

ACCOUNTING SERVICES OFFER

1. Accounting services

- 1.1. To update the accounting records and to maintain proper books and records in accordance with the Romanian Accounting Law no. 82/1991, as amended and OMF 1752/2005.
- 1.2. Processing of all the other accounting transactions of the Beneficiary based on the documents issued and received;
- 1.3. Reconciliation on a daily basis of the cash and bank balances;
- 1.4. Preparation of all the necessary documentation covering the payments to suppliers and banks and submission to the management of the Beneficiary for approval;
- 1.5. Reconciliation of debtors and creditors balances;
- 1.6. Preparation of the financial statements of the company in accordance with the Romanian Companies Act and submission to the local authorities.
- 1.7. Keep up to date the file with the details of the imports and the payments made from/to external suppliers;

2. Taxation services

- 2.1. Preparation on a monthly basis of the VAT returns of the Beneficiary and submission to the relevant authorities;
- 2.2. Preparation on a quarterly basis of the income tax returns of the Beneficiary and submission to the relevant authorities;
- 2.3. Arrange for the payment of any taxes and other obligations of the Beneficiary to the Romanian tax authorities.

3. Human resources and payroll services

- 3.1. Calculation of the payroll and preparation of payroll reports covering the following information per employee: gross salary, other benefits and allowances, social insurance contributions, PAYE (personal tax), net payable amount etc., according to the timesheets provided by the management of the company;
- 3.2. Preparation of monthly pay slips for employees;
- 3.3. Preparation of bank transfers reports relating to the monthly payroll;

STEINBEIS TRANSFER MANAGEMENT S.R.L.

B-Dul Magheru, nr.27 , Sc.B, Mezanin, Ap.16, Sector 1, Bucuresti
Tel: 0722.605.923
E-mail: stefanescu@steinbeis-romania.com
www.steinbeis-romania.com

Nr. Registrul Comertului: J40 / 5901 / 29.03.2005
Cod Fiscal: RO 17419012
Cont. RO63 BACX 0000 0045 0388 0000
Banca: Unicredit Tiriac Bank S.A. – MAGHERU

Office in Germany: Steinbeis Transfer Centre EAST-WEST Joint Ventures, Königstr. 8, 73326 Deggingen, Tel. +49-7334-922112, Fax +49-7334-5007



- 3.4. Preparation and submission of reports to the Social Insurance (including health and unemployment), ITM and the Romanian tax authorities.
- 3.5. To register with Chamber of Labour the work contracts of the Beneficiary's employees and the additional acts to the work contracts, the decisions for ceasing the activity and any documents relating to the employees, which are being submitted to this institution, to submit on a monthly basis to the Chamber of Labour the payrolls in order to be certified and to present the situation regarding the constitution and payment of the Chamber of Labour commission

4. Preparation of reports for the management of the company

Preparation on a quarterly basis of the management accounts of the Beneficiary (Balance Sheet and Profit and Loss account) and submit to the management of the Beneficiary for approval.

Considering the fact that the reports mentioned above will be primarily used for management information purposes, these reports should be prepared on standard forms that will be agreed and approved by the management of the Beneficiary.

5. Other services

- 5.1 Obtain the relevant fiscal certificates for the Beneficiary.
- 5.2 Representation of the Beneficiary for matters covering the issue and receipt of documents and certificates from the Romanian financial authorities.
- 5.3 Application and reimbursement of VAT.
- 5.4 Other services not provided in points 1 - 4

6. Ad – hoc consultancy services

We will provide, according to Romanian laws and solely in Romania, ad-hoc consultancy regarding any issue related to accounting, taxation or any other business oriented issue.