

# ASSIGNMENT CONTRACT

Concluded between .....(Address:.....  
Tax Number:.....) as the **Client** and **Tem-on Accounting Office** (1075 Budapest, Holló u. 3-9/a fsz. 2. Tax Number: 14187607-2-42 ) as the **Contractor** based on the following conditions:

## I. Subject of Assignment

Performing the book keeping tasks that are determined in the Accounting Law and other related obligations for the term that is stipulated in Point II of the Assignment Contract as follows:

**1.** Upon being commissioned by **Client**, **Contractor** undertakes

**1.1.** to prepare the general ledger book keeping on the basis of the basic certificates that shall be provided by **Client**, to manage the prescribed analytics;

**1.2.** to execute the payroll calculation, social contribution accounting of the persons that have a labor relationship, membership relation, assignment and other contracting type of legal relations with **Client** and the management of the related registers, and forwarding them to the competent organizations;

**1.3.** to meet the prescribed interim return and data providing obligations (e.g.: VAT, Private Pension Funds, etc.) on continuous basis and by the deadlines;

**1.4.** to provide consultation opportunity/opportunities at the headquarters of **Contractor** at a time agreed in advance, of the needed duration, for clarifying the professional, financial, and accounting issues that are connected to the assignment activity;

**1.5.** to monitor the turnover of the state budget relations of the enterprise and to provide information on continuous basis concerning the payments that have deadlines, and to execute the needed current account conciliations;

**1.6.** to prepare the annual tax returns and reports of the enterprise and to meet its prescribed year end data service obligations (Personal Income Tax /SZJA/, Social Security Contribution /TB/, etc.);

**1.7.** to represent **Client** with full authorization at the competent organizations of APEH /Hungarian Tax Authority/ and Social Insurance, with special regard to the current financial-economic audits and special purpose investigations;

**1.8.** the execution of any other tasks that are not stipulated in the present Point is to be negotiated separately;

## **2. *Client* undertakes**

**2.1.** to make available to ***Contractor*** those certificates needed for carrying out the work that were generated in the period in question (invoices, invoice substituting documents, bank and cashier desk certificates, contracts, resolutions, registrations of trips made by vehicles, etc.) fully in the prescribed content and formal form till the 5<sup>th</sup> day of the month that follows the month in question, or the first work day that follows this day at the premise of ***Contractor***;

**2.2.** to make available to ***Contractor*** all such information, data, facts and changes connected to its business that are needed for preparing a true situation reflecting report;

## **II. Term of Assignment Contract**

Parties are signing the Assignment Contract for an undefined period. On the first occasion performance refers to the business year (tax year) of 20...

## **III. Assignment Fee, Payment Conditions**

**1.** ***Client*** shall pay as the counter-value of the tasks executed by ***Contractor*** each year an assignment fee of an amount of ..... **EUR + 20% VAT** that is effective for the current tax year. Parties agree that they shall correct the assignment fee each year with the extent of the officially published inflation, or during the year they shall review it jointly in case an order-of-magnitude change takes place in the circumstances of the enterprise (turnover, clientele, number of staff, etc.).

**2.** Payment of the assignment fee is due in cash simultaneously with the handing over of the last part of the certificates of the month in question or by money transfer within 8 days.

**3.** ***Client*** acknowledges that in case the assignment fee shall be paid with delay or in case there is arrears in the payment of the assignment fee, then ***Contractor*** may refuse to do the processing work and all the legal consequences that originate from this shall be born by ***Client***. In the case of payment with delay ***Contractor*** may charge a delay penalty, the extent of which is twice the prime interest rate of the central bank. The same rules do also refer to the delay penalty debt as to the assignment fee debt.

## IV. Miscellaneous

**1. Contractor** undertakes responsibility for the settlement of those levied negligence penalties that may originate from legal provision infringements, which would burden **Client** in connection with the performance of the tasks that are undertaken in the present contract, because of the proven improper book keeping or law interpretation of **Contractor**.

**2. Contractor** does not undertake responsibility in case such fines, penalties are levied, which have incurred because of those improper or deficient data service, non observation of any deadline, hiding of data or circumstances concerning taxation that are committed by **Client**.

**3. Contractor** shall execute its tasks on the basis of the certificates, documents, deeds, etc. that shall be made available to it by **Client**, with paying attention to the accurate observation of the legal provisions. In the course of its work **Client** may issue instructions as well concerning book keeping. However, in case these instructions do not meet the legal provisions, then **Contractor** shall perform those only upon the written instruction of **Client**, and the related responsibility and damage threat shall be borne by **Client**. The instruction may be issued on the objected certificate, or separately as well. **Client** shall be responsible for the fact that the certificates, documents, deeds, etc. made available do belong to the company, and for their content and formal requirements.

**4. Contractor** declares that it is in the possession of the expertise and permits that are needed for executing the tasks that are determined in the contract.

**5. Contractor** shall manage all data and information that it will learn in the course of performing the contents of the contract as business secrets, and it undertakes responsibility for preserving them.

**6.** Contracting parties have agreed that the contract may be terminated with joint agreement, or in the lack of a joint agreement with a 60 days deadline.

**7.** The provisions of the Civil Code are to be applied in respect of issues that are not determined in the contract.

**8.** Present contract becomes effective with its being signed by both parties, on the day of today.

Budapest,

.....

**Contractor**

**Place of Stamp**

.....

**Representative of Client**

**Place of Stamp**