

## Specifications for Consultancy Services at Istanbul, Turkiye

### **Requirements**

Pakistan International Airlines Corporation Ltd. Istanbul Turkey Branch Office (PIACL) requires CPA Advisory, Tax, VAT Refund, related advisory and compliance services on regular basis.

### **Scope of professional work**

Monthly CPA Advisory, Tax, related advisory and compliance services and invoicing services. Consultancy firm, for all purposes under this proposal, will be that of an independent contractor and not an agent or employee of PIA, and the relationship with PIACL will not constitute a partnership, joint venture or agency.

### **Monthly Accounting, Tax and Related Advisory Services**

#### **Accounting Services**

To maintain the "Revenue Books" in accordance with the Turkish local Tax Procedures Law regulations and the "VAT Books" related to the documents of expenses directly related to VAT refunds.

#### **Tax Office Services**

- Preparation of VAT declarations and the attachments of these declarations as well as submission of these prepared declarations.
- Review of documents related to VAT amounts paid by PIA Branch Office with regards to their expenses, for compliance with the tax laws.
- Review of withholding taxes made by PIA Branch Office from salaries and other payments (i.e.rent, legal fees),Preparation of Withholding Tax Declarations and related attachments for payroll and other payments as well as submission of these prepared declarations.
- Other declarations to be made to the Tax Office whenever needed (such as Stamp Tax Declaration, etc.)

#### **Advisory Services**

- Expressing opinion on issues the Company may face regarding Tax Laws and assisting with the proper path to follow
- Preparation of submissions to the Tax Office for potential tax disputes the Company may face and assisting with the proper path to follow
- Notifying the Company through bulletins for the changes on Tax, Labor and Social Security Laws and their legal obligations and applications
- Expressing opinion on issues the Company may face regarding Social Security Laws and assisting with the proper path to follow
- Expressing opinion on issues the Company may face regarding Labor Law and assisting with the proper path to follow
- Consulting on Social Security and Business Law matters

### **Payroll Services**

- Calculation of monthly payroll for PIA by using payroll (either Link or Netsis), which can provide the service PIA Branch needs, adding net or gross payments and related withholdings as well as any overtime or supplemental payments if applicable to the related month's payroll.
- Keeping family information up to date for employees who utilize cost of living allowance and application of these on payroll. For employees who leave work, calculation of these employees brevities and preparation of employment termination documents.

### **Social Security Services**

- Notifying Social Security Administration of employment start and terminations of employees by using PIA Branch's Social Security PIN.
- Notifying Social Security Administration of monthly social security premium and service document by using PIA Branch's Social Security PIN and providing PIA Branch with the receipt via email.
- Entering employee Social Security medical visit records on Social Security Portal by using PIA Branch's Social Security PIN.
- Social Security Workplace folder initiation and closure with Social Security Administration.
- Preparation of related documents for obtaining Social Security e-declaration PIN.
- Assistance with Social Security reviews by the Administration.

### **VAT Refund Services**

Prepare VAT Reimbursement Reports to be presented to the tax office for cash reimbursement or for set off against other tax liabilities of (i.e. salary taxes). These reports are related to the VAT amounts paid by PIA Branch Office for expenses made related to its trade activities.

These reports, which will be prepared by consultancy firm, are equivalent to reports prepared by the tax office as a result of their review and therefore the VAT reimbursement transactions are not subject to additional review by the tax office. VAT reimbursement takes place following approval of report by the tax office.

### **Invoicing Services**

- All invoices will be issued to BSP Agencies related to BSP Agencies' ticket sales on behalf of PIA Turkey Branch Office.
- All invoices to BSP Agencies will be prepared by consultancy firm and will be uploaded to the government's e-invoicing and e-archive systems.
- Consultancy firm will use its own resources and IT systems for issuing the invoices and uploading to the e-invoicing and e-archiving sites.

NOTE: Also handle CASS invoicing services the same way as explained above, for PIA Turkey Branch Office.

### **Government Systems Maintenance**

Consultancy firm will maintain all government E-Systems on behalf of PIA Branch Office with a specific password and will order electronic invoices annually on behalf of PIA Branch Office.