

# PAYROLL AND HR ADMINISTRATION SERVICES

Helping you thrive in a changing world

[kazakhstan.moore-global.com](http://kazakhstan.moore-global.com)

## YOUR BUSINESS CHALLENGES

If your company is facing any of the below problems:

- Risk of confidentiality breach and leakage of payroll information
- Ambiguous provisions of various areas of law combined with harsh penalty system
- Absence of competences to assess the accuracy of payroll calculations in-house
- Complexity of HR administration process accompanied by risks as HR administration documentation serve the basis for calculating pay to personnel and must be compliant with the law
- Complexity of payroll calculation process requiring attention to detail
- Staff costs (payroll, taxes, work place etc.) as well as continuous professional education costs

Moore Stephens is here to offer solutions.

## WHAT MAKES US DIFFERENT?

Our work starts with thorough study of your business and forming clear understanding of your goals, corporate culture, overall business and associated potential tax risks.

We actively participate in tax working groups to help improve the tax legislation. Having this deep knowledge, we develop new methodologies in order to proactively address your business needs.

With our company there is no risk that your accountant would get ill, disappear or happens to be incompetent. In addition, Moore Stephens has special quality control system. For complex issues, your company can always count on assistance of highly experienced accountant or tax consultant, each of whom are recognized professionals in their area of expertise.

## OUR SOLUTION – OUTSOURCE SERVICES

### HR administration services:

- preparation of documents for starting or terminating employments;
- processing of HR related internal orders;
- preparation of documents for changing of employment terms.

### Payroll tax compliance outsource services include:

- payroll tax calculations, including individual income tax and all related contributions;
- preparation of pay slips;
- preparation of draft payment orders in electronic format ready for uploading to e-banking;
- preparation of monthly payroll summary, reflecting gross and net salaries, taxes and other details, as agreed with the client;
- calculation of compensation and related taxes for contracted individuals;
- calculation of sick leave and vacation allowances, compensation for unused vacation, severance pay, and other compensation and allowances, as established by the Kazakhstan legislation;
- preparation and filing of payroll related tax and statistics reports.

## CONTACT INFORMATION

If you have any questions or need more information, please feel free to contact us any time.

You can always reach us using the following details:

[info@moorestephens.kz](mailto:info@moorestephens.kz)

Almaty: 11th floor, Business Centre Nurly Tau 3b,  
19/1 al-Farabi Ave.  
phone: +7 (727) 266 99 04

Nur-Sultan: 7th floor, Entrance 3, House of Ministries,  
8 Mangilik Yel Ave.  
phone: +7 (7172) 79 99 04

Ayrau: 2nd Block, Chagala Residence,  
5 Temirkhanov Str.  
phone: +7 (7122) 75 60 22



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