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PAYROLL AND HUMAN RESOURCES

TRINITY IS A LEADING, INDEPENDENT PROVIDER OF OUTSOURCED MANAGEMENT AND ADMINISTRATIVE SERVICES TO SUPPORT INWARD INVESTMENT TO CENTRAL AND EASTERN EUROPE.

OUR PAYROLL AND HUMAN RESOURCE SERVICES OFFER A CONFIDENTIAL AND COST EFFICIENT SOLUTION FOR CONTROL, REPORTING AND COMPLIANCE WITH LOCAL LEGISLATIVE REQUIREMENTS.

PAYROLL & HUMAN RESOURCES

TRINITY | TRUST, FACILITATION & CLOSURE



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01 | PAYROLL SERVICES

IN ADDITION TO PAYROLL PROCESSING AND HUMAN RESOURCE SUPPORT, TRINITY OFFERS A BROAD RANGE OF CORPORATE SERVICES FOR INWARD INVESTORS AND ESTABLISHED BUSINESS OPERATIONS.

These include:

Accounting and Management Reporting
Corporate Secretarial
Domiciliary and Fiduciary
Shelf Companies
Company Incorporation
Liquidations
Special Projects

Trinity offers comprehensive payroll services. We maintain the highest standards of confidentiality over the data provided to us and how it is dealt with.

Our service includes:

- ▲ Registration of the company and its employees with tax and social security authorities.
- ▲ Processing payroll information and calculation of staff remuneration.
- ▲ Preparation of payment instructions for net salary, social security and income tax.
- ▲ Disbursement of funds under an appropriate power of attorney.
- ▲ Preparation and filing of employees' tax returns and social security declarations.
- ▲ Preparation and filing of the company's tax returns and social security declarations.
- ▲ Preparation of reports for accounting and management purposes.
- ▲ Compliance reviews.
- ▲ Assistance with audits.

02 | HUMAN RESOURCES

The local labour code mandates specific requirements and responsibilities for employers. Trinity's human resource services assist our clients in compliance with these regulations.

Our service includes:

- ▲ Maintenance of employee's personal files and work records.
- ▲ Supervision of employee medical examinations as required by the labour code.
- ▲ Issuing work certificates.
- ▲ Preparation of statistical reports as required by the labour code.
- ▲ Representation of the company in front of regulatory bodies, including assistance with labour audits.

For more detailed information
please visit our website or contact us directly.
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