



CZECH REPUBLIC
POLAND
SLOVAKIA
HUNGARY

**WE ARE A ONE-STOP-SHOP
FOR PROFESSIONAL SERVICES WITH
EXTENSIVE KNOWLEDGE OF REAL
ESTATE MARKETS**



CZECH REPUBLIC
POLAND
SLOVAKIA
HUNGARY

Where we operate

Established in 2002 with offices in **Prague, Warsaw, Toruń, Bratislava, Budapest, Płock and Wrocław** with **more than 400+** highly skilled professionals.



**CZECH
OFFICE**

Established **2002**

Employees **110+**



**POLISH
OFFICES**

Established **2008**

Employees **260+**



**SLOVAK
OFFICE**

Established **2007**

Employees **30+**



**HUNGARIAN
OFFICE**

Established **2018**

Employees **10+**



Our Real Estate clients

With an international client base and extensive market knowledge, ASB offers a wide range of corporate solutions to clients from the real estate industry.

We assist Global, pan-European and local investors with incorporation and administration of its real estate assets in Central and Eastern Europe.





Our clients from Renewables

Many European countries are increasing their renewable capacity to follow a low-carbon emission policy. ASB Group can help you utilise and capitalise on this increasingly dynamic and growing sector.

We provide day-to-day business support services to our renewable energy clients across Central & Eastern Europe.





Software flexibility

We have experience in working on different clients' software and in localising the software to meet local tax and accounting requirements.

Our employees have experience in working with the following **software packages**:

Slovakia

Hungary

Czech Republic

Poland

CORPORATE SERVICES & SPV MANAGEMENT

INCORPORATION & COMPANY FORMATION

- An establishment of a new company, including all registrations and licenses or a sale of a ready-made (shelf) company, including subsequent legal changes accommodating new shareholder and management structures (e.g. new directors, new articles of associations)

LOCAL DIRECTORSHIP

- Provision of a person registered as a statutory representative/local director of the company in the Commercial register that would act as a sole director or a joint director with the client
- Business and, if necessary legal review of agreements to be signed, coordination of signing process with parties involved.
- Single point of contact for all parties involved in the management of the property/asset.

DOMICILIATION

- Registered seat at ASB premises at the address of a local office
- Processing all communication delivered

LEGAL COMPLIANCE

- Organisation of shareholder meetings and board resolutions
- Preparation of shareholder and board resolutions
- Organisation of shareholder and board meetings

MAINTAINING THE REGISTER OF COMPANY AGREEMENTS

- Maintaining all agreements signed by the company (lease, utilities, general etc.)
- Maintaining corporate records and registers
- Filing corporate records in public registers

ADMINISTRATION OF INVOICES AND PAYMENTS

- Set up bank accounts (rent, services charge, general etc.) and access rights to the accounts
- Management of all invoices received using a unique AIF approval system.
- Allocation to cost centres is possible, if necessary.
- Preparation of payments upon approval of invoices; payment orders are prepared by ASB for the client's authorisation or are authorised directly by ASB.

OTHER MANAGEMENT AND ADMIN

- Correspondence with local authorities and related parties
- Other compliance with fiscal/legal requirements
- Communication with a client about necessary steps/decisions
- Individual projects based on the client's requirements
- Corporate Secretarial Services (CoSec)

ACCOUNTING & REPORTING SERVICES

BOOKKEEPING / TRANSACTION PROCESSING

- Recording the day-to-day transaction per IFRS/local GAAP (bank statements, invoices received/issued, bank statements, travel expenses etc.)
- Bilingual descriptions of transactions (local language/EN)
- Preparation of internal documents (FX revaluations, payroll bookings etc.)
- Preparation of annual reconciliations, filling and archiving of accounting documents
- Corporate and fund accounting
- Consolidation

ACCOUNTING SUPPORT & CONSULTANCY

- Preparation of management reports and book closing for management report purposes
- Communication with the company's management and staff
- Identification and clarification of documents/transactions with low-quality documentation and evidence
- Attendance to the potential day-to-day queries from a client
- Day-to-day communication with local authorities (tax office, National Bank, etc.)
- Translation of documents to English

MANAGEMENT REPORTING

- Regular (M/Q) book closing for management report purposes
- Preparation of reporting packages in a form prescribed by the Client (Client's templates)
- Reporting under IFRS or other GAAPs requested by the Client
- Reporting with EUR as a reporting and functional currency

BANK COVENANTS REPORTING

- Responsibility for meeting bank reporting obligations
- Calculation of financial covenants
- Collection of non-financial deliverables both from an asset and property manager and delivery to the bank

ANNUAL STATUTORY FINANCIAL STATEMENT

- Compilation of statutory financial statements in the local language

HEDGE ACCOUNTING

- Preparation of hedge accounting documentation to mitigate excessive tax leakage arising from unrealised FX gains

TAX ADVISORY & COMPLIANCE

VAT COMPLIANCE

- Review of VAT documentation and methodology
- Electronic processing of VAT returns and other compulsory filings as per local law (e.g. VAT Control Statement)
- Electronic submission to the tax authority

CORPORATE INCOME TAX COMPLIANCE

- Review of accounting ledgers and other relevant documentation
- Preparation of the calculation of tax liability, including discussion about relevant issues and topics
- Preparation of the CIT return form
- Electronic submission to the tax authority

DEALING WITH TAX AUTHORITIES

- Representation of a client in front of the tax authority (e.g. In case of a tax audit)
- Tax registrations and de-registrations

DAY-TO-DAY TAX SUPPORT

- Flexible support in the everyday operations of a client
- Quickly responding to less complex issues

TRANSACTION ADVISORY (TAS)

TRANSACTION ADVISORY SERVICES

- Full tax & financial due diligence (asset and SPV level), including seller's capacity
- Red flag report (preliminary and final), DD reports (draft and final)
- Review of relevant SPA sections and SPA negotiation (including enclosures)
- Preparation and review of preliminary and final purchase price calculations, including post-closing reconciliations
- Review of relevant matters re. warranty & title insurance coverage



Our key people at ASB Group

Przemek Oleksy
MANAGING DIRECTOR
ASB Poland

Zuzana Kolárová
MANAGING DIRECTOR
ASB Slovakia

Mónika Marczin
MANAGING DIRECTOR
ASB Hungary

Petr Studnička
MANAGING PARTNER
ASB Group

Petra Rychnovská
PARTNER
ASB Group

Tomáš Novák
PARTNER
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List of associations

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