



TAX, ACCOUNTING & MANAGEMENT ADVISORS

Who we are?

TAMA BULGARIA Ltd. is a consulting company providing a wide range of integrated tax-legal and accounting services, financial and management consultations, meeting the professional standards, acquainted with the best practices.

What do we want?

Being our customers we would like you every day to rely on our professional experience, expert services and consultations. We are aiming to solve your problems in the shortest possible terms at the optimal price; to provide efficient solutions for your business.

How are we going to achieve it?

Our team consists of highly qualified and responsible professionals, with extensive experience in accounting, labour, tax and financial legislation.

What is our approach?

We provide services according to the specific needs and the individual problems of each customer.

We strive to ensure a long-lasting partnership and to support our customers in their long-time development.

What are our principles?

Our customers deserve the best quality at fair market price

- ✓ To establish relationships based on trust, accuracy, ethic, loyalty and mutual benefit
- ✓ Precision in the identification of the customer's problem, support and assistance for solving it
- ✓ Responsibility and professionalism
- ✓ Confidentiality and loyalty



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What do we offer?

- ✓ Accounting
- ✓ Accounting consultations
- ✓ Payroll
- ✓ Consultations on labour and social security legislation
- ✓ Tax consultations and tax-legal defence
- ✓ Corporate finances
- ✓ Administrative-legal services

Detailed description of the services



Accounting (I)

The accounting and internal control systems of an enterprise are the basis for keeping accurate and long-lasting relationships between the company and its customers, suppliers, employees and state institutions. The accounting system quality is of essential importance for the company management and decisive in the contacts with foreign customers and partners.

We provide:

- ✓ Accepting, processing and book-keeping of initial accounting documents
- ✓ Preparing and book-keeping of secondary accounting documents and registers
- ✓ Preparing of individual chart of accounts according to the company business

Standards of Small and Medium-Sized Companies (NFRSSMC) and International Financial Reporting Standards (IFRSs).

Accounting (II)

- ✓ Keeping up the information on hard copy and electronically
- ✓ Preparing of the accounting and tax amortization plan of tangible assets
- ✓ Keeping and follow up of stock availability
- ✓ Prime cost calculating of products, goods and services
- ✓ Monitoring the liabilities to the suppliers and receivables from the customers
- ✓ Preparing of payment orders for taxes according to the Value Added Tax Act (VADTA), Taxation of the Income of Natural Persons Act (TINPA), Corporate Income Tax Act (CITA), Local Taxes and Fees Act (LTFA), Excise Act (EA)
- ✓ Preparing of intermediate references and reports needed for the management of the company
- ✓ Preparing of financial reports in compliance with the Bulgarian accounting legislature and NFRSSMC
- ✓ Preparing of financial reports in compliance with the IFRSs

Accounting consultations

Consultations on the establishment and/or functioning of the financial/accounting department and the accounting system of the customer, as well as:

- ✓ Consultations on the choice of accounting software/ERP and its implementation
- ✓ Consultations on the choice of accounting policy and/or the application of NFRSMC and IFRSs
- ✓ Selection of accounting staff according the customer requirements
- ✓ Participating in stock-taking and other internal control procedures
- ✓ Preparing of procedures for the establishment of the internal control system of the company for improvement the management of the cash flows, inventory, expenses, etc.

Payroll

- ✓ Calculating the monthly remuneration of the workers and employees, paid by the company
- ✓ Calculating the remuneration of the top and middle management team of the customer as full confidentiality is kept
- ✓ Calculating the due taxes and social insurance contributions due by the employers and the insured person
- ✓ Preparing the monthly payroll for salaries
- ✓ Preparing the bills for paid remunerations according to part-time contracts
- ✓ Preparing of payment orders for social security insurance contributions and due taxes
- ✓ Keeping up the information on hard copy and electronically
- ✓ Keeping the personal files of the management staff, the workers and employees

Consultation son labour and social security legislation

- ✓Preparing of labour contracts and part-time contracts, orders for quitting/dismissal of workers and employees
- ✓Preparing of certificates to the workers and employees for the annual income and certificates for received labour remuneration
- ✓Preparing of documents required for retirement (UP – form 2, UP – form 3, etc.)
- ✓Processing and certification of insurance and records of service;
- ✓Registration of self-employed persons, social security contributions payers and labour contracts
- ✓Consultations on labour and social security legislation
- ✓Calculating of the individual coefficients for retirement

Tax consultations and tax-legal defence (I)

Tax consultations

- ✓ Taxes have an important effect on each financial step or business decision you take. We are aware of the need of tax planning and tax effect assessment, thus we provide:
- ✓ Consultations and statements on tax cases, covering the entire range of the tax legislation
- ✓ Tax planning at the time of setting up a company or starting business
- ✓ Tax planning of corporate and individual taxes
- ✓ Tax due diligence of the tax status and observing the tax legislation
- ✓ VAT Registration

Tax consultations and tax-legal defence (II)

Tax-legal defence

- ✓ Assistance during tax audits and/or preparing of claims against issued audit acts
- ✓ Administrative and court appeal against tax-audit acts
- ✓ Administrative and court appeal against notices for due tax and refusals of the tax administration
- ✓ Representation of customers before the tax authorities



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Corporate finance

- ✓ Consultations on registration, transformation and financing of companies
- ✓ Preparing of business plans
- ✓ Preparing of financial prognosis and analysis
- ✓ Services for initial public offers on capital markets

Administrative-legal services

- ✓ Registration of companies in the Trade Register, National Revenue Agency, National Social Security Institute, Personal Data Protection Commission, Employment Inspection
- ✓ Collection of documents from the customer's office
- ✓ On-line banking
- ✓ Submission of documents to various institutions
- ✓ Submission of an application for issuing of certificates for the presence or lack of tax liabilities
- ✓ Registration of received loans at BNB and declaring any changes that occurred for them within the legally provided terms
- ✓ Translation of documents, contracts, etc.
- ✓ Preparation of contracts and other documents

Prices

The price of the service is determined depending on its extent, factual and legal complexity of the work and the time for its execution as well as according to the type of the contract – annual (for subscription service) or one-time (for specifically assigned task).

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