

Accounting services:

- Control of conformity of primary documents to the legal acts regulating accounting and their recording in registers.
- Asset accounting. Tax accounting.
- Payroll accounting and other payments. Drawing up of internal accounting rules and charts of accounts of the enterprise.
- Granting of reports in Tax and Customs board and Statistics Department according to order and deadlines established by the legislation of Estonian Republic.
- Drawing up of reports for the fiscal year.
- Representation of the client in Tax and Customs Board on the basis of the power of attorney.
- Providing information on economic indicators of the company on request of the client.
- Consultations in the field of accounting.
- Classified storage of documents. After the termination of the contract documents shall be transferred to the client. At desire documents are transferred to the client annually in July.

□ Additional services:

- Establishment of commercial and nonprofit associations.
- Re-registration of equity capital from EEK to Euro
- Alteration in the charter.
- Personnel records - labor contracts and contracts with board members, etc
- Accounting of contractual economic activity - contracts of sale, lease agreements, etc.