



# AMCA

INTEGRITY | CONFIDENTIALITY | TIMELY

FTA APPROVED TAX AGENCY  
MINISTRY OF ECONOMY APPROVED AUDITOR

## PROPOSAL FOR CALCULATION



### CORPORATE GROUP

- ABDULLA AL MARZOOQI CHARTERED ACCOUNTANTS, DUBAI
- AMCA ACCOUNTING & BUSINESS ADVISORS DMCC, JLT, DUBAI
- ABDULLA AL MARZOOQI CHARTERED ACCOUNTANTS, ABU DHABI
- AMCA DATA ANALYTICS & IT SOLUTIONS, DUBAI
- TRUSTWORTHY HUMAN WELFARE FOUNDATION
- TRUSTWORTHY EDUCATIONAL CONSULTANCY



In response to your Request for Proposal (RFP), we are pleased to submit our detailed proposal for **Accounting Supervision**,

Our team at AMCA consists of competent & dedicated experts with years of experience. Our hardworking professionals ensure that the task at hand is completed in a lucid & timely manner. Through our network of associates in GCC nations, we have served many clients, both local and multinational. This has helped us in developing a 'Glocal' (Global-Local) approach in our service.

We abide by the three founding principles of our organization:

- Integrity - performing the task with utmost dedication & best of our abilities.
- Confidentiality - taking all steps to ensure confidentiality of client data.
- Timely - always deliver on promised time.

We at AMCA, are committed to ensuring a positive experience for our clients & believe in excelling together. Through our portal, all clients are provided access for tracking the progress of their assignment. Thank you for giving us the opportunity to submit this proposal. We look forward to having a productive & lasting relationship with you.

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## AMCA Overview

AMCA is a leading auditing firm in UAE with a 10 Years' long experience. We are registered with the Ministry of Economy to operate as a licensed auditor. We are also listed with all major free zones including DMCC, JAFZA, DAFZA, DWC, DIFC, DSO, Abu Dhabi, Sharjah, RAK, Fujairah, Ajman & Umm al-Quwain.

AMCA also functions as a tax agency, approved by the Federal Tax Authority & we work in compliance with the provisions of the UAE Federal Decree-Law.

## Our Partners

### Abdulla Ahmed Al Marzooqi



Founding Partner of AMCA, Mr. Abdulla A. AL Marzooqi is a CPA. He has over 29 years of experience in many leading companies across United Arab Emirates. During this period, Mr. Abdulla A. Al Marzooqi has been providing financial advisory, business consultancy, system implementation and review, internal and external audits to companies. His services are continuously sought by the private and public sector. Mr. Abdulla A. Al Marzooqi had successful tenures in Ministry of Interior, Abu Dhabi Police, Dubai Municipality and Abu Dhabi Tourism Authority.

### Tariq Ahmed Al Marzooqi



Founding Partner of AMCA, Mr. Tariq A. AL Marzooqi is a CPA. He is multi-talented, versatile and dedicated professional who serves as the Manager - Audit and Assurance of AMCA Auditing and Business Advisors. He has over 18 years' experience in diverse businesses across the United Arab Emirates. Mr. Tariq A. Marzooqi has held senior positions such as Finance Controller and Finance Manager in Abu Dhabi Company for Onshore Oil Operation (ADCO) and Abu Dhabi Food Control Authority (ADFCA).

