



Könyvszakértő és Adótanácsadó Kft.
Auditing & Taxadvising Ltd.
Wirtschaftsprüfungsgesellschaft m.b.H

Introduction

About us

Bergmann Office is one of Hungary's leading accounting, auditing and tax consultancy firms. We are proud to have contributed to the success of countless Hungarian and international businesses during the 30-year history of our company. We have ample experience in providing accounting, payroll, tax consultancy and audit services for businesses active in the sectors of antiques trade, tourism, catering, manufacturing, commerce and energy. Today we are providing more than 600 customers with various services. Their trust and confidence confirms us that the principles and values we hold onto are, indeed, timeless and worth being pursued. We strive to give support to our customers in their day-to-day and extraordinary business decisions as well, because we are convinced that their success is our success and only cooperation based on mutual understanding can bring about the desired results. The international auditors making up our organisation ensure that we can provide safe and secure background for our customers' cross-border economic activities. Thanks to the persevering and concerted efforts of our 130 staff members, our Office is the proud Running Ambassador of Szent Márton Pediatric Emergency Medical Service; in 2017, we won the blood donation competition of the Maltese Red Cross blood donors' friendly society. We believe in ourselves and truly important causes.

Our Office in Germany

Bergmann Könyvszakértő- és Adótanácsadó Kft. (Bergmann Auditing and Tax Consulting Ltd.), Representative Office, Arnsberg

Our head office in Budapest caters for more than six hundred customers. Many of our clients are from German-speaking countries. In addition to small and medium-sized enterprises, our clients include Hungarian subsidiaries of international concerns.

To satisfy the needs of this important segment of our clientele, we operate a representative office in Germany, providing services not only for our existing customers but also for any other company that performs or intends to perform cross-border business activities.



It is our pleasure to provide information for anyone coming to us for advice regarding investment, sales, production or service provision activities between the two countries.

International relations

UHY - Urbach Hacker Young International Limited

Our office has been a member of UHY, an international organisation of accounting and consulting firms, since 2003.

The organisation helps primarily international business companies by providing them with local information and diverse expertise in economically relevant areas across the world. The London-based organisation was launched in 1986. Today it has offices in 270 business centres of 86 countries, and with more than 7,000 employees it is currently the world's 20th largest international consultant network. Each UHY member is a legally separate, independent company.*

UHY provides expert consultancy services for our customers in the following main areas:

- International business activities
- Concern structure
- Real estate
- Taxation and financing

For more information on the organisation and its activities, please visit www.uhy.com or contact us.

*A Bergmann Könyvelő Iroda Kft. / Bergmann Könyvszakértő és Adótanácsadó Kft. (Bergmann Auditing and Tax Consulting Ltd.; the “Company”) is a member of Urbach Hacker Young International Limited, an entity registered in the UK, and it is part of the UHY network of legally independent auditing and consulting firms.

“UHY” is the brand name of the UHY international network. The services outlined on this website are provided by our Company, not by UHY or any of its members. Neither UHY, nor its members are responsible for any of the services provided by any other UHY member.

Contact

Our registered office	Our downtown office in Budapest	Our office in Buda
H-1138 Budapest Váci út 186.	H-1065 Budapest Bajcsy-Zsilinszky út 37.	H-1126 Budapest Böszörményi út 44-46.
Tel: (+36-1) 238-9000 Fax: (+36-1) 238-9010	Tel: (+36-20) 745-7100 Fax: (+36-1) 799-8865	Tel: (+36-20) 2995108 Fax: (+36-1) 799-8865

Scope of operations

ACCOUNTING – FINANCE

Bookkeeping, preparation of returns and reports

- Bookkeeping services for business entities, organisations, foundations, associations and non-profit organisations
- Switching to continued bookkeeping in foreign exchange
- Bookkeeping for business entities under liquidation or bankruptcy
- Accounting tasks relating to winding up
- Bookkeeping for business entities having business or branch offices abroad
- Working out tax returns for foreign businesses with Hungarian tax numbers
- Bookkeeping for business sites and branch offices in Hungary
- Bookkeeping tasks relating to transformation

Finance

- Management of customers and accounts receivable
- Preparing and sending outgoing invoices
- Filing incoming invoices, having them confirmed, preparing them for transfer
- Petty cash management
- Collection of receivables

