



PROOPTIKI was founded in 1984 by experienced finance executives, with the mission of improving the quality of the services provided in the financial and tax advisory sector.

After over 40 years, **PROOPTIKI** today is one of the most successful companies in the professional services industry, having won the trust of a significant number of businesses in Greece and overseas.

PROOPTIKI prides itself on the quality of the services provided to its clients, offering the control and proper monitoring of a company's accounting and finance operations. **PROOPTIKI** supports companies in the development and expansion of their already established operations and finance functions, by using new technologies and training the teams to be able to support the growth and changes.

MISSION

PROOPTIKI's mission is to be a trusted advisor and partner for its clients, support them to reach their business goals and financial success and be there every step of the way providing solutions and guidance on the business issues that arise.

PROOPTIKI's experienced team members continuously stay updated on the Greek and global economic environment and outlooks to be able to tackle the needs of the modern accounting departments.

To accomplish these goals, **PROOPTIKI** has the following departments:

- *Accounting*
- *Payroll*
- *Tax Advisory*
- *Internal Audit*

COMMITMENT

We pride ourselves for having created a company that cares for its employees and its clients and supports them in their success. We provide senior level attention on each project and our experienced team is focused on listening to our clients and finding the best solution for their needs. We offer continuous educational and leadership training to our executives to help them grow within our firm and reach their professional goals.



Accounting Services

- ▶ Bookkeeping and full supervision of internal accounting departments
- ▶ Preparation of financial statements
- ▶ Preparation of Financial Reports, Preparation of Budgets and Financial Statements, Drafting of Cash Flows
- ▶ Preparation of financial statements Greek GAAP and IFRS
- ▶ myDATA



Consulting Services

- ▶ Entity set-up
- ▶ Entity Conversions / Mergers / Spin-Offs / Valuations of businesses
- ▶ Business plans
- ▶ Financial analysis of businesses



Payroll Services

- ▶ Payroll processing
- ▶ Data input and gross to net calculations
- ▶ Run payroll scenarios
- ▶ Consulting on insurance - labor matters
- ▶ Consulting on moving staff (Digital Nomads)



Tax Advisory

- ▶ Preparation and submission of Corporate Income Tax return
- ▶ Preparation and submission of VAT, VAT and other withholding tax returns
- ▶ Tax planning for business mergers
- ▶ Services for VAT registration
- ▶ Services for foreign residents to transfer their tax residency in Greece and to join tax relief provisions.
- ▶ Examination of tax residency



Audit Services

- ▶ Internal audit procedure
- ▶ Audit of consolidated and other statements
- ▶ Tax Due Diligence



Transfer Pricing

- ▶ Cross-border and domestic intra-group transactions
- ▶ Support during the tax audit of intercompany transactions
- ▶ Preparation of the Summary Table of Information of the Intra-Group Transactions Documentation File Country by Country reporting (CBC)

