

Prooptiki was established as an accounting firm back in 1984; today, it is one of the most successful companies in the economic sector, providing consultation on accounting-tax and payroll issues.

Prooptiki's clientele lists a wide range of economic sectors, such as tourism, hotels, commerce, service provision, IT, telecom, real estate management, etc.



SERVICES OFFERED BY PROOPTIKI SA

- **Accounting:** A full range of accounting support in accordance with the Greek GAAP and IFRS.
- **Tax Consulting:** A full range of tax services to cover all tax fields. Our Goal is to have the maximum benefits, with the minimum tax liabilities and risks, always in strict compliance with local legislation and Code of Books and Records.
- **Payroll:** Complete solutions in managing and issuing the payroll, full support as far as the obligations towards government funds are concerned and continuous and updated information on Labor Law/ Insurance issues
- **Business Consultancy:** We can assist you on aspects such as:
 - ◆ Entity set up. Together we can find the most suitable structure for your business (limited company, partnership, sole trader, limited by shares company), or set up a branch of a foreign company.
 - ◆ Business plans and cash flow forecasts
 - ◆ Business and management advice
 - ◆ Human resources consultancy
 - ◆ Provision of management information
 - ◆ Tax compliance and advise
- **Auditing:**
 - ◆ Internal audits, Management audits, Compliance audits
 - ◆ Cash flow, Due diligence, Financial Statements, Special audits.

Extension for the digital delivery note

The implementation phases and the obligated entities are adjusted as follows:

Phase A: Mandatory from June 2, 2025, for the entities:

a) with gross revenue exceeding two hundred thousand euros (€200,000), excluding entities whose gross revenue exceeds five million euros (€5,000,000), are subsidiaries of a foreign company, and use the commercial/accounting management software of the foreign company.

b) Entities (regardless of turnover) with the following Activity Codes:

ACT. CODE	ACTIVITY DESCRIPTION
46.46	Wholesale trade of pharmaceutical products
46.71	Wholesale trade of solid, liquid, and gaseous fuels and related products
46.73	Wholesale trade of timber, construction materials, and sanitary ware

Phase B: Mandatory from December 1, 2025, for all remaining entities.

Exceptions:

- Movement between branches or warehouses of the same company is exempt, as long as the distance does not exceed 10 kilometers.
- Movement of fixed assets between a company's own facilities is also exempt.
- Retail sales do not require a digital Delivery Note, except when the goods are transported by a courier company.

Redefinition of the procedure for submitting the declaration for the remittance of the stay-over tax and the tax on the gross revenue of entertainment venues, restaurants, and related establishments

The new digital application of the Independent Authority for Public Revenue (AADE) is now operational for the digital submission process of the stay-over tax declaration and the tax on gross revenue.

- In the case of submitting an amended VAT return, the taxpayer is also required to submit an amended declaration for the stay-over tax and the tax on gross revenue.
- A zero-declaration submission is now mandatory, even if no tax is due.

The new process, which launched on April 4, 2025, applies to businesses and concerns declarations for March 2025 or the first quarter of 2025.

For these businesses, Phase A becomes mandatory from 1/10/2025.

Increase in the maximum insurable earnings limit for employees and in the social security contributions of freelancers and self-employed individuals

Adjustment of the maximum insurable earnings for employees as of January 1, 2025.

The maximum monthly insurable earnings for calculating the monthly social security contributions of employees and employers is increased from €7,373.53 to €7,572.62.

Increase in social security contributions for freelancers as of January 1, 2025:

Social Security Categories	Main Pension Contribution Amounts from 01.01.2025	Cash Benefits Health Contributions	In-Kind Health Benefits Contributions	Total
1st category	180,58	5,82	58,25	244,65
2nd category	216,70	6,99	69,90	293,59
3rd category	274,95	6,99	69,90	351,84
4th category	346,01	6,99	69,90	422,90
5th category	429,89	6,99	69,90	506,78
6th category	582,50	6,99	69,90	659,39
Specia category	108,35	3,49	34,95	146,79

Procedure for VAT Exemption on the Delivery and Intra-Community Acquisition of Goods Intended for Export or Intra-Community Supply to Another EU Member State