PAYROLL – LABOUR – SOCIAL SECURITY

Comprehensive payroll accounting

- Performing reporting and data supply obligations relating to employees
- Payroll accounting: preparation of wage, income and cost reimbursement accounts
- Performance of social security payment unit functions depending on headcount
- Accounting of fringe benefits
- Preparation of labour-related and other relevant statistics and filings for the National Tax and Customs Administration of Hungary (NAV), the National Health Insurance Fund of Hungary (OEP), and the Hungarian Central Statistical Office (KSH)
- Consultancy services relating to payroll, income and cost reimbursement accounting
- Consultancy services on labour law and other labour-related matters

Performance and controlling of social security payment unit functions

- Controlling of the issuance of income certificates
- Keeping mandatory registries and records
- Checking on obligations for registration and reporting
- Controlling of accounting and documentation of sickness benefits (sickness/occupational accident benefit, childcare allowance (GYES), etc.)
- Checking of social security cards
- Preparation of personal income tax returns for self-assessment taxpayers

AUDITING

Audit services related to business activities

- Auditing of annual reports, simplified annual reports and consolidated annual reports, i.e. review of the validity and conformity of the reports
- Audit services related to tenders
- Audit services related to business transformations

Preparation of transfer price registries

- Requesting Hungarian tax numbers for foreign businesses (including all administrative tasks up to registration)
- Claiming VAT refunds abroad for Hungarian taxpayers
- Preparation of VAT refund claims, requests for preferential terms of payment and conditional tax assessments

Financial and economic due diligence of business associations

TAX CONSULTANCY – TAX REPRESENTATION – BUSINESS LAW – GDPR

Tax consultancy

- Continuous tax consultancy service to support the taxpayer's operations
- Tax planning, preparation of tax calculations
- Monitoring of tax regulations, preparation of tax newsletters
- Tax consultant representation during tax investigations and other official investigations relating to the partner's business activities
- Tax-related due diligence prior to tax audit
- Review and tax consultant's counter-signing of tax returns
- Conducting tax audits, representation before the tax authority
- Preparation of filings for legal remedy following tax audits
- Preparation of tax consultant's opinion concerning special taxation matters
- Obtaining forensic expert opinion, tax authority's and ministries' position statements

Legal services

- Representation in legal actions (in matters of taxation, labour, corporate law)
- Legal due diligence (checking taxpayers' contracts and other documents for tax purposes)
- Conducting winding-up procedures (commissioning of a liquidator; handling procedures at the court of registration) along with transformation procedures (at the court of registration)
- Arrangement of the registration of new companies and changes to companies at the court of registration
- Preparation of documents, countersigned by attorneys
- Land registry office procedures

- Deposit management, receivable management, payment order procedures

Data protection related services

- Preparation of businesses for compliance with applicable legal regulations and internal statutes
- Verification of business undertakings' conformity to legal regulations
- Data protection consultancy
- Representation towards authorities in matters of data protection

SYSTEM AND PROCESS ORGANISATION – CONTROLLING

Tailor-made solutions, regardless of size

- Smart administration and accounting service package
- Software customisation

Large Corporate Solutions for small and medium-sized enterprises

- Controlling
- Liquidity management
- Decision support
- Business management analysis
- Business valuation

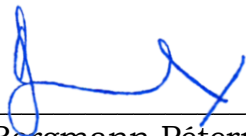
POSTED ACCOUNTANT SERVICES

- Internal audit, conformity checks of administrative processes
- Delegation of chief accountant
- On-the-spot inventory checks
- Working out complex transactions (arrangements) based on taxation and accounting considerations
- Preparation of foreign tax returns in case of incomes earned in Germany
- Based on international professional relations, taking care of procedures involved in taxpayer registration abroad
- Financial, accounting and tax due diligence

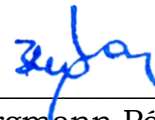
SMALL BUSINESSES OFFICE

- Complete accounting of micro- and small enterprises, sole proprietors
- Tax planning, tax optimization cost-effectively
- Providing software for small enterprises

Sincerely yours,



Bergmann Péterné
Owner



Bergmann Péter
Owner