

bunk-alliance ®
administrative services GmbH

General Information

**Part of the bunk-alliance Group of
Companies**

bunk-alliance ®

bunk-alliance ®
R e c h t s a n w ä l t e

bunk-alliance ®
administrative services GmbH

bunk-alliance ®
c o n s u l t i n g L t d.

- Date of foundation 14.03.2007
- Date of Incorporation 30.07.2007
- registered with the Registrar of Companies at Amtsgericht Mainz at
HRB 40998
- Managing Director: Dr. Artur Bunk MLE
- Registered office: Goethestraße 15, 67547 Worms, Germany

Activities

- bunk-alliance administrative services GmbH is a professional and reliable service provider focusing on preparation of your invoices, preparation of interest calculations, providing mailing services, assisting in the application for German and European VAT no. and the turnover-tax refund for exporters.

- bunk-alliance administrative services GmbH concentrates your administrative tasks, relieves your company and utilizes synergies to keep your professional team focused on your core business.

- Our business objective is to ensure that you can focus on your core business instead of spending your valuable management resources on administration

Preparation of invoices

- Preparation of your invoices in accordance with your instructions
For us it is a matter of course that the control over the invoices stays with you and that you have at any point in time an overview on your invoices.

- Send the well prepared documents to your management for review and approval.

- Forwarding of invoices to your customers

- Monitoring of incoming payments

- Management of extrajudicial debt collection

Preparation of interest calculations

You might find that many invoices have not been paid in time and that you have the right to calculate interest on the pending amounts, which you – for many reasons – would like to take. Under such conditions, we can assist you in the preparation of interest calculations and monitoring of incoming payments.

- Preparation of interest calculations based on the information provided by you, i.e. outstanding amount, interest term, interest rate (LIBOR, EURIBOR, US Prime Rate etc.)
- Interest calculations can be prepared non-recurring or consecutively with or without taking into account instalment payments

Application for German and European VAT No.

- Assistance in preparation of various documents required by tax authorities
- Send the well prepared documents to your management for review and approval
- Submission of those documents to the competent tax authority and follow up on any progress
- Coordination with your tax authority to speed up the application
- Obtain the German VAT no. and European VAT-ID no.

Turnover-tax refund

- Assistance in collection and preparation of various documents required for turnover-tax refunds for exporters, i.e. Export sales invoice, customs clearance documents, foreign exchange acceptance documents, etc
- Calculation of export tax refundable amount and prepare all filing documents
- Send the draft documents to your management for review and approval
- With your confirmation, submit these documents to your responsible tax authority for tax refund

Providing postal services

If you are not yet certain where the best location for your company will be, but you would like to explore the German market further, we offer a postal service.

- Your company can be registered at Goethestraße 15, 67547 Worms, Germany for the first 6 months after incorporation of your new company
- We shall send all incoming post physically to a given address. In addition all post is scanned and forwarded to your email address in order to provide you with your post timely.

bunk-alliance *administrative services GmbH*

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