



PROFESSIONAL ACCOUNTANTS AND CONSULTANTS

THE RIGHT TEAM FOR YOUR NEEDS



ESPECIAL AUDIT

ESPECIAL AUDIT

Was set up in 2003 with the purpose to provide accounting and financial solutions profitable to its clients, so that they may take strategic decisions for the development of their business.





It is specialized in providing professional service for small and middle entities.

In order to provide high quality services, we collaborate with companies that activate in the management of human resources domain, with finance professionals within the Ministry of Public Finance as well as other business consultants.

Especial audit

216

Clients in portfolio

18

Years in the business

25

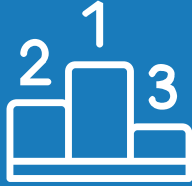
Specialists

5 REASONS TO WORK WITH US



Support

We provide real and exact advise concerning the aspects of your business.



Attention

We put first; We will answer promptly your e-mails and phone calls.



Efficiency

We offer you a complete range of services.



Protection

Confidentiality is one of our basic qualities.



Professionalism

Our team is made up from experienced members, qualified and certified in order to offer you services of the highest quality.

SERVICES

1 Accounting services for legal entities

2 Accounting services for individuals

3 Audit

4 Fiscal consultancy

5 HR and administration services

6 Representation and assistance in front of the authorities

ACCOUNTING SERVICES FOR LEGAL ENTITIES

Our accounting services for legal entities include:

1. Integrated accounting services for national companies and subsidiaries of the international companies from different domains according to the regulations in force
2. Financial and accounting reports according to the Romanian Accounting Standards (RAS), International Financial Reporting Standards (IFRS), and other relevant reporting frameworks.
3. Consolidated financial reports
4. Consultancy concerning the organization of the internal department of accounting
5. Extrajudicial accounting expertise
6. Training in primary accounting for the clients' employees, responsible with the accounting activity
7. Accounting records within the non-refundable funds
8. Accounting for mergers, division and company liquidation.



ESPECIAL AUDIT

ACCOUNTING SERVICES FOR INDIVIDUALS

Our accounting services for individuals include:



We offer a personalized accounting services, adapted to the needs of the self-employed people, the representatives of free lances or family businesses.. We offer consultancy for drawing up the primary documents and we draw up the compulsory accounting documents. We also provide support and assistance in remaking and/or correcting the accounting.

1. Accounting services for self-employed people and freelancers in single-entry bookkeeping according to the legislation in force.
2. Obtaining the income certificate for self-employed people from the National Agency of Fiscal Administration
3. Suspending the activity for the self-employed
4. Liquidation of **the self-employed**
5. Registration/Deregistration as a VAT payer



ESPECIAL AUDIT

AUDIT



Our audit services include:

1. Statutory audit for the financial statements completed according to the Romanian Accounting Standards (RAS)
2. Audit for the financial statements completed according to International Financial Reporting Standards (IFRS)
3. Financial audit for companies on capital market
4. Internal Audit
5. Audit for projects financed from non-refundable funds
6. Due diligence
7. Special Reviews



ESPECIAL AUDIT

FISCAL CONSULTANCY



Our fiscal consultancy services include:

1. Consultancy related to direct taxes (income tax, withholding tax, local taxes)
2. Consultancy related to indirect taxes (VAT, duty and customs taxes)
3. Completing and submitting fiscal statements
4. Assistance with the registration as a VAT payer
5. Fiscal reviews within the due diligence missions
6. Assistance in case of fiscal inspections
7. Certifying Statement 101 concerning Income tax
8. Identifying all applicable taxes for your business



ESPECIAL AUDIT

HR AND ADMINISTRATION SERVICES



Our HR & administration services include:

