

Romania, Bucharest  
Blvd Dacia 56, District 2  
Phone: +40 (0)31 809 2739  
Phone: +40 (0)74 520 2739  
Fax: +40 (0)31 805 7739  
E-mail: office@apex-team.ro

## Contents:

- Insolvency - new regulations, but not accepted by Constitutional Court
- News regarding ex-officio/requested registration under the scope of VAT
- New low for NBR reference interest rate
- Updating list of liabilities towards State budget
- Credit Guarantee Programme for SMEs
- Changes in payment registration number procedure
- Avoidance of Double Taxation Convention between Romania and Uruguay
- Exemption from land tax obligation introduced in Fiscal Code
- Value of luncheon and nursery vouchers
- Certification of payment of excise duties for vehicles purchased from EU countries
- Changes in legislation for day labourers
- Exchange rate for excise taxes in 2014
- Documentation of company's accounting policies
- Closing exchange rates for October
- Agenda of November 2013
- Social indicators

## Dear clients, partners and readers of APEX Team newsletters

In November, APEX Team celebrates its 9<sup>th</sup> anniversary! This year, APEX Team continued to receive awards from the Romanian Body of Chartered Accountants (CECCAR), receiving the special prize for Integrated Services for Enterprises in the large company category in 2013.

We have continued to invest in our team and in the quality of our services. We support APEX consultants who are pursuing continuous professional training as well as local and ACCA professional qualifications.

APEX aims to offer high quality professional services, with an even more collaborative approach with the client and a more adaptable approach to your needs. We want APEX to be your reliable partner and that our work adds value to your business.

Our development plans for the future aim at targeting excellence in attitude towards clients and their businesses.

We wish to thank all of you for your extraordinary collaboration that kept us on this road for 9 years, and we remain the same reliable partner.



## EMERGENCY ORDINANCE 91 dated 2 October 2013 regarding insolvency and insolvency prevention procedures (Official Gazette 620/2013)

New regulations regarding insolvency were published early in October and took effect on the 25<sup>th</sup> of October 2013. They generated divergent opinions, the order being appealed at the Constitutional Court by the Ombudsman (People's Advocate).

At the end of October, the Constitutional Court declared the Ordinance unconstitutional, without motivation/providing details regarding its decision. Therefore, a legislative gap has appeared due to the fact that it is not known if the former provisions of Law 85/2006 on insolvency will take effect once more.

Given the situation, we will keep you updated with new information in subsequent newsletters.

## ORDER 3331 dated 17 October 2013 to approve the Procedure for ex-officio amendment of fiscal status ("vector fiscal") regarding VAT as well as model and content of certain forms (Official Gazette 658/2013)

The Order approves the procedure for ex-officio amendment of fiscal status regarding VAT. The necessary forms are also approved, as follows:

- a) Notification regarding ex-officio registration under the scope of VAT;
- b) Decision regarding ex-officio registration under the scope of VAT;
- c) Decision regarding ex-officio cancellation of registration under the scope of VAT;
- d) Decision regarding correction of material errors regarding ex-officio registration/cancellation under the scope of VAT.



The procedure is applicable in the following situations:

