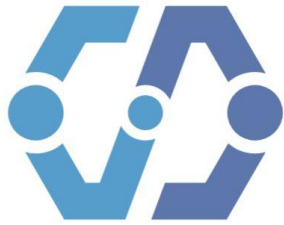




SERVICES AND TARIFFS

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 31/41 Matbuat avenue,
Baku, Azerbaijan



TARAFDASH

Monthly Legal Services

- 🔄 Preparation of contracts for various industries, provision of written references to contracts, defining contractual terms and proceeding contractual termination;
- 🔄 Preparation of contracts with international stakeholders in a required language;
- 🔄 Legal services in the fields of tax, customs, civil law, labor, migration and other legislations;
- 🔄 Mitigation and prevention of legal risks;
- 🔄 Representing and defending organizational interests in courts and all government authorities;
- 🔄 Controlling and monitoring the internal documentation, clerical and archiving works upon legislation.

Monthly HR Admin Services

- 🔄 Preparation of labor contracts;
- 🔄 Registration of labor contracts in the e-government system;
- 🔄 Preparation of monthly salary tables;
- 🔄 Calculation of vacation period;
- 🔄 Organization and administration of clerical HR admin;
- 🔄 Preparation of internal HR policies and procedures, orders and other required documents.



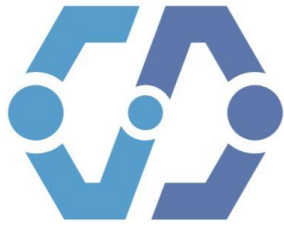
TARAFDASH

Monthly Tax Services

- ♻️ Proceeding the monthly, quarterly and yearly payments and reports to government authorities (tax, social insurance, statistics, employment);
- ♻️ Calculation of monthly salaries, vacation and travel payments;
- ♻️ Preparation of e-documents such as check, act and etc.;
- ♻️ Execution of bank operations and payments;
- ♻️ Communication with the government authorities, defense of the organizational interests during tax audits and legal prevention of financial sanctions;
- ♻️ Investigation of cameral tax audits and liquidation of cameral tax disparities in favor of taxpayer;
- ♻️ Consulting services about accounting and tax legislation.

Tariffs of Monthly Services

		20-30 operations 3-5 employees	30-50 operations 6-10 employees	50+ operations 10+ employees
Tax Services	Simplified taxpayer	200 AZN	300 AZN	400+ AZN
	VAT taxpayer	500 AZN	700 AZN	1000+ AZN
	Income/Profit taxpayer	300 AZN	400 AZN	500+ AZN
Legal Services		300 AZN	500 AZN	700+ AZN
HR Admin Services		100 AZN	200 AZN	400+ AZN

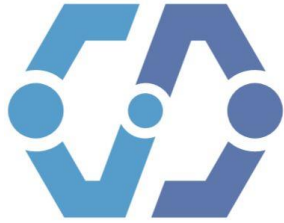


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Monthly Accounting Services

- 🔄 Establishment of internal accounting;
- 🔄 Budgeting;
- 🔄 Cost Management;
- 🔄 Preparation of cost-benefit, balance, cash flow and other accounting reports;
- 🔄 Accounting of main assets and other active accounts, calculation of depreciation;
- 🔄 Inventorisation;
- 🔄 Financial consulting.

The minimum tariff for the monthly accounting services is 1000 AZN.



TARAFDASH

One-Time Legal Services and Tariffs

Registration of a Limited Liability Company (end-to-end service including stamp and e-signature acquisition and a bank account opening)		300 AZN
Registration of a Joint Stock Company		500 AZN
Registration of a branch or legal representative of an international organization		3000 - 5000 AZN
Registration of a private educational organization and obtaining a reference for the charter		5000 AZN
Obtaining licenses and permits		2000 - 5000 AZN
Closure of an organization		1000 - 3000 AZN
Bankruptcy declaration of an organization		1500 - 3000 AZN
Preparation and termination of purchase, rent, service, vendor, debt and other contracts		200 - 500 AZN
Preparation of international contracts		2000 - 3000 AZN
Consulting references about a contract or during contractual negotiations		200 - 300 AZN
Execution of legal audit and consulting about the reported result		1000 - 3000 AZN
Patenting and obtaining a trademark		1000 - 2000 AZN
Global patenting		8500 AZN
Legal resolution of debt liability contracts in favor of claimant	Service fee in advance	1000 AZN
	Extra fee when the claim is secured	10% of the secured claim amount
Legal resolution of debt liability contracts in favor of defendant	Service fee in advance	1000 AZN
	Extra fee when the liability is eliminated	5% of the eliminated liability amount
Legal resolution of tax liabilities	Service fee in advance	10% of the controversial amount
	Extra fee after resolution	20% of the controversial amount

