

*Your accounting partner*

## ***INTRODUCTION***

# About us...

*NAF accounting.tax.consulting* was established in 2011, in the middle of the economic crisis but carries a long story dated back in 1969. Our strategy was to focus on the B2B services. Despite the hard times, we managed to grow by 25-35% every year and serve companies from a wide variety of business sectors. Throughout the years, our high-quality service along with our decision to always 'walk the extra mile for the customer', placed us among the well-respected accounting firms in Greece.

Our main services include:

We offer accounting services according to the Greek Accounting Standards and tailored to the needs of the customer

## Accounting Services

## Tax & Payroll Services

Our high expertise ensures full alignment with the Greek tax laws.

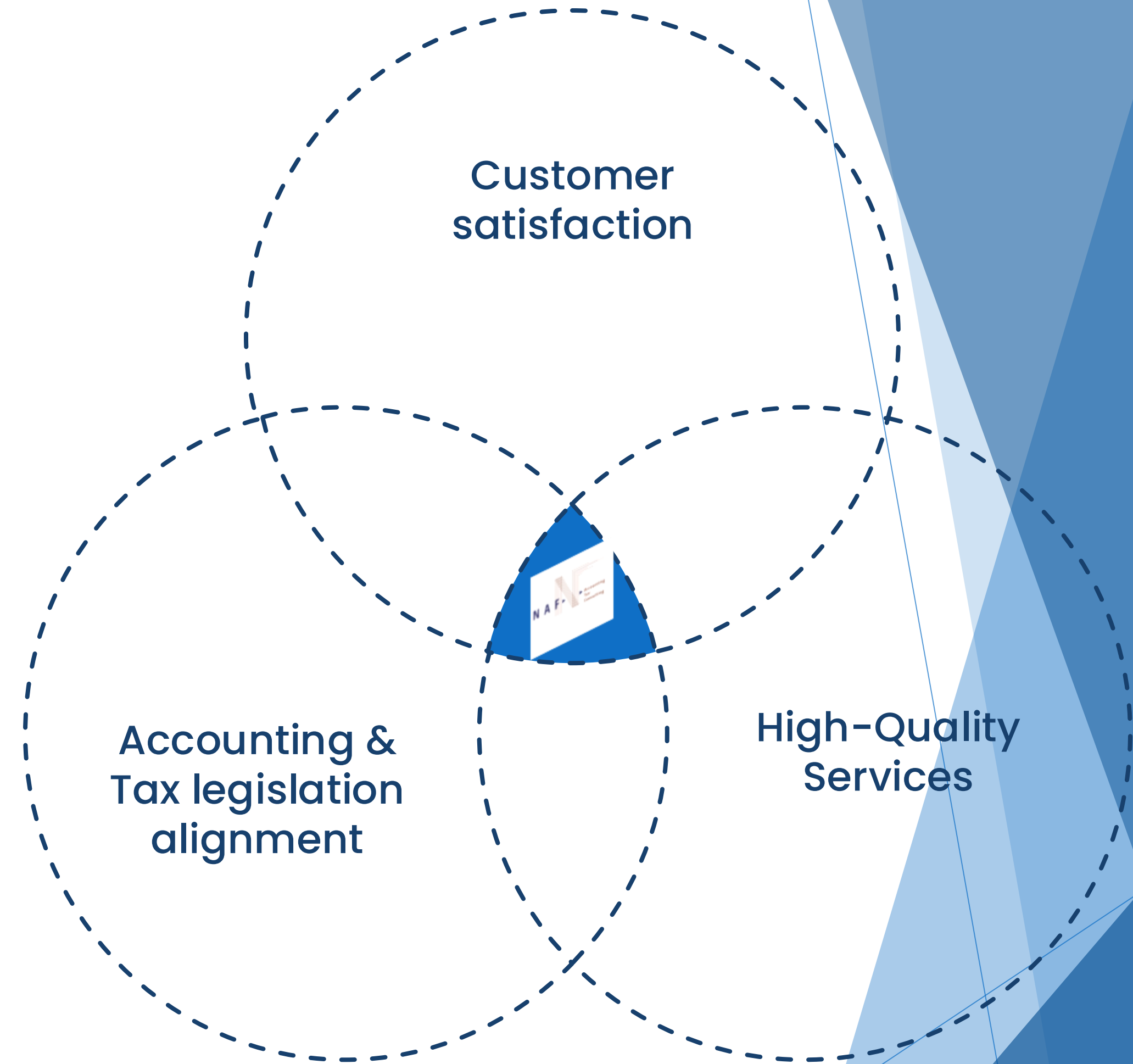
Our high expertise in payroll is confirmed by the seminars we offer to HR managers and Accountants.