- a) for ex-officio registration under the scope of VAT, according to Article 153 Para. (8) or Art. 1531 Para. (4) of the Fiscal Code, for taxable entities which are required to register under the scope of VAT, according to provisions of Art. 153 Para. (1) Letter b), Para. (2), (4) or (5), or according to provisions of Art. 1531 Para. (1) of the Fiscal Code, as the case may be, and do not request registration;
- b) for ex-officio registration under the scope of VAT, according to Art. 153 Para. (91) Letter a) of the Fiscal Code, for taxable entities, if the situations that led to the cancellation of registration under the scope of VAT ceased to exist, those situations being mentioned in Art. 153 Para. (9) Letter a) and b) of the Fiscal Code;
- c) for cancellation of registration under the scope of VAT for taxable entities declared as inactive, according to Art. 153 Para (9) Letter a) or Art. 1531 Para. (11) of the Fiscal Code;
- d) for cancellation of registration under the scope of VAT for taxable entities that are in temporary inactivity (recorded with the trade registry), according to Art. 153 Para. (9) Letter b) or Art. 1531 Para. (11);
- e) for cancellation of registration under the scope of VAT according to Art. 153 Para. (9) Letter c) of the Fiscal Code, if shareholders/directors or the taxable entity itself have offences mentioned in fiscal records or the facts provided as per Art. 2 Para. (2) Letter a) of GO 75/2001 are reported on fiscal records. For entities regulated by Law 31/1990 (companies law), the cancellation of registration under the scope of VAT is decided only if the majority shareholders or the sole shareholder have offences mentioned in fiscal records or the facts provided as per Art. 2 Para. (2) Letter a) of GO 75/2001 appear in fiscal records;
- f) for cancellation of registration under the scope of VAT according to Art. 153 Para. (9) Letter d) of the Fiscal Code, for taxable entities which have the calendar month as its fiscal period and have not submitted VAT returns in the previous six consecutive months. This is also applicable to taxable entities which have the quarter as its fiscal period and have not submitted VAT returns for the previous two consecutive quarters;
- g) for cancellation of registration under the scope of VAT, according to Art. 153 Para. (9) Letter e) of the Fiscal Code, if the VAT return submitted for the previous six consecutive months (for taxable entities which have the calendar month as fiscal period) or during the last two consecutive quarters (for taxable entities which have the quarter as fiscal period) do not carry out any purchase of goods/services nor any supply of goods/provision of service during this period;
- h) for cancellation of registration under the scope of VAT for EU purchases, according to Art. 1531 of the Fiscal Code, when the taxable entity registers under the scope of VAT according to Art. 153 of the Fiscal Code (becoming a normal VAT payer);
- i) for cancellation of registration under the scope of VAT for the taxable entity which is not obliged to request such registration or does not have the right to request registration under the scope of VAT, according to Art. 153 of the Fiscal Code.

Following the above-mentioned situations, the following Registers are updated:

- Registry of taxable entities registered under the scope of VAT;
- Registry of taxable entities which apply the VAT Cash Accounting Scheme;
- EU Operators Registry.

**ORDER 3330 dated 17 October 2013 regarding approval of Procedure to register under the scope of VAT upon request, according to provisions of Art. 153 Para. (91) Letter b)-d) of Law 571/2003 regarding the Fiscal Code, with subsequent amendments and complements, and for approval of model and content of certain forms (Official Gazette 664/2013)**

The Order approves the Procedure to request registration under the scope of VAT, and the model and content of related forms.

**INSTRUCTION 29 dated 30 September 2013 regarding the National Bank of Romania (NBR) reference interest rate (Official Gazette 609/2013)**

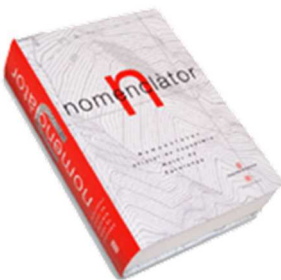
As of the 1<sup>st</sup> of October 2013, the NBR reference interest rate is 4.25% per year.

**ORDER 3136 dated 26 September 2013 to amend and complement ANAF Presidential Order 1950/2012 to approve model and content of forms used to declare taxes and contributions under self-assessment or withholding regime (Official Gazette 609/2013)**

The Order introduces complements regarding the list of liabilities towards the State budget, as a consequence of introducing, starting the 1<sup>st</sup> of September 2013, excise taxes for certain categories of goods, as provided by Government Decision 16/2013 to amend and complement the Fiscal Code.

Thus, the list includes the following additions:

- Excise taxes for beer/beer serum found in mixtures with non-alcoholic drinks;
- Excise taxes for fermented beverages, other than beer and wine, which have an alcohol concentration of less than 50%;
- Excise taxes for gold and/or platinum jewellery, except for wedding rings;
- Excise taxes for natural fur garments;
- Excise taxes for yachts and other vessels, with or without motors, for leisure;
- Excise taxes for cars and SUVs with an engine capacity greater than or equal to 3,000 cc;
- Excise taxes for bullet cartridges and other types of ammunition for hunting rifles and guns for personal use;
- Excise taxes for motors with an engine capacity over 100 HP (horsepower), destined for yachts and other vessels, for leisure.



