

29/19.06.2014

**Name of enterprise: ADD Consult SC-SPRL**

**Address Rue Van Orley 5, Bruxelles 1000, Belgique**

**LETTER OF INTENT**

**we declare to cooperate with**

**"STEFAN CEL MARE" UNIVERSITY OF SUCEAVA – ROMANIA**

**- Erasmus+ student traineeships -**

We, the undersigned organization, declare to collaborate with the above mentioned partner within the frame of the Erasmus+ Programme.

In relation with this programme, we undertake to:

- organize, as hosting enterprise, the placement (training) period for 2 student (s), 3-4 months for each student, field Accountability, during 2014 – 2015 academic year;
- draw *Learning Agreements for traineeships*, together with the students and their home university;
- assign to students tasks and responsibilities (as stipulated in the *Learning Agreements for traineeships*) to gain knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available;
- appoint a mentor to advise students, help them with their integration in the host environment and monitor their training progress;
- issue transcripts of work, with the results of the work undertaken by the students, completed in accordance with the *Learning Agreements for traineeships*, at the end of student's traineeships periods.

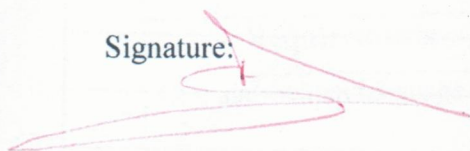
Date 19.06.2014

Legal representative:

Name: Trufin Marius

Function: Gerant

Signature:



Stamp of enterprise:

**Add Consult SC-SPRL**  
**TVA BE 0535.770.986**  
**IPCF 70424222**  
**Société de comptabilité**

Employer Information	
Name of organization	ADD Consult SC-SPRL
Address	Rue van Orley 5
Postal code	1000
City	Bruxelles
Telephone	+32(0)221.982.95 (fix); 0032(0)472.277.138 (mobile)
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Email	<a href="mailto:office@addconsult.be">office@addconsult.be</a> ; <a href="mailto:addcomptabilite@gmail.com">addcomptabilite@gmail.com</a> ; <a href="http://www.addconsult.be">www.addconsult.be</a>
Number of employers	7
Short description of the organization (activities)	<p>The company is delivering three categories of consultancy services:</p> <ul style="list-style-type: none"> <li>▪ Accountability and fiscal consulting;</li> <li>▪ Legal Services and consultancy;</li> <li>▪ Project Management.</li> </ul> <p>These services are delivered on the Belgium market. The service that we are interested in working with Stefan cel Mare University is the first one, accountability.</p> <p>Our company is registered in IPCF (Institut Professionnel des Comptables et Fiscalistes Agrées).</p> <p>We are part of ADVANCES Group of companies that is working on Belgium, Romania, Republic Moldova, Ukraine markets.</p>
Contact details	
Contact person	Rata Daniel
Department / Function	General Director



Direct telephone number	0032(0)472.277.138
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### **Traineeship Information**

Department	Accountability
Description of activities	<p>The trainee will join the Accountants department, and will work daily, like the other members of our team.</p> <p>Technically, he/she will learn how to put in practice the theoretical background achieved in University, he will introduce the invoices in the software. In the same time, the trainee will learn the deductibility criteria on Belgium legislation, the way of calculating the annual tax for physical persons, the procedures of submitting the VAT declarations on Independents (the authorized physical persons), and the VAT declarations for companies.</p> <p>One of the most important things to be learned is the way an accountability company is structured and working.</p> <p>The trainee will be coordinated by an accountant.</p>
Working hours / weekly hours	<p>09.00 – 18.00; 8 hours/day (+1 hour of break) from Monday until Friday (5 days/week).</p> <p>The Belgium official non-working days will be also granted.</p>
Help in finding accommodation	We will help the person to find a place to stay.
Financial contribution	It depends of the amount of the budget granted by Erasmus. For having a convenient stay in Belgium, the trainee must have a monthly budget of 900-1.000 euro.
<b>Requirements</b>	
Oral and written language skills	<p>English – good communication and medium writing</p> <p>French – at least beginner level</p>

Computer skills	Very good computer skills, Microsoft Office (Excel included). The accountancy software will be Popsy Saas: <a href="http://www.allegro.be/popsy-classic-windows-solutions/">http://www.allegro.be/popsy-classic-windows-solutions/</a>
Driver's license	It is not important; the activity will be at our office.
Other	

Legal representative:

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