## Education Services

## Consulting Services

Our main priority is to understand the needs of the customer so that we can offer high quality consulting supported by tailor-made reporting.

# Our philosophy



# Our focus



Quality is our priority



We always 'walk the extra mile'



We have established a friendly working environment



# Key customers

As a high quality service provider, we are trusted by companies that lead their sectors. These include:

**hemmersbach**



**softone**



**EUROCOM** VAT & MORE



**PROSVASIS**  
a **softone** company



# Our Awards

 Greek Accounting  
& Finance Awards  
#graf23  
powered by PROSVASIS & IMPACT

**TOP TAX  
SERVICES  
COMPANY**

**NAF ACCOUNTING.  
TAX.CONSULTING**

**BRONZE  
AWARD**

 Greek Accounting  
& Finance Awards  
#graf23  
powered by PROSVASIS & IMPACT

**TOP  
ACCOUNTING  
FIRM 2023 / ATTICA**

**NAF ACCOUNTING.  
TAX.CONSULTING**

**GOLD  
AWARD**

 Greek Accounting  
& Finance Awards  
#graf23  
powered by PROSVASIS & IMPACT

**TOP PAYROLL  
SERVICES  
COMPANY**

**NAF ACCOUNTING.  
TAX.CONSULTING**

**SILVER  
AWARD**

 Greek Accounting  
& Finance Awards  
#graf23  
powered by PROSVASIS & IMPACT

**TOP ACCOUNTING &  
FINANCE CONSULTING  
COMPANY WORKPLACE**

**NAF ACCOUNTING.  
TAX.CONSULTING**

**BRONZE  
AWARD**

# Our Accounting & Tax Services

01

Bookkeeping – reconciliation of all transactions (MyData assurance)

02

Preparation and Submission of all monthly/quarterly tax liabilities (VAT, Wages tax etc)

03

Preparation and Submission of Yearly tax liabilities

04

Financial Statements preparation & submission  
Audit services through our partner (if needed to be billed independently)

05

Delivery of Trial balance and P&L / BS monthly at specified dates (forms and dates to be mutually agreed)