Submission of Excise Duty and Other Taxes Declaration

- Upon the delivery of goods from a tax warehouse as defined in Article 63 of Law 2960/2001, carried out by an authorized warehousekeeper-seller to a taxable person-purchaser who has been issued a "Special VAT Exemption Duplicate Certificate" for goods intended for export or for delivery to another Member State of the European Union.
- Upon the intra-Community acquisition of goods carried out by a registered/certified consignee-purchaser who has been issued a "Special VAT Exemption Duplicate Certificate."
- Upon the delivery of goods by a business recognized as a Free Customs Complex, Free Customs Zone, or Customs Supervision Area to a taxable person-purchaser who has been issued a "Special VAT Exemption Duplicate Certificate," the Excise Duty and Other Taxes Declaration must be submitted by the tax-liable purchaser in whose name the Special VAT Exemption Duplicate Certificate has been issued, along with the required supporting documents.
- The corresponding VAT is assessed but not collected.
- The transaction value entered in the "Special VAT Exemption Duplicate Certificate" is the value determined in accordance with Article 24 of the VAT Code, upon which the applicable VAT is calculated, and which is stated in the Excise Duty and Other Taxes Declaration (DEFK).
- When the goods delivered or acquired intra-Community with VAT exemption are intended to be exported or to be the subject of an intra-Community supply in a processed form, it is necessary to determine the yield coefficient in order to establish their percentage contribution to the final product.

- For goods in their original form, the deadline for carrying out the export or intra-Community supply under this provision is set at nine (9) months from the acceptance of the DEFK, with a possible extension of up to four (4) months.
- For processed goods, the deadline for carrying out the export or intra-Community supply—when it concerns raw or auxiliary materials intended for the production of products after special processing, as well as packaging materials intended for use by manufacturing businesses for the production or packaging of their products that are intended for export or intra-Community delivery—is set at eighteen (18) months from the acceptance of the DEFK, with a possible extension of up to six (6) months.

Exemption from Social Security Contributions on Supplementary Payments for Night Work, Overtime, and Work on Sundays and Public Holidays

- Employees of all types (office staff, service personnel, and manual laborers), whether working in continuously operating businesses or not, are entitled to their lawful wages increased by 25% when they work between 10:00 p.m. and 6:00 a.m. This night work allowance applies to all employees regardless of their job classification or whether their night work is on a regular or occasional basis.
- Employees who, due to the nature of their job, work exclusively during night hours are not entitled to the night work allowance *only if* their regular pay is already increased by at least 25% above the minimum wage levels set by the relevant regulations. If this increase is less than 25%, then the difference up to the 25% threshold must be paid.
- The surcharge is always calculated based on the mandatory minimum wage and daily pay rates established by law. It cannot be offset against any higher wages that may already be paid and is proportionally reduced in cases of part-time or reduced-hours work.
- ☐ Employees who work on Sundays and on the holidays listed below are entitled—regardless of the validity of any agreement for such work and any other potential consequences—to a 75% surcharge. This is in accordance with Joint Ministerial Decision No. 8900/1946 of the Ministers of Finance and Labor, as authentically interpreted by Decision No. 25825/1951 of the same Ministers, and as currently in force.

Automated pre-filling of the Analytical Periodic Statement (APD) with data from the Digital Work Card

Automated Submission of the APD through an interoperability mechanism:

The employment data recorded in the Digital Work Card, as reflected in the Digital Work Time Organization and the Actual Employment Calendar, will be cross-checked with the data from the ERGANI II Information System and used for the pre-filling of the APD.

Monthly Employment Status:

In the ERGANI II Information System, a Monthly Employment Status is created for each employment relationship (employer-employee), which gathers and contains employment data maintained within the ERGANI II system. The composition of this data, based on established procedures, leads to the creation of a unique result (per employee – employment relationship), which can then be used as a reference for comparison with the APD (Analytical Periodic Statement) data submitted by the employer.

Cross-Checking of Data and Corrections:

1. The fields of the APS (Analytical Periodic Statement), after being filled in and before final submission, may be cross-checked against the data of the Monthly Employment Status referred to in Article 3 of this document, as well as with the available data from the e-E.F.K.A. Information System.
2. In case of discrepancies identified through the checks mentioned above, the employer is electronically notified about the need to correct the inaccurate entries in the APS before its final submission.
3. The accuracy, completeness, and correctness of the information included in the APS fields are the responsibility of the employer, the person obligated to submit the data, or the persons authorized by them.
4. If, after the final submission of the APD to the e-E.F.K.A. system, errors or omissions are identified, the competent services of e-E.F.K.A. will carry out substantive audits, on-site inspections, cross-checks with data from other services, and specialized controls.

After the final submission of the APD (Analytical Periodic Statement), if errors or omissions are identified, the competent services of e-E.F.K.A. may conduct:

- Substantive audits
- On-site inspections
- Data cross-checks with information from other services
- Special audits to verify the accuracy of the reported data

Additionally, the process for replacing the existing payment codes for Employer Contributions (Payment Identity for Current Contributions / ΤΠΤΕ and the Social Security Debt Collection Center / ΚΕΑΟ) is being implemented with new RF-type codes.
