

**Term of Reference (ToR)**

S. N	Description of Services/Scope of Work	Fee (AFN)	Payment Pattern
1	<ul style="list-style-type: none"> <li>➤ Monthly report on Tax Withholding from salary by enterprise</li> <li>➤ Monthly report on tax withholding from payment to vendors/contractors by the enterprise (if needed)</li> <li>➤ Monthly report on tax withholding from payment to landlord</li> <li>➤ Annual Income Tax Return</li> <li>➤ Any tax relevant advisory required</li> </ul>		100% at the end of each month
2	Clearance Letter each		100% after securing Clearance Letter
3	<p>1- Normal cashing and Zero balance issues (صفری) each year with assessment department.</p> <p>2- Profile zero balancing</p> <p>3- Company's tax account zero balancing</p>		100% after all years cleared
4	Process and provide tax exemption related certificates associated with relevant projects-as applicable.		100% after certificate received
5	Tax Department's Audit	<p><b>Hourly Charges:</b></p> <p>Director Manager Tax Expert</p> <p>Hourly rates will be charged for audit activities depending on the time spent during the course of audit and for visits to tax office for follow up.</p> <p>The maximum ceiling under this category will not exceed 150,000. ECA will allow 10% discount on this specific (Tax Department's Audit) activity.</p>	100% after Tax Audit cleared