Attestation of Positions

Up to 50 positions	1000 AZN
50-499 positions	20 AZN per position
500-999 positions	18 AZN per position
1000 and more positions	16 AZN per position



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Attestation of employees

Up to 50 employees	500 AZN
50-499 employees	10 AZN per employee
500-999 employees	8 AZN per employee
1000 and more employees	6 AZN per employee

Obtaining ISO Certificates

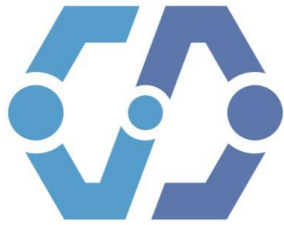
ISO 9001 certificate	4000 AZN
ISO 14001 certificate	6000 AZN
ISO 45001 certificate	8000 AZN
ISO 9001, ISO 14001, ISO 45001 certificates	12000 AZN

Migration and Visa Services and Tariffs

Obtaining and extending a work permit	800 AZN
Obtaining and extending a temporary residence permit	500 AZN
Obtaining the citizenship of the Republic of Azerbaijan	5000 AZN
Obtaining a permanent residence permit in the Republic of Azerbaijan	2000 AZN

Visa Support:

United States of America	400 AZN
United Kingdom	400 AZN
Canada	400 AZN
Australia	400 AZN
Czech Republic	400 AZN
China	400 AZN
United Arab Emirates	400 AZN
Italy	400 AZN
Poland	250 AZN
France	250 AZN
Other Schengen countries	250 AZN











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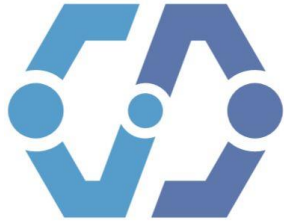
Recruitment Services and Tariffs

General recruitment: permanent & temporary staffing	80% of employee's one-month salary
Bulk recruitment (mass recruitment) – recruitment of 10+ employees for a rapidly expanding business often with similar qualifications or job descriptions	60% of employee's one-month salary
Vacancy advertisement (job posting)	20 AZN
Consulting services on HR recruitment	25 AZN
Recruitment for top management positions (executive search)	100% of employee's one-month salary
Candidate assessment services	40 AZN. The price may vary upon the type of examination (10% discount for 2 or more examination stages)
Labor market analysis (analytical research and offering salary surveys of professionals in various market segments)	30 AZN

Finance Services

-  Evaluation of a business active accounts;
-  Preparation of a business plan report;
-  Preparation of finance model;
-  Merger & Acquisition advisory;
-  Acquisition financial due diligence;
-  Sale & Purchase agreement advice;
-  Advice on the later deal stages and post transaction;
-  Audit of procedures agreed upon Merger & Acquisition operations.

Tariffs for Finance services may vary upon the scope of work.



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Corporate Trainings and Tariffs

Training	Duration	Fee
Practical accounting	48 hours	400 AZN
Tax accounting	48 hours	300 AZN
ACCA- Financial Accounting	54 hours	300 AZN
ACCA- Financial Reporting	64 hours	400 AZN
ACCA- Financial Management	64 hours	400 AZN
MS Excel	12 hours (per level)	80 AZN
Office programs (MS Word, MS Excel, MS Outlook, MS Power Point)	28 hours	80 AZN(1 month)
IC 8.3	20 hours	150 AZN
Labor Legislation and HR Admin	20 hours	200 AZN
Payroll	12 hours	150 AZN
HR Assistant	18 hours	220 AZN
HR Manager	18 hours	270 AZN
DipIFR	96 hours	1200 AZN
Corporate law (theoretical and practical)	48 hours	500 AZN
Contracts law (theoretical and practical)	18 hours	300 AZN
Civil law	24 hours	400 AZN
Civil-procedural law	18 hours	300 AZN
Tax law	24 hours	400 AZN
Oil&Gas law	12 hours	500 AZN
Communications law	12 hours	500AZN

Please contact us for the other corporate trainings not mentioned above.