

# Terms & Conditions

## Important Guidelines:

- Please do not share your any details on any number other than mentioned in form.
- Please do not share photographs of RP card or social security number or any Eu id's.
- Make sure you have at least 75 euros balance in your bank account.
- Every Entrepreneur must take Pension Insurance if their income exceeds 9010 Euros in the respective financial Year.
- While doing application you need to be online for strong identification and answering query while processing.
- The service provider may share the client details (Company Name and/or Business ID) for the purpose of marketing, if needed. No other information will be shared by the service provider without prior consent from the client.
- Important note: you must check your email every day and see if there is any query from prh. If you fail to inform us about the query, you will lose your 70-euro trademark fees(trade register).
- You will receive follow-up from our back-office team for data uploads, VAT reporting, and any additional information required during monthly VAT compliance.

1) Please do not share photographs of RP card or social security number or any EU IDs.

2) Make sure you have at least 75 euros balance in your bank account.

3) **Every Entrepreneur must take Pension Insurance if their income exceeds 9010 Euros in the respective financial Year.**

4) Please do not share your any details on any number other than mentioned in the form.

5) While applying application, you need to be online for strong identification and answering queries while processing.

6) Please note that even if you have no transitions in your company, we will charge Minimum Plan fees for that particular Month.

## Bookkeeping charges (Billed on the 1st of every month)

- If your enrolment is after the 1st of the month, you will get an invoice from our company in a week.
- VAT on the monthly bookkeeping fees is deductible.

### **The responsibility of the service provider:**

- Under the Lite Plan, the service provider maintains the client's accounts using single-entry accounting, limited to the preparation of the income statement and balance sheet. Under all other plans, the service provider maintains the client's accounts using double-entry accounting.
- The service provider will give the right information to the client as per the required ethical principles of accounting, but in case any wrong information is provided by the client, they shall be responsible for all legal or financial repercussions, if any.
- Annual personal return will be charged separately, which will be equal to your monthly accounting fees.
- A separate folder with the client's name will be provided by the service provider in Google Drive, and all required documents must be uploaded by the client. The service provider shall not be held responsible for any information provided by the client.
- The service provider will provide the financial statements whenever needed, subject to the Fees agreed on the Initial offer.
- The service provider may keep the record for a maximum of one year after the termination of this contract. This may be done without any prior notification to the client.

### **The responsibilities of the client:**

- The client must provide all relevant information required to manage the accounts of the company. In case of any wrong information provided by the client, the service provider shall not be held responsible for any discrepancies.
- Accounting policies will be designed by the client, and guidance can be provided by the service provider, but the ultimate responsibility will always lie on the client.
- The client will provide all relevant information for a month on a daily basis.
- So that the records can be maintained by the service provider in due time. If documents are delayed and not submitted even after reminders, then service provider will not be responsible for submitting the reports to the authorities.
- The client must pay the service fee in advance by the 15th of every month at the latest. If the fee is not paid on time by the client, then the service provider has the right to not submit any report for the month in question.
- Annual personal return will be charged separately, which will be equal to your monthly accounting fees.

- **Important Note:** If your business involves courier or taxi services, it is mandatory to maintain a driving logbook. Please note that personal fuel expenses are not deductible under any circumstances. Claiming personal expenses as business-related will result in the disallowance of all previously claimed VAT, and you will be solely responsible for the consequences.

## **USE AS A REFERENCE**

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- **Important note:** you must check your email every day and see if there is any query from PRH. If you fail to inform us about the query, you will lose your 70-euro trademark fees(trade register).
- You will get a follow-up from my back office for data upload and for VAT reporting.
- Also, they may contact you for any other information or queries during the course of monthly VAT compliance.