**EKOL-biS-SAARK CONSULTancy SERVICE**

***BOX KN 3205 KANESHIE, GPS GA-358-9128, KANESHIE, BUBIAHIES-CONTROL***

***Email:*** [***ottovonlarbieevans@gmail.com***](mailto:ottovonlarbieevans@gmail.com)***, Tel: 0202278884, 0542926376***

***DATE: ...........................................***

**CORE VALUE**

**Equality and Fairness**

**Knowledge and Transparency**

**Optimistic and Creativity**

**Loyalty and Respect**

**VISION**

To be recognized as the accounting firm of choice for providing comprehensive financial and professional services to individuals and businesses alike while providing a working environment where staff members can grow and succeed in the industry.

**MISSION**

To provide exceptional financial and professional services while maintaining the highest levels of integrity and professionalism. To meet the current and future needs of our clients and help them to cultivate the long-term success. To respect our staff and those we serve as professionals and individuals. To establish trust and loyalty between the staff members partners, and the firm’s client. To create a dynamic, thinking, innovate ideas, and challenges staff to meet their optimal levels of success. To create a harmonious balance between work and family life.

**MEMORANDUM OF UNDERSTANDING.**

Ekol-bis-Saarks Consultancy Services is a sole proprietorship business that takes the burden of VAT and its allied problems off our clients to ensure smooth running of their businesses.

Ekol-Bis-Saarks Consultancy Services stands for loyalty and truthfulness to our clients. The services rendered by Ekol-Bis-Saarks Consultancy are as follow.

1. Prepare Annual Financial Statement and filing of Annual Financial Returns.
2. Preparation Cashflow Statement (Yearly Cashflow Plan)
3. Preparation of PAYE Schedule for and on behalf of our clients
4. Filing of monthly PAYE Returns on behalf of our clients.
5. Collections of VAT Returns for and on behalf of our clients
6. Collections and filing of withholding Returns for and on behalf of our clients.
7. Purchase of VAT Receipts books for and on behalf of our clients.
8. Managing Tax online Portal on behalf of our clients and Other Companies.

**Others Services Include**

1. Preparation of yearly VAT report for and on behalf our clients
2. Preparation of Bank Reconciliations for our clients records with that of GRA (VAT Service).
3. Rendering of Internal audit services (Auditing of company books).
4. Yearly, Quarterly, Stock taking.
5. Training of Company internal Auditors of our clients and other organizations
6. Rendering of Accounting Software training
7. Any Accounting or Tax Services required by our clients and other organization.

**CHARGES**

A monthly maintenance fee for services such as picking of returns forms, purchasing of invoices, and submission of the returns and also maintenance of VAT accounts **will be charged**. The charge is based on the location of our client’s office.

Additional charges will be levied on the other services rendered.

Finally a yearly fee is to be paid after the preparation of yearly audited VAT reports to our clients.

Please note, for other service, a fee will be determined based on the work that needs to be done.

I/we the Director/Proprietor of ..................................................................have read the details of the above memorandum of understanding (MoU), and I/we accept the terms of conditions.

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(DIRECTOR/PROPRIETOR) (EKOL-BIS-SAARKS CONSULTANT)

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(WITNESS) (WITNESS)

**EKOL-BIS-SAARK**

**CONSULTANCY SERVICE**