06

Annual Budget Reports – upon request  
Forecast Reports - upon request



# Our Payroll Services (outsourcing)

01

Payroll Calculation

02

Preparation and Submission of ERGANI documents **E3, E4, E5, E6, E7, E8, E9**

03

Preparation and Submission of ERGANI annual documents **E4 & E11**

04

Annual Budget Reports - upon request

Forecast Reports – upon request

05

EFKA submissions, JL10 preparation and year-end reconciliations

06

On call consulting service



# Our Payroll Services (consulting)

01

Continuous flow of information on new laws / policies

02

Process calibration according to new rules & regulations

03

Weekly / Monthly calls for problem solving

04

Annual Budget Reports - upon request  
Forecast Reports – upon request

05

Support on audits

06

On call consulting service

# How we work

*Our main target is to provide tailor made solutions that increase value*

*Steps 1-3 are one-off steps, steps 4-6 are monthly steps*

01

Discussion with the company in order to capture needs

02

Process design, calibration and agreement

03

Project Roll-out and data migration to NAF's Systems

04

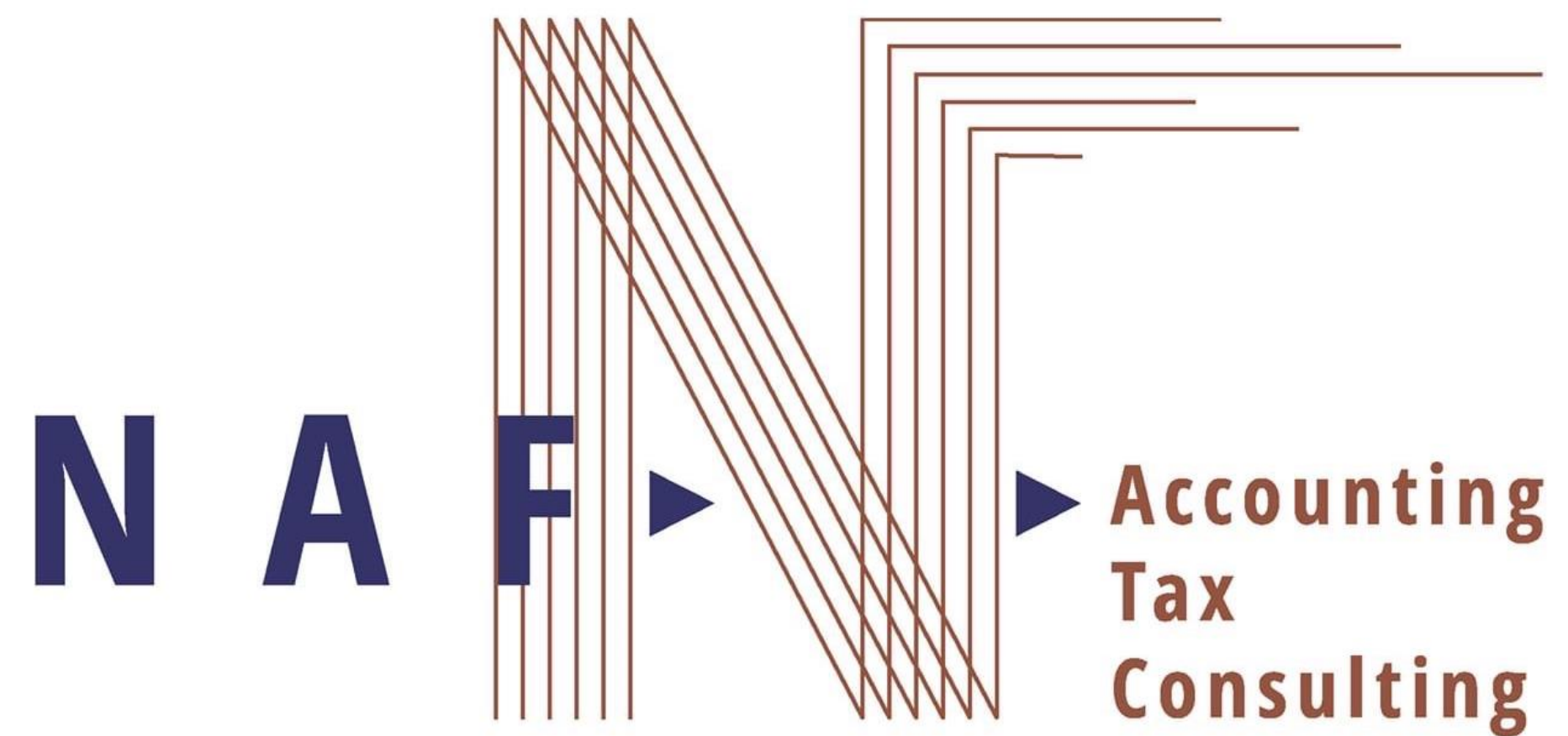
Continuous Data Collection and management. Weekly calls on progressions and one monthly call for discussion and problem-solving.

05

Payroll Calculation and Accounting reporting at specified dates.

06

EFKA submission, FMY JL10 preparation, SEPA payment data, Payslip mailings, VAT and other tax forms submission



*Your accounting partner*

*Don't hesitate to contact us:*

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A handwritten signature in black ink, appearing to be 'N. Gounari'.

