

Consulting services that include:

Legal advice

1. **Client consultation and preparation of projects of required documents necessary to perform its activity;**
 - corporate relations consultancy, tax, customs, and trade consulting (finding optimal solutions for problems faced by the enterprise)
 - contracts expertise, preparation, amendment and termination;

 - **Consulting on proper registration of labor relations:**
 - consulting on correct application of the provisions of the labor legislations;
 - preparation, amendment, termination of individual employment contracts and preparation of collective labor agreements;
 - correct preparation of employee resignation and dismissal documents;
 - drafting regulations necessary for the activity of the enterprise (internal rules, regulation on wages and awarding, etc.).

 - **Services representing the interests of individuals and legal entities within competent bodies:**
 - representation of interests of natural and legal persons in cases of enterprise registration, reorganization, and liquidation including modifications to the constitutional documents of the company (legal address change, change of manager, increase of social capital, etc);
 - representation of interests in obtaining licenses and permits necessary for carrying out specific types of business activity;
 - representation of the client's interests in state bodies (National Bank of Moldova, Territorial Cadastral Office, Main State Tax Inspectorate, municipalities, etc.)

 - **Representation of interests in the competent courts:**
 - Assistance at meetings;
 - Preparation of applications, references, appeals, demarches, etc.

 - **Monthly updates on legislative changes**

Financial advice

1. Consulting on the organization and bookkeeping;
2. Consultations related to registration of various economic operations;
3. Consulting on proper preparation of statistical and tax reports for the National Social

Insurance House and National Health Insurance House;

4. Consultations on proper preparation of primary documents and accounting records.

Consulting fees are determined as follows:

- On basis of tariffs (payment is made for each service separately);
- On basis of monthly subscription including the entire (unlimited) set of advisory services.