

QUICKSTART: TO SIMPLICITY CENTRAL AND EASTERN EUROPE

Simplifying existing operations has never been easier

Already operating across borders and looking to streamline your operations? We work with you to take away the burden of the back office, increase efficiency and help strip out any unnecessary costs.

TMF Group operates a network of more than 120 offices in over 80 countries and has over 6,500 local experts providing accounting, tax compliance, corporate secretarial and HR and payroll services.

We have more than 25 years' experience in Central and Eastern Europe and operate in nine countries of the sub-region:



We can get you set up, provide a single point of contact and take care of those non-core elements that keep your business moving, while you focus on what you do best: selling your products and services.

What makes us different?

- ① **Knowledge:** Based in-country, our independent experts understand the local market and all its associated legal, financial and regulatory compliance requirements.
- ① **Flexibility:** We can offer an individual and tailored service that is scalable in line with business needs.
- ① **Control:** We offer global reporting and a single point of contact to businesses operating across multiple regions.
- ① **Speed:** Our local presence helps businesses to take an agile approach and enter new markets more quickly than their competition.
- ① **Range:** We are the only global organisation to offer a complete suite of complementary business solutions.

Operate faster and easier in nine countries across the region with QuickStart: to Simplicity Central and Eastern Europe

Managing payroll processes for all your employees and corporate compliance for your international subsidiaries has never been easier. We provide fully-managed HR and payroll and corporate secretarial services, delivered locally by our in-country experts, across our nine CEE offices.

We understand that every business is different. One size does not fit all. So we adapt our service to give you what you need, when you need it, exactly where you need it. It's that simple. TMF Group has full ownership of its local offices and experts. You deal with one company with the central processes to mitigate issues quickly and compliantly. You have complete visibility and control.

We can take care of all your payroll requirements in any of our CEE offices

A fixed total fee of €200* includes:

- Receipt and verification of gross payroll data
- Calculation of gross to net
- Production of agreed standard client reports for approval
- Electronic payslips
- Production of and submission of local compliance reports (tax, social security, health insurance)
- Production of a standard GL file.

* This fee covers the full payroll agenda for up to 10 employees per country, per month. The price excludes VAT and any local direct expenses. Offer is subject to Know Your Client approval. Price stated is correct as of April 2017 and is subject to change.

Want to gain greater visibility and control of your international payroll? Speak to our experts about our global payroll portal solution, TMF Horizon.

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TMF Group can help you with Accounting and tax

We take care of CEE tax registrations, bookkeeping, consolidation and statutory accounts preparation and filing. We can also prepare corporate management reporting as required by country or international accounting standards. **Choose TMF Group as your HR and payroll and/or corporate secretarial service provider in the CEE region and receive a 10% discount on our accounting and tax compliance services.** Our experts are frequently updated on changes to local laws to help make sure you remain compliant with all rules and regulations. Our services provide you with a skilled local professional, proficient in English and the local language, who can guide you in all administrative aspects relating to the country you operate in.

We can take care of local corporate secretarial requirements in any of our CEE offices

A fixed total fee of €1,200* includes:

- Holding and maintenance of corporate records, minute book and company seal
- Provision of signed annual financial statements
- Annual financial statement preparation, board and shareholder approval/signature arrangement
- Submission to local court or chamber of commerce.

* Corporate secretarial services are valid for the first year. The price excludes VAT and any local direct expenses. Offer is subject to Know Your Client approval. Price stated is correct as of April 2017 and is subject to change.

We needed help to establish in both countries but didn't feel it was necessary to hire somebody in-house. A contract with TMF Group gave us a more flexible way to be present, and conveniently they were able to work with us in both jurisdictions.

As well as assisting us with accounting, payroll and the setting up of agreements, TMF Group was able to help us recruit resources for one particular project. Five years on we are still using the agreements that were originally executed in both Romania and Bulgaria.

We receive a range of services from TMF Group and if we ever have questions we use their experts to guide us. We feel that all of our compliance requirements are being met and that as a company, we are being provided with accurate information."

Thomas Bregenov
OMS Controller at Suzlon

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