The above-mentioned liabilities are declared by economic operators, excise taxpayers and natural persons, who purchase from the EU yachts and other vessels - with or without motors, for leisure, except those used in professional sports, automobiles and SUVs – with an engine capacity greater than or equal to 3,000 cc, and motors having a capacity of over 100 HP – destined for yachts and other vessels for leisure.

### **EMERGENCY ORDINANCE 92 dated 9 October 2013 regarding Credit Guarantee Programme for Small and Medium Size Enterprises (SMEs)**

The Ordinance approves the Credit Guarantee Programme for SMEs, with a maximum guarantee threshold of RON 2 billion, aiming to grant state guarantee facilities for loans given to SMEs by credit institutions.

The Programme consists of granting a credit line to SMEs for working capital, guaranteed by the State up to a maximum 50% of the total loan value, excluding interest, commissions and bank charges. The maximum amount of a guaranteed loan is RON 5 million per SME for a maximum period of 24 months, with the possibility of a 12-month extension. The period and method of loan reimbursement is established by the credit institution which grants the credit/loan, according to its internal rules.

Amounts offered by the credit line must only be used to finance working capital, their usage for refinancing other loans contracted by the beneficiary is forbidden/not allowed.

SMEs in the following sectors/domains are not eligible for the Programme: financial and insurance intermediaries, real estate, gambling and betting, production of/trade in weapons, ammunition, explosives, tobacco, alcohol, substances under national control, plants, substances for preparation of narcotic drugs and psychotropic medication, rental and lease activities, investigation and security activities.

#### **Eligibility criteria:**

In order to be eligible, the SME must meet all of the following criteria:

- They are not facing difficulties according to point 9 of the European Commission - Guidelines on State Aid for rescuing and restructuring firms in difficulties (2004/C 244/02), published in the European Union Official Journal, series C, no. 244 dated 1<sup>st</sup> October 2004;
- They are not in litigation – being sued – with the Ministry of Public Finance and/or by the credit institution with whom they cooperate;
- They are not reported as having loans in the database of Central Credit Register;
- They are not reported in the Payment Incident Bureau database with major incidents regarding cheques and promissory notes during previous 12 months;
- No insolvency procedure is opened against them on the basis of Law 85/2006 regarding the Insolvency Procedure, with its further amendments and complements;
- They present to the financing credit institution collateral guarantees that, along with the State guarantee granted through this Programme, cover at least 100% of the loan amount;
- At least three years since their incorporation have passed. Furthermore, business activities have been carried and financial statements have been prepared for the previous two consecutive years;
- They recorded an operational profit in the most recent financial year;
- They have no taxes, contributions or other amounts owed to the State budget.

### **ORDER 1711 dated 14 October 2013 to amend and complement guidelines for filling-in the payment registration number, approved under the Order of the Minister of Public Finance (Official Gazette 646/2013)**

The Order amends the guidelines for filling-in the payment registration number, approved under the Order of the Minister of Public Finance 1870/2004.

The payment registration number is required in the following cases:

- Additional tax liabilities set by assessment decision from a fiscal inspection;
- Fines of any kind;
- Decisions to set the amount representing the environmental stamp for motor vehicles;
- Fiscal liabilities registered in decisions to postpone their payment.

The payment registration number is obtained as follows:

- By accessing the assistance software for the computation of the payment registration number, when selecting one of the four fiscal documents mentioned above for which the payment is made;
- By taking it from decisions issued for the situations mentioned above;
- By requesting the payment registration number at the competent fiscal authority.

The payment registration number is registered by the taxpayer on the payment order in the "Payment registration number" section, or the taxpayer informs it to the unit of State Treasury in order to write it on the receipt issued for cashing taxes and contributions.

For payment documents, other than payment orders or receipts for cashing taxes and contributions, the payment registration number is mentioned by the taxpayer in the "Explanation" section.

