



12, Meir St. 35056 Haifa - Israel
Tel. 972-4-8536091 www.lichaifa.esteri.it

Dear Mr Simon,

Following your service proposal, and as agreed, please find hereby the agreement between the Italian cultural office of Haifa and your offices regarding the services to be rendered by you as follows:

Services to be provided:

- According to your advice, and after all necessary controls will be made by your offices, you will open a file for the Haifa Cultural Institute (hereinafter: "the Institute") with the Israeli Tax Authorities Office, for the purpose of tax deductions ("nikuim") to be made by the employer according to Israeli Law. You will ensure that all the decisions taken, including the opening of said file, will be consistent with the Diplomatic Status of the Institute and will not derogate from said Status or harm it in any manner.
- Your offices shall deal with all issues regarding the issuing of monthly and annually payrolls reports for each employee of the Institute and all related declarations to the tax authorities for each of the employees of the institute regarding the payroll issuing.
- At the end of each month, your offices shall send us the written amounts of all the payments that we have to transfer to the Tax Authorities and to the Insurance Companies ("the payments"), in addition to the issuance of the payrolls. We shall issue checks in the amounts of the payments and send them to you in order to have the payments processed by your offices within the 15th of each month as prescribed by law. You will send us copies of all the payment proofs and receipts each month.



LIQ. UAZEL
ARIF ALIYAH ILMU

- Your offices shall provide professional assistance regarding tax matters connected with the subjects in your care and with the employees of the institute to the Institute and its consultants.
- Your offices shall be directly in contact with all relevant people of the staff of the Institute regarding the matters in your care, especially the accountants of the institute in Tel Aviv, *or Haifa*.
- Representatives of your offices will participate in work meetings in *Haifa or* Tel Aviv when needed.
- The correspondence between your offices and the institute shall be carried out either in English or in French.

Fee proposal:

- The fees to be paid by the Institute to your offices will be collected on a monthly basis and paid by check or bank transfer.
- The fees to be paid by the Institute to your offices will be charged on the monthly basis of number of payrolls issued as per 105.00 NIS + vat for each payroll as from November 2011 until December 2012 (included).
- There will be also an annual fee charged once a year for the annual declaration for each employee to the tax authorities on a basis of 105.00 NIS + vat.
- No other amounts will be paid by the Institute in addition to said amounts.
- If the agreement will be continued in the year 2013 the fees to be paid by the Institute to your offices will be, for the year 2013 in the sum of 117.60 NIS per payroll issued + 117.60 for the annual declaration per employee.



[Handwritten signature]
 L'UNIONE ITALIANA
 CONSOLATO ITALIANO
 HAIFA

- The parties will have the right to terminate the present agreement anytime with a previous written notice of 30 days.
- The first payrolls will be issued on time according to Law for the salaries of November 2011.

Please sign the present agreement for acceptance. The present agreement will be in force from the day it is signed by both parties.

Best Regards,
Giovanni Pillonca
Director

Italian Cultural Institute Haifa

I agree to all the abovementioned terms

Ran Simon, cpa (Israel)

Simon, Sirota & Co.

סימון סירוקה ושותף
רואי חשבון