1. Managing the personnel files
2. Monthly completing the payrolls and pay-slips
3. Calculation of the medical leave
4. Reporting in REVISAL
5. Completing, modifying and concluding the individual labor contracts, additional documents and termination decisions
6. Representing the clients within the Labor Chamber
7. Assistance during tax inspections related to HR and payroll
8. Consultancy concerning fiscal issues and social contributions
9. Obtaining work permits for expatriates
10. Generating the salary payments file for bank transfer purposes



ESPECIAL AUDIT

REPRESENTATION AND ASSISTANCE IN FRONT OF THE AUTHORITIES



Our services of representation in front of authorities include:

1. Reconciliation of the tax payer file
2. Obtaining tax certificates from ANAF/DITL
3. Registration/deregistration as VAT payer
4. Obtaining the Fiscal Residence Certificate
5. Submitting addresses, written requests, statements for non-resident contracts, etc, at the Finance Administration and the Office for Prevention and Control of Money Laundering
6. Temporary suspension of the activity and obtaining a derogatory regime
7. Obtaining the certificate which attest the payment of tax in Romania by the foreign legal entities
8. Transfer of the company's file to a finance administration of another district
9. Completing and submitting the file for obtaining rescheduling of payment for fiscal obligations
10. Completing and submitting the file for retrieving medical leave indemnity



ESPECIAL AUDIT

THE BENEFITS OF WORKING WITH US



Accounting services for legal entities and individuals

In order to have a successful business, it is vital that the management can access periodically the financial information in due time. The first step that we make is to obtain an integral understanding of your business. Then we adapt our approach to your needs so as to be able to provide the service that you need.



Audit and Assurance

We strongly believe that an audit can bring significant to any business. The audit can help increase of the investors' trust or the improvement of the credibility in front of your creditors;

A set of audited accounts can be useful of the improvement of the cash-flow, granting you a higher access to the investments, lease contracts and other credit lines. The audit process provides an independent level of checking the systems and keeping your records, ensuring the risk decrease for surprises in the future.

"We warmly recommend the services of Especial Audit, defined by professionalism, promptitude, seriousness and proactive attitude. A team of professionals!"

Monica Enache, Financial Manager, Green Vista



THE BENEFITS OF WORKING WITH US



Personnel administration

It is an integrant part of the management activity of the human resources of any company. All the companies employ and fire employees, grant vacations, organizes business trips and grant rewards.

The management process of the human resources should be correspondingly documented in full compliance with the local legislation – requiring time and qualified personnel.

Also, processing and reporting the remuneration has to be in full compliance with the local regulations and requires qualified personnel with specialized experience and aptitudes, as well as special software.



Fiscal Consultancy Services

In the competitive business domain of nowadays, no business can afford to stagnate. It is important to have long term plans for your business so as to know where to your business goes and follow its performance.

“We have been working with Especial Audit since 2008. It is our trustworthy partner, whose seriousness and professionalism we have already convinced ourselves many times, reason for which we have recommended Especial Audit to all our friends that needed accounting or financial audit services.”

Alexandru Bob, Administrative Director, Hart Consulting





OUR TEAM

Is permanently trained with the purpose to be updated rapidly with the changes of accounting standards, rules and regulations.

It is formed by qualified personnel, having the knowledge and experience appropriate for being capable to carry out tasks in a high quality manner.

It is specialized in fulfilling the HR and administration requirements from the basics to the most complex for all business types.

ACCOUNTING SERVICES FOR LEGAL ENTITIES AND INDIVIDUALS



Gabriela Tudor
Managing partner
& founder of
Especial Audit



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HR AND ADMINISTRATION



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OUR PHILOSOPHY



PURPOSE – why do we exist?

We are a reliable and informed partner that ensures the stability and development of your business.



OUR VALUES – How do we behave?

PROFESSIONALS – We are well informed and constantly developing our skills and services in new market segments

PROACTIVE – we anticipate customer needs and offer solutions for greater efficiency

RESPONSIBILITY – we fulfill our tasks to the end, with excellence and care for the client

OPENING – we communicate honestly and assertively in the team and outside it (clients and partners)



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