

VALENCIA 20 ON FEBRUARY 2020

Dear Sirs of **DFUND VALENCIA ISRAEL STUDENTS 1 SL**

We are pleased to present you our proposal of professional services for your companies in Spain.

Our proposal is divided into the following specific areas:

1. Accounting consultancy
2. Tax consultancy
3. Labour consultancy
4. Professional fees

1. ACCOUNTING CONSULTANCY

Our services in this field are focused on:

- 1) Coding and registration of all accounting documentation.
- 2) Keeping the obligatory VAT books, preparing the necessary information for quarterly VAT settlements and intra-community operations, if any.
- 3) Continuous analysis and review of accounts and movements with special attention to costs and revenues.
- 4) Creation and sending of a closing when required.

This proposal includes the following services

- a) Preparation of the Official Books of Accounts.
- b) Preparation of official books and annual accounts for their legalisation at the Commercial Registry.
- c) Confirmation of operations for the purposes of the annual declaration of operations with third parties in accordance with form 347.

2) TAX ADVICE

In this field our activity will focus on:

1. Periodic information on the regulations that we consider to be of interest to your companies.
2. Calculation and preparation of corporate tax and instalment payments.
3. Submission of the different tax returns that must be submitted periodically (VAT, Intra-Community Transactions, Personal Income Tax, etc.).
4. Collaboration with the company in drawing up its tax policy.
5. Study and resolution of any tax advice requested.
6. Advice on possible tax audits and preparation of appeals.
7. Establishment of a system of regular contacts, as often as deemed appropriate, to deal with possible legislative or other changes that may affect the development of the activity.

The following services are considered to be included in the fee estimate presented below.

3) EMPLOYMENT ADVICE

Monthly payroll preparation, payroll summary and cost allocation.

- Monthly preparation of Social Security payments (TC1/TC2).
- Submission of complementary Social Security declarations.
- Preparation of monthly or quarterly Personal Income Tax (IRPF), such as forms 110 or 111 and annual summary, form 190.
- Preparation of Personal Income Tax for non-residents (form 216) and Annual Summary of Personal Income Tax for non-residents (form 296).
- Preparation of the employees' Withholding Tax Certificate included in the annual summary.
- Review and calculation of salary increases according to labour legislation or individual agreement.
- Preparation of withholding tax certificate for employees.
- Preparation and elaboration of extensions of employment contracts.
- Supervision and reporting of end of contract dates.
- Advice on the preparation of disciplinary dismissals, leave of absence, whether voluntary or forced (voluntary/forced), suspension of employment and salary

- Management of maternity leave and communications to the competent labour authorities - Preparation and issue of maternity certificates.
- Formalisation of registrations, variations, cancellations and confirmations of TI processes and submission to the National Institute of Social Security and the Mutual Insurance Company.
- Preparation of reports of accidents at work and their consequent communications to the Labour Authorities through the stipulated computer systems or issuance through the corresponding Insurance Company - Issuance of certificates of being up to date with social security contributions.
- Compliance with labour legislation in all matters relating to payroll management and derivatives.

4) LABOUR CONSULTANCY FEES (VAT not included)

Our fee for the requested service – Work – hiring, pay slips and company social security, for a maximum package of 7 workers (the price will be reviewed if the number is exceeded) is made up of the following elements:

Work:

- New hiring.
- Management of the company CCC.
- Dismissal.
- Management of Pay Slips and Social Security.
- Processing of social security contributions: month for every 3 workers.
- Pay slips per month per worker.
- The fee includes.
- A fixed monthly fee per company that includes general labour consultancy and the electronic sending of social security contributions.

5) PROFESSIONAL FEES

In line with the above policy and taking into account the current set of fees per person, our fees for the services described above will be established on an hourly rate basis and have been calculated on the basis of an average/monthly ratio:

- 270 € /MONTH + VAT not included, accounting and tax management
- 300 € + VAT not included, preparation of the official books and annual accounts, as well as their presentation for legalisation at the Commercial Registry.
- 75 € + VAT not included, for the submission of the INTRASTAT form only if necessary.

Everything that is included in the contract appears in the contract, the income tax return is personal and is not included, only the taxes that are declared quarterly

In case of acceptance on your part, this agreement will be valid for an initial period of 12 months from the beginning of our collaboration, in case of early cancellation this must be communicated at least 3 months in advance. It will be renewed annually if neither party indicates otherwise.

In the case of submission of quarterly taxes after the termination of the agreement, these will be invoiced

We would like to take this opportunity to send you our warmest regards.

TURRILLO GLOBAL SERVICES S.L.

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DFUND VALENCIA ISRAEL STUDENTS 1 SL

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