

Our office offers a full range of services including accounting and auditing services, financial services, corporate tax consultancy, business and sound professional advice for all of our customers.

Registration at commencement of business

- Registration to the Registrar of Companies
- V.A.T. Registration
- Tax Registration for company and directors
- Social Insurance Registration

Book-keeping, V.A.T. preparations, payroll & annual accounts

- Bookkeeping services, filing, V.A.T. preparation and payment
- Preparation of monthly Payroll
- Payment of monthly Social Insurance
- Preparation of various reports for management purposes such as aging of debtors/creditors, statistical reports etc.
- Preparation of monthly financial statements
- Business Advice
- Budgeting
- Preparation of Annual Accounts

Annual accounts & audit

- Annual Audit
- Company Tax Returns
- Temporary Tax Returns
- Payment of Taxes
- Company Secretary
- Company registered office address
- Company annual return to the registrar
- Tax Advice

Personal income tax returns for directors

- Income Tax returns for Directors
- Payment of Taxes
- Checking of tax assessments

Services to the Registrar of Companies

- Appointment / Removal of Director
- Change of company secretary
- Change of registered office
- Transfer of shares
- Registration of Trade Names