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| **S.N** | **Description of Services/Scope of Work** | **Fee (USD)** | **Payment Pattern** |
| **1** | * **Monthly report on Tax Withholding from salary by enterprise** * **Monthly report on tax withholding from payment to vendors/contractors by the enterprise (if needed)** * **Monthly report on tax withholding from payment to landlord** * **Verification of Contractors and rental WHTs on monthly basis.** * **Normal Cashing on monthly basis.** * **Developing and providing Compliance with local laws certificate quarterly.** * **Provide Legal advice as per Afghanistan laws whenever required.** * **Provide any tax relevant advisory when required.** * **Providing updates on new tax laws and tax guidelines.** |  | **100% at the end of each month** |
| **2** | * **Annual Income Tax Return submission and filing.** * **Clearance Letter each**   **Acquiring tax clearance certificate** |  | **100% after securing Clearance Letter** |
| **3** | 1. **Zero balance issues (صفری) each year with assessment department.** 2. **Profile zero balancing** 3. **Company’s tax account zero balancing** 4. **Any other Zero Balancing issue.** |  | **100% after all years cleared** |
| **4** | **Process and provide tax exemption related certificates for the organization and associated with relevant projects-as applicable (Each).** |  | **100% after certificate received** |
| **5** | **Tax Department’s Audit** | **Hourly Charges:**  **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.** | **100% after Tax Audit cleared** |

Minimum Requirements:

* Tax expert (Minimum bachelor’s degree with 3-5 years of experience with TSD or tax related departments.)
* International NGO’s experience is a must for the biding company.
* Monthly fee payment will be processed based performance of other variables (Tax clearance, Exemption) etc.