

**ANTERA is registered as administrator with the Commission for protection of personal data. One of our basic principles winning the trust of our clients is keeping full confidentiality in dealing with personal data.**

**We are able to be useful by performing efficiently the following activities:**

- preparation of monthly payrolls;
- preparation of sick leave documents and submission to the National Security Institute (NSI);
- preparation of labor contracts and declairing with the National Revenue Agency (NRA);
- preparation of management contracts;
- generation of declarations for the people under social security and submission to the NRA;
- generation of declarations for social security instalments and taxes and their submission to the NRA;
  
- preparation of monthly spreadsheets per criteria given by the client;
- consulting and advising concerning social security, health insurance and personal income taxes legal issues;
  
- preparation of annual tax return declarations of

**individuals.**