## PROPOSED FEE

| Date:                   | 19-Aug-2021  |                    |               |                 |
|-------------------------|--|--------------------|---------------|-----------------|
| COMPANY NAME:           | Calculation  |                    |               |                 |
| CONSULTANT NAME:        |  |                    |               |                 |
| PARENT COMPANY NAME:    |  |                    |               |                 |
| LICENSE AUTHORITY NAME: | Abu Dhabi Department of economic development (ADDED)                 |                    |               |                 |
| TRN NUMBER:             |  |                    |               |                 |
| CONTACT PERSON NAME:    | Mr. Arif Ansari  |                    |               |                 |
| CONTACT NUMBER:         | +971 589424901   |                    |               |                 |
| EMAIL ADDRESS:          | arif@amca.ae   |                    |               |                 |
| COMPANY ADDRESS:        | Unit No.: 1801, Floor: 18, Tower: Fortune Executive Tower, Area: JLT |                    |               |                 |
| BD COMMENT:             |  |                    |               |                 |
| ASSIGNMENT              | PERIOD OF ASSIGNMENT   | TYPE OF ASSIGNMENT | AMOUNT (AED)  | ADVANCE PAYMENT |
| Accounting Supervision  | 1-Jan-2020 - 31-Dec-2020   | Monthly            | 12*2000=24000 | 50%             |
| Total Amount Exc. VAT   |  |                    | 24000.00      | -               |
| VAT 5%                  |  |                    | 1200.00       | -               |
| Total Amount Inc. VAT   |  |                    | 25200.00      |                 |

For AMCA



**System Admin**  
 System Administrator  
 00  
 1

**ACCEPTED BY:**

Calculation

Stamp:

**Name:**

Designation:

Signature:

Date:



## SCOPE OF WORK

### ACCOUNTING SUPERVISION

- Training and assisting the data-entry staff regarding his roles.
- Advising on suitable basic internal control policies, if necessary, in order to ensure the reliability and effectiveness of the accounting system.
- Client visit will be conducted, depending upon the scope of the work and time required to complete the assignment. All the journal entry must be done by the accounting staff of the company and we will assist him in doing so.
- Review of books of account with the respective trailing documents will be performed. We will also communicate our observations which require management attention.
- Providing basic MIS reports as per management request monthly such as analysis of financial statements, financial ratio analysis, and our findings on the review of books of account.

## FIRST BANK ACCOUNT DETAILS

|                |   |
|----------------|---|
| BANK NAME      | EMIRATES ISLAMIC BANK                             |
| SWIFT CODE     | MEBLAEAD  |
| ACCOUNT NAME   | AMCA ACCOUNTING & BUSINESS ADVISORS DMCC          |
| ACCOUNT NUMBER | 3708205945301                                     |
| IBAN           | AE960340 0037 08205945301                         |
| TRN            | 100026625200003                                   |
| BRANCH ADDRESS | JUMEIRAH LAKE TOWERS, DUBAI, UNITED ARAB EMIRATES |

## SECOND BANK ACCOUNT DETAILS

|                |  |
|----------------|--|
| BANK NAME      | EMIRATES ISLAMIC BANK                          |
| SWIFT CODE     | MEBLAEAD                                       |
| ACCOUNT NAME   | ABDULLA AL MARZOOQI CHARTERED ACCOUNTANTS      |
| ACCOUNT NUMBER | 3707561257701                                  |
| IBAN           | AE74 0340 0037 07561257701                     |
| TRN            | 100281455400003                                |
| BRANCH ADDRESS | SHEIKH ZAYED ROAD, DUBAI, UNITED ARAB EMIRATES |

## TERMS OF AGREEMENT

- You are requested to SIGN & STAMP on Proposed Fee page.
- All quoted amount is VAT exclusive.
- The quoted fee is likely to change if the Scope of Work changes
- The fee mentioned in this proposal is valid only for 30 days.
- This engagement is for a period up to **01-Sep-2021**, effective the date of signing of this agreement by the client.
- This agreement will be renewed automatically unless cancelled by either party by a written notice.
- **Calculation** will not independently approach & try to influence AMCA auditor/accountant.

### Confidentiality:

AMCA agrees that in performing our obligation under this agreement, we shall comply with all applicable laws, including data privacy and protection laws. We further confirm that we have proper internal controls in place to protection of client data and maintain the confidentiality of all information disclosed to us by the customer.

### Termination of Contract:

The client can terminate this contract at any time, by providing a written notice three months prior to termination date, failing which the client will be liable to pay 30% of the total amount of agreement as penalty.



## Contact us

### DUBAI

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FORTUNE EXECUTIVE TOWER  
JLT, DMCC  
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## تواصل معنا

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### ABU DHABI

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