



Sanet Payroll Service



Payroll Service

1 Payroll Service

- SOO and Tax Registration plus fee for the first 2 employees ask for quote.
- Each further employee ask for quote.
Payment of Expenses on report ask for quote
- Services included
 - Calculate personal tax
 - Preparing Payroll slip
 - Prepare and submit tax filing for staff PND.1
 - Prepare and submit social security to SSO
 - Prepare and (de-) register new and leaving staff for SOO
 - set up payment via internet banking.
- Yearly Company Compensation Report (SOO) ask for quote p/y

OPTIONAL:

- Initial Draft of Employment Contract ask for quote
- Drafting Mandatory Company Labor Regulations to Labor Department ask for quote
- Managing labor contract with new employees ask for quote

2 Fees for Services not Included & Time Based

- Consulting Fee exceeding 1 hour per month:
- Executive Director ask for quote
- Head of Accounting ask for quote
- Accounting assistant ask for quote
- Legal Consulting: on request

Additional regular services: on request