### **LAW 276 dated 24 October 2013 regarding the ratification of Treaty to avoid double taxation and to prevent tax evasion regarding income and capital gains taxes, signed between Romania and the Oriental Republic of Uruguay, signed on 14 September 2012 in Bucharest (Official Gazette 665/2013)**

The Law ratifies the Treaty to avoid double taxation signed between Romania and Uruguay, the first treaty between these two countries. The treaty's provisions take effect starting the 1<sup>st</sup> of January 2014. We mention some tax rates set by the treaty below.

Dividends are taxable at a 10% tax rate, or at a 5% reduced rate if the beneficiary holds at least 25% of the share capital of the company which pays the dividends.

In case of interest and royalties, the tax rate stipulated by the Convention is 10%.



## **A new Governmental Credit Guarantee Programme for SMEs**



### **LAW 262 dated 2 October 2013 to complement Article 286 of Law 571/2003 regarding the Fiscal Code (Official Gazette 621/2013)**

The law complements the Fiscal Code regarding facilities granted for payment of land tax starting 1<sup>st</sup> January 2014. The possibility to obtain an exemption from land tax liabilities is introduced for owners of degraded or polluted land, which are not subject to amelioration/improvements. The exemption may be granted upon the owner's request, with the favourable notice from the Ministry of Agriculture and Rural Development and the Ministry of Environment and Climate Change. These exemptions can be granted by local councils.



### **ORDER 2209 dated 23 October 2013 to set the indexed face value of a luncheon ticket for the second half of 2013 (Official Gazette 657/2013)**

The Order keeps the value of a luncheon ticket at RON 9.35 (the value being set starting May 2013).

### **ORDER 2210 dated 23 October 2013 to set the monthly amount which is granted in the form of nursery vouchers for the second half of 2013 (Official Gazette 657/2013)**

Starting November, the monthly amount which is granted as a nursery voucher is RON 430.

### **ORDER 1714 dated 14 October 2013 approving the Procedure regarding the collection and transfer of amounts collected in cash by specialized divisions within territorial administrative units to State budget and social insurance budget, and also the modality to collaborate and achieve exchange of information between tax authorities within ANAF and tax authorities within territorial administrative units (Official Gazette 648/2013)**

### **ORDER 3361 dated 24 October 2013 regarding approval of model and content of certain forms used to certify the payment of excise taxes for vehicles purchased from EU countries (Official Gazette 663/2013)**

The Order approves the model, content and norms of use for the following forms:

- The certificate attesting the payment of excise taxes for vehicles purchased from EU countries;
- Application for issuance of certificate attesting the payment of excise taxes for vehicles purchased from EU countries.

The certificate is used by natural taxpayers in order to realize the first registration of vehicles purchased from EU countries in Romania and is presented at the office of the Public Community Service for Driver's Licenses and Vehicle Registration.

In order to obtain the certificate, the taxpayer or a representative submits the above-mentioned application to the fiscal authority in the area of their domicile. The application must have a copy of the documents proving that the excise tax amount was paid to the State budget attached.

### **LAW 277 dated 24 October 2013 to amend and complement Law 52/2011 for carrying out occasional activities as a day labourer (Official Gazette 661/2013)**

The Law brings some amendments to legislation regarding occasional activities carried out by day labourers.

We mention below some of the main amendments:

- Individuals, licensed individuals (PFA), individual entrepreneurs and family enterprises are added to the category of beneficiaries which may employ day labourers;
- The underage day labourer (between 16-18 years old) cannot work more than 30 hours per week (6 hours per day) and cannot perform activities at night;
- By exception, day labourers being 15-16 years old may only be employed with the approval of their parents or legal representative;
- Until now, payment to day labourers had to be made at the end of each day. From now on, the payment may be made at the end of the labour period, but only with the written consent of both parties;
- The beneficiary cannot use day labourers to perform activities for third parties;
- Transmission of the extract of the Day Labourers Registry to the Territorial Labour Inspectorate may also be realized in electronic format;
- The day labourers may no longer be used for maintenance and cleaning activities.

