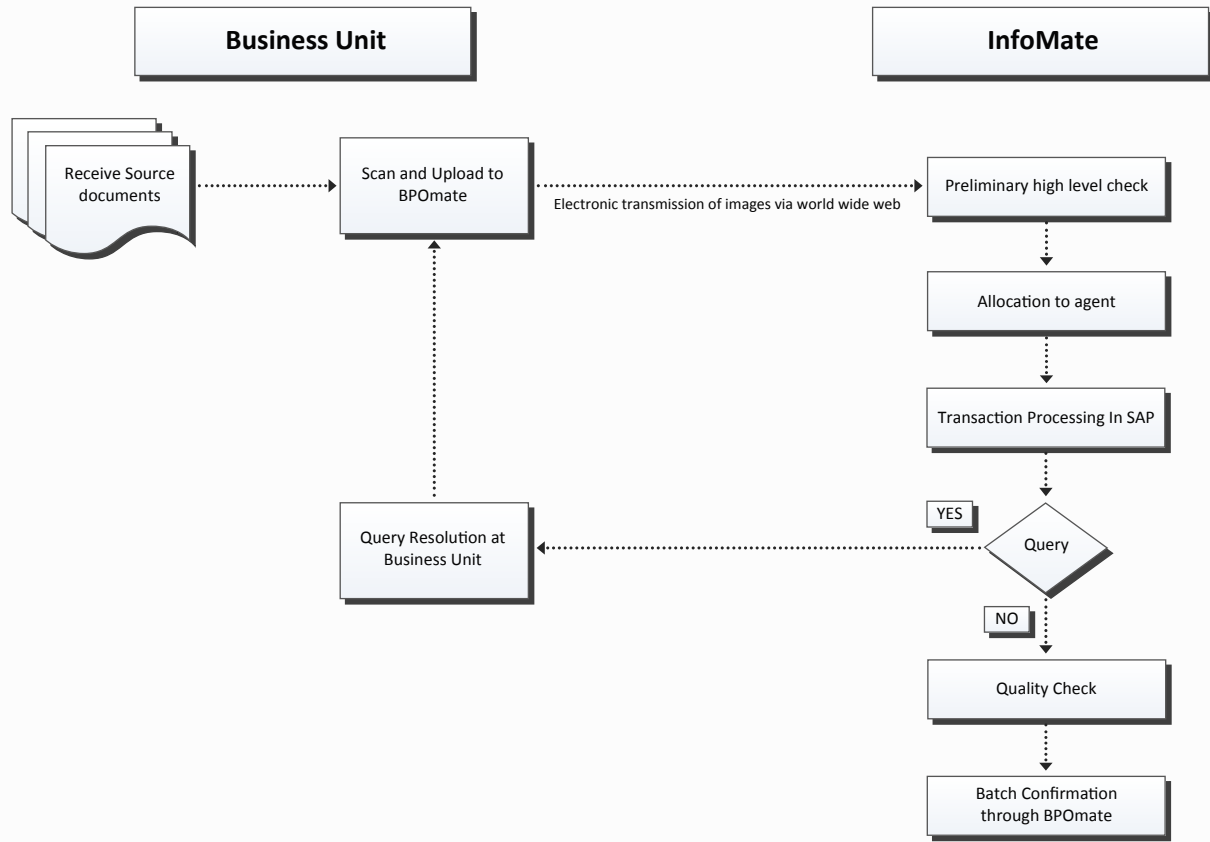
The facility incorporates the recommendation of a Health & Safety Consultant and includes ergonomically designed workstations.

### External Links

- InfoMate (Pvt) Ltd provides city jobs to the village of Mahavilachchiya.

- InfoMate recommended for ISO 27001.





**CLIENT BASE**

*"Our client base spans multiple industries and we currently provide our services to the largest apparel and beverage manufacturers in the country. The hospitality industry is another key segment and we provide our unique business solutions to many of the leading five star hotels and resorts. Our services are also provided to leading companies listed under the top 100 most valued and respected brands in Sri Lanka."*



MAS Intimates



John Keells Logistics



DHL



John Keells Computer Services



Cinnamon Hotels and Resorts



Walkers Tours



Auxicogent



Ceylon cold Stores PLC



Chaaya Hotels and Resorts



John Keells Office Automation



Keells Super



Keells Foods

*“The progressive outsourcing of repetitive tasks to InfoMate has strengthened internal controls and helped the BU finance staff to focus on qualitative analysis which has added value to the business. InfoMate has adapted well to the business need of the hotel industry which operates 24/7 by processing information in a timely manner. Their superior service combined with a structured approach gives us assurance to cope with the anticipated revival of tourism in Sri Lanka.”*

*“We are very satisfied with the service that we have been getting from InfoMate. They have always been very helpful & accommodating.”*

*“InfoMate has greatly assisted towards stream lining the back office functions of the Company by way of the quality of work carried out and providing value added services to the company.”*

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