



**ACCOUNTING DEPARTMENT**

## Accounting and Bookkeeping Services

Our accounting and bookkeeping services are individually tailored to the specific needs of our clients. We provide a full range of Accounting services both to local and international companies. Our experienced and qualified professionals aim to provide all the financial reports required to our clients to better understand the performance of their business.

Our Accounting services include amongst others:

- Bookkeeping, including daily reporting
- Preparation of management accounts – monthly, or as needed
- Invoice preparation and processing of payments
- Liaising with local auditors and arranging for audited financial statement
- Dormant companies – draft financial statements for ROC
- Compiling and submission of VAT returns
- Completing Intrastat forms
- Liaison with local VAT authorities
- Vies forms
- Establishing bank accounts
- Administration of fund transfers
- Assisting clients in their dealing with local banks
- Payroll & social insurance
- Escrow services
- Other periodic expenses

The annual audited financial statements shall be performed by an independent and licensed audit firm. We can provide to our clients with a number of licensed audit firms we usually work with or our clients can indicate us the licenced audit firm of their choice.

**Think of the future with us...**

**Highly experienced and professional**

**Private & Confidential**



## VAT Services

Our VAT services provide to our clients professional Tax advice. Our experienced and qualified professionals aim to offer efficient and effective management of our client's business Tax obligations, based on timely and cost effective Tax planning solutions.

Our VAT services include amongst others:

- Compiling and submission of VAT returns
- Completing Intrastat forms
- Liaison with local VAT authorities
- Preparation and submission of monthly VIES forms

## Banking Services

Our Banking services are managed with confidentiality by experienced and qualified professionals. We can assist our clients or act on their behalf in bank account day to day management.

Our Banking services include amongst others:

- Establishing bank accounts
- Administration of fund transfers
- Assisting clients in their dealing with local banks

**Think of the future with us...**

Efficient and effective management

Cost effective Tax planning solutions

**Think of the future with us...**

Highly experienced and professional

Private & Confidential

## Payroll and Social Insurance Services

Our payroll and social insurance services are managed with confidentiality and accuracy. Our experienced and qualified professionals provide payroll and social insurance services, individually tailored to the specific needs of our clients - for both local and international companies. Our services aim to improve the payroll management of our clients and enhance the performance of their business.

Our Payroll and Social Insurance services include amongst others:

- Preparation of weekly/monthly payroll
- Administration of payments to the income tax and social insurance authorities
- Administrate the payment of salaries to employees bank accounts
- Drafting employment contracts
- Arrange for the issue of tax certificates
- Gathering all the necessary information and completing all necessary forms
- Liaising with all local authorities for all payroll issues that may occur

## ESCROW Services

Our experienced professionals can act as independent escrow agents to secure any financial or commercial transaction, ensuring that all obligations are fulfilled for all parties involved in an escrow agreement.

Our Escrow services include amongst others:

- Drafting of the escrow agreement
- Reviewing of an escrow agreement
- Opening of an escrow bank account
- Managing of escrow bank accounts

## Magnum House

Chrysanthou Mylona 10  
3030 Limassol - Cyprus

Tel: +357 25 028460

Fax: +357 25 028461

[www.magnumserve.com](http://www.magnumserve.com)