### **INFORMATION – EXCHANGE RATE FOR DETERMINATION OF EXCISE TAXES IN 2014**

The exchange rate which will be applied to determine excise taxes in 2014 is 4.4485 RON/EURO as per quotation of the European Central Bank (ECB). The exchange rate in force in 2013 is 4.5223 RON/EURO. Therefore the exchange rate in 2014 will be 1.6% lower than in 2013.

As per the Fiscal Code, the excise tax amount is determined by converting amounts denominated in Euro into RON at the exchange rate communicated by the ECB on the first business day of October of the previous year.

### **REMINDER – Mandatory documentation of the accounting policies**

We remind that as per the provisions of Order 3055/2009 to approve Accounting Regulations in conformity with EU Directives, any entity to which this Order applies must prepare and update a handbook of accounting policies in use.

Accounting policies represent principles, bases, conventions, rules and specific practice used by the entity for preparation and presentation of annual financial statements.

Examples of accounting policies: depreciation method chosen for depreciating non-current assets, revaluation of tangible fixed assets or use of historical cost, valuation method of inventory releases, inventory

**The day labourers  
may no longer  
be used for  
maintenance and  
cleaning activities**



tracking using perpetual inventory system or periodical stock count, etc.

The Director must approve accounting policies for the transactions carried out, including own procedures for the circumstances set by law. For entities which do not have a Director, accounting policies are approved by the person to whom managing the entity lays.

Accounting policies must be drafted taking into account the specifics of the activity by financial and technical specialists who know the details of activity carried out as well as the strategy adopted by the entity. Changes in accounting policies are allowed only if required by law or its outcome is more relevant or credible information on entity operations. In case of change in accounting policy, the entity must mention in Disclosure Notes the nature of changes in accounting policies, if any, as well as the reasons for which application of new accounting policies provide more sincere and relevant information to enable the information used to assess whether the new accounting policy was adequately chosen, the effect of changes upon declared performance of the period as well as the trends in entity performance.

The following are not considered changes in accounting policy:

- adoption of accounting policies for events or transactions which differ from points of view on events or transactions which occurred previously;
- adoption of accounting policies for events or transactions which have not occurred in the past or were previously insignificant.

Also in Order 3055/2009, it is stipulated that "regarding accounting regulations, the following must be taken into account:

- existence of an handbook of accounting policies;
- existence of an implementation of procedures in this handbook;
- existence of controls to ensure respect of the handbook.....".

According to Accounting Law 82/1991, failure to comply with the provisions regarding the approval of accounting policies and procedures represents an offense and is punished by a fine up to RON 4,000.

**APEX Team can assist you in the preparation of the accounting policy handbook in conformity with legal provisions.**

### Project of law – Luncheon tickets

According to a project of law, luncheon tickets might be replaced with benefit cards in order to pay for the value of food. The project is under promulgation in the Chamber of Deputies.

### REMINDER – Valuation of monetary items in foreign currency

The October closing NBR exchange rates to use for valuation of monetary items (cash on hand, receivables, payables) denominated in foreign currency, as well as receivables and payables denominated in RON but pegged to a foreign currency for collection/disbursement are:

1 EUR = 4.4306 RON; 1 CHF = 3.5922 RON; 1 GBP = 5.1993 RON; 1 USD = 3.2441 RON.

### NOVEMBER 2013 – AGENDA

#### Every day - do not forget

- To complete the petty cash register (or print electronic version)
- To complete the purchase ledger and sales ledger
- To update electronic employee registers with information regarding labour contract inception/ amendment or termination, if any

#### At month end - do not forget

- To complete the journal ledger
- To register contracts concluded during the month for services rendered by non-residents with tax authorities as per article 8 point 71 of the Fiscal Code. In case a written contract is not concluded, documents which support the actual provision of services in Romania (statements of work, commissioning minutes, activity reports, feasibility studies, market studies, any other supporting document are registered with tax authorities
- To revalue monetary assets and liabilities in foreign currency (cash on hand, assets, liabilities) at the NBR exchange rate in force on the last banking day of the month
- To organize a stock count of inventories if the enterprise does not use a perpetual inventory system
- To issue final invoices for the month of November 2013

