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## The office

- The firm was established in 2004 by chartered accountant Dorin Stefanescu (CA Institute n. 20366L/2004) as single practitioner. In 2008, Mr. Stefanescu registered under n. 3707/2007 with the TA Institute as chartered tax adviser.
- The firm employs 5 skilled professional - experts in accounting, tax consulting and corporate law, as well as several trainees.
- Our expertise embraces almost all economic branches as well as types of corporations. The focus is on small and medium enterprises, but we count among our clients companies belonging to reputed international groups.
- Our services range from accounting to advanced tax strategies.
- Our aim is to advise and support our clients in all accounting, taxation and business matters.

## Services

- The services offered by our firm are as follows:

### | Accounting |

- ▼ setting up of the accounting system and providing a specific chart of accounts
- ▼ writing up and maintenance of accounts in accordance with the Romanian accounting law

- ▼ administration and maintenance of the general ledger and trial balance
- ▼ closure of accounts.

### | Tax Consulting |

- ▼ tax advice for start-ups
- ▼ advising on corporation tax and VAT issues
- ▼ review of commercial contracts by tax considerations
- ▼ preparation and filing of all tax returns
- ▼ tax-planning and tax policies
- ▼ international taxation
- ▼ tax agency and representation services
- ▼ assistance in relation with the tax authorities.
- ▼ advice and information in all tax matters.

### | Financial reports |

- ▼ checking of the opening balance sheet values
- ▼ account reconciliation
- ▼ recognition of deferred income and expense
- ▼ calculation and booking of provisions
- ▼ posting of inventory values
- ▼ drafting the balance sheet and profit and loss account
- ▼ fixed assets' overview
- ▼ notes and management report.

### | Business Consulting |

- ▼ cost accounting and advice on costing issues
- ▼ budgeting
- ▼ business plans
- ▼ liquidity plans
- ▼ monthly reports on formats to be agreed upon with the client
- ▼ advice in connection with investment decisions
- ▼ break-even calculation.

### | Payroll services |

- ▼ employee set-up and maintenance

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- ▼ certified payrolls
- ▼ social contributions returns
- ▼ tracking of vacation, holiday and sick time
- ▼ electronic data transmission to health and pension funds, tax authorities and labor inspection
- ▼ assistance in relation with the social security institutions.

**Fees**

- The fees are calculated on a timely basis, taking into account the complexity of the assignment.

**Contact**

Yours faithfully,

**Tax Adviser Dorin Stefanescu**