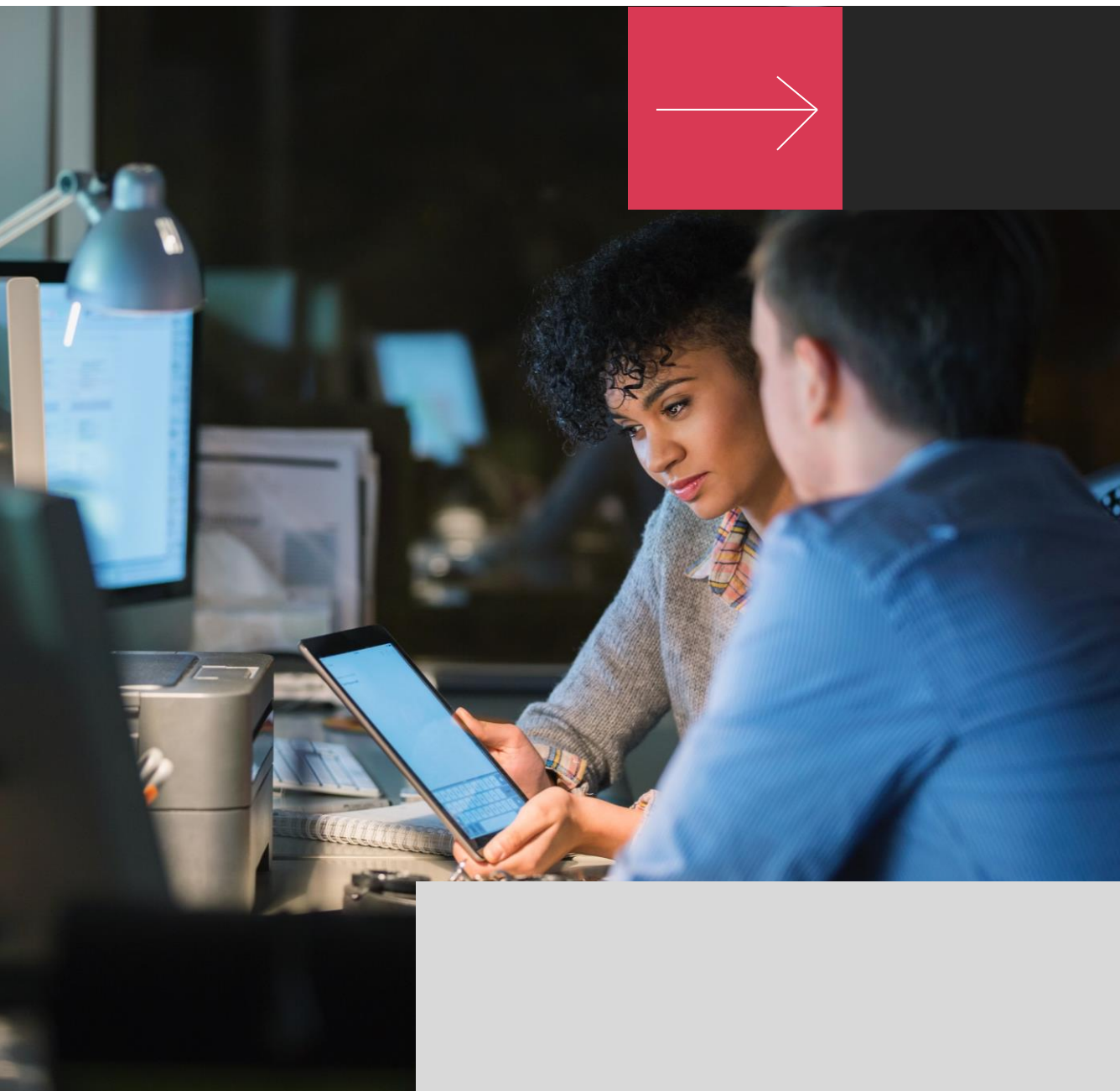


Starting strong: Employment fundamentals for companies doing Business in Romania



The secret for moving forward is to start. And because we know that beginnings can be difficult and full of challenges, we set out to be part of them too.

PwC team have compressed the main mandatory rules that you have to follow and can put at your disposal **a comprehensive step-by-step guide for the moment your company starts the activity and you become an employer in Romania.**

From a basic list of requirements, from an employment law perspective, to payroll process set-up and benefits market practices, our team can be your partner in setting correctly these mandatory obligations. We meet you where you are to develop tailored solutions to take you where you want to be.



Step-by-step instructions for companies starting their activity in Romania

Initial steps to become an employer

- Employer registration and setting up the General registry of employees ("REVISAL");
- Taking all required health and safety at work measures, ensuring occupational health care services and keeping a payroll system
- Preparing the Company's Internal Regulation;
- Preparing the job descriptions;

Specific steps required for hiring and onboarding employees

- Initial medical check-up;
- Requesting documents in light of concluding the individual employment agreement.
- Preparing and keeping the personal file for each of the employees;
- Submitting the hiring into the General registry of employees.

Steps for setting up the Payroll & HR function

- Payroll calculation and mandatory obligations to be fulfilled;
 - Set-up requirements;
 - Workflow and payroll calendar;



Through our extensive legal experience and expertise, we excel in legal services and can always serve your needs

We have concentrated in one document an overview of the Romanian main employment framework, the main necessary actions to be performed after incorporation and before hiring being detailed, mandatory actions in connection with the Labor Authority and Romanian Tax Authorities, as well as, most common benefits granted by the employers and their tax treatment.

Starting with this guide, our dedicated team can serve you as a direct partner in providing additional services and bespoke consultancy on different areas.

Legal assistance

- Legal assistance for incorporation of the company;
- We may provide legal assistance on various matters relating to day-to-day management and business of the company, as follows:
 - Corporate and HR matters;
 - Regulatory assistance;
 - Data Privacy legal assistance.

HR Administration & Payroll services

- Set-up phase - Local Payroll Services;
- Set-up phase - REVISAL (Electronic Register of Employees);
- On-going - Monthly local payroll services;
- Human resources administration services;
- Consulting services related to employment tax, employment legislation and compensation & benefits benchmarking

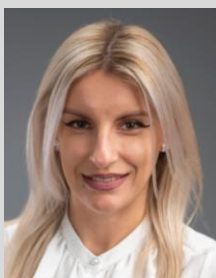


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