#### To comply with requirements regarding VAT

- Mention the registration code under the scope of VAT on documents for EU business partners
- Check the validity of the registration code under the scope of VAT mentioned on invoices received
- Check the amount of VAT disclosed on invoices received
- Check references related to VAT (e.g.: "reverse charge," "operation not subject to VAT," etc...)
- On invoices, write VAT amount received in case of reverse charge
- Maintain the ledger of goods received
- Maintain the ledger of non-transfer of goods
- Mention which exchange rate will prevail (NBR or commercial bank) in contracts with foreign partners

#### During the month - do not forget

#### That Thursday 7 November is the last day to submit

- Form 092 (amendments) to change VAT return periods from Quarterly to Monthly for EU acquisitions of goods in October 2013. Starting October, the VAT return will be submitted monthly.



**Luncheon tickets might be replaced with benefits cards**



### That Monday 11 November is the last day to submit

- Return on collection of hotel tax
- Return for mentions (*amendments*) or deregistration under the scope of VAT in case of entities registered under the scope of VAT as per article 153 of the Fiscal Code which, during the previous year, do not exceed the exemption threshold set at article 152 of the Fiscal Code (form 096).

### That Monday 11 November is the last day to pay

- Hotel tax
- Advertising service tax

### That Friday 15 November is the last day to submit

- INTRASTAT statement for October 2013 (standard or extended submitted on-line)
- Statements of acquisitions and supplies in the field of energy in October 2013.

### That Monday 25 November is the last day to submit

- State budget liability return (form 100)\*
- Return regarding social contributions, income tax and nominative list of insured persons (form 112)\*
- VAT return (form 300)\*
- Special VAT return for VAT non payers (form 301)\*
- Statement regarding amounts deriving from VAT adjustments (form 307)
- VAT return regarding VAT due by taxable entities which registration code under the scope of VAT was cancelled as per article 153 point (9) letters a)-e) of the Fiscal Code (form 311)
- Recapitulative statement of EU Supply/acquisitions/services (form 390)\* for November 2013
- Informative Statement on domestic supply/services rendered and acquisitions regarding November 2013 (form 394)\*
- Statement of salary income obtained from abroad by individuals who carry out activity in Romania and by Romanian citizens who are employees of diplomatic missions and consular posts accredited in Romania (form 224)
- Environment Fund Statement (excluding "ecotax")

### That Monday 25 November is the last day to pay

- Excise taxes
- VAT
- Liabilities to the sole bank account – **State Budget**
  - Tax on crude oil and natural gas from domestic production
  - Withholding tax on non-resident income
  - Income tax on salary (*separate bank transfer for headquarters and each secondary establishment*)
  - Tax on income from independent activities, withheld at source
  - Tax on dividends paid in October 2013
  - Tax on interest income
  - Tax on investment income
  - Tax on pension income
  - Tax on income from prizes and gambling
  - Tax on income from other sources
  - Contribution for non-employment of disabled persons for employers with headcount over 50
- Liabilities to the sole account – Public Insurance Budget and special funds
  - Social security contribution (*pension*)
  - Health insurance contribution
  - Medical leave contribution and health insurance allowance
  - Unemployment contribution
  - Contribution to fund to guarantee payment of salary liabilities
  - Contribution to work accident and occupational disease fund
- Quarterly contribution for medicine for Quarter III 2013
- 50% of the tax upon rental of rooms to tourists made by owners of rooms located in their private lodgings with an accommodation capacity of between 1 and 5 rooms (first instalment)
- Health insurance contribution related to 2nd semester by the individuals obtaining revenues from agricultural activities
- Contribution to Environment Fund ("ecotax" excluded)

### That Saturday 30 November is a legal holiday, being St. Andrew day

### That Thursday 1 December is a legal holiday, being Romania's National Day!

### IMPORTANT

All forms mentioned above as well as guidance on their preparation may be downloaded from the Ministry of Public Finance website: [www.mfinante.ro](http://www.mfinante.ro). Tax returns noted with an asterisk (\*) may be submitted by remote means of electronic transmission by large and medium size taxpayers as well as by taxpayers which have opted to file their returns on-line and which hold a digital certificate.



**Do not forget the deadlines to submit tax returns and to pay the taxes**



## KEY HR FIGURES

2013 Contributions	Employer and Beneficiary of activities considered dependent activities (% rate)	Employee and provider of dependent activities (% rate)
Social security contribution ( <i>pension</i> )	20.8% for normal working conditions 25.8% for particular working conditions 30.8% for special working conditions (contribution base capped at an amount representing the average amount of insured persons during the month for which the contribution is determined as 5 times the average monthly gross salary) <sup>1</sup>	10.5% (contribution base per employee capped at 5 average monthly gross salaries according to Budget for public social insurance, i.e. 5 x 2,223 = RON 11,115) <sup>1</sup> (contribution base for a person under civil contract: gross income)
Health insurance fund (based on gross salary)	5.2%	5.5%
Medical leave contribution and health insurance allowance (based on gross salary)	0.85%	
Unemployment fund (based on gross salary)	0.5%	0.5%
Work accident and occupational disease fund (based on gross salary) <sup>2</sup>	0.15% - 0.85% depending on CAEN code for main activity	
Contribution to fund to guarantee payment of salary liabilities (based on gross salary) <sup>3</sup>	0.25% (only for employees under labour contract included for retired persons)	
Salary tax		16%
Contribution for non-employment of disabled persons (for employers with more than 50 employees)	4 x 50% minimum gross salary (RON 800) for every 100 employees	
Minimum monthly gross salary as per Government Decision 23/2013	RON 800 (starting 1 July, 2013)	
Luncheon voucher - employee subject to salary tax starting May 2013	RON 9.35	
Per diem (in Romania) Employees in the public sector Employees in the private sector (x 2.5)	RON 13.00 RON 32.50	

Note 1: Contribution to pension is also due during periods when the insured person benefits from medical leave and health insurance allowances. For these periods, the contribution base is 35% of average monthly gross salary corresponding to the number of business days of medical leave.

Note 2: Contribution for work accident and occupational disease is also due during periods when the insured person benefits from medical leave and health insurance allowances. For these periods, the contribution base is the minimum gross salary where payment is guaranteed on a national basis corresponding to the number of business days of medical leave.

Note 3: The contribution to the fund to guarantee payment of salary liabilities is also to be calculated for health insurance allowances but only in respect of the first 5 days of temporary incapacity to work supported by the employer as well as for allowances for temporary incapacity to work further to a work accident or occupational disease but only in respect of the first 3 days of temporary incapacity to work supported by the employer.

Be Aware! Income paid to a person who carried out an activity considered dependent activity (example: in-house "captive" PFA or who meets at least 1 of the 4 re-qualification criteria mentioned in OUG 82/2010) is disclosed on a separate "Payment statement" and is included on form 112.

Romania, Bucharest  
Blvd Dacia 56, District 2

Phone: + 40 (0) 31 809 2739  
Phone: + 40 (0) 74 520 2739  
Fax: + 40 (0) 31 805 7739  
E-mail: office@apex-team.ro

[www.apex-team.ro](http://www.apex-team.ro)

**Our Mission:**  
**Adding Value to Client's Business**

APEX Team includes qualified professionals able to provide a full range of accounting and payroll services. Our consultants are ready to share their knowledge and experience gained whilst working in Romania as consultants for one of the Big 4 international companies, having many international companies acting in a wide range of industries as clients.

The team includes chartered accountants (Romanian Chartered Accountants Body and also ACCA) specialised in accounting for business entities, as well as a group specialised in payroll administration on behalf of the client.

APEX Team provides a full range of accounting services, payroll services, local tax compliance and tax advice, as well as services tailored to your company needs:

- Bookkeeping
- Recurring accounting assistance
- Payroll computation and additional HR services
- Accounting and tax advice « on line »
- Consulting and assistance in drafting transfer price files
- Start up services
- Organization of the accounting function
- Assistance in implementation of ERP
- Training