



# Nobani & Co. Tax, Payroll & Accounting Profile

2020

## About Nobani & Co.

- In 1994, Mohammad Al - Nobani established an Outsourcing Tax ,Payroll , Accounting, Training and Business Advisory Company which is Nobani &Co. Ever since, The firm kept concentrating its efforts on maintaining a high standard of professional competences and services that meets and exceeds clients' expectations.
- Over the past 25 years , Nobani &Co. served a wide range of clients; both local and International expanded through Jordan.
- Because of our industry knowledge and expertise , our Client base at Nobani &Co. varied between service, manufacturing, trading, IT, telecommunication, health, hotels & entertainment, real state & NGO's.
- We at Nobani &Co. have a partner-led approach which delivers the best customized solutions by abridging long chains of communications to aid prompt decision-making. We tend to build unrivaled, everlasting partnerships with our clients.

## About Nobani & Co.

- We have set down our approach in a code of conduct, which elaborates on our core values of : *Integrity, respect for Individuals, professionalism, accountability and promote & facilitate continuous learning.* Obviously, we accept responsibility as and when necessary.
- We service our clients with a highly qualified, multidisciplinary and experienced teams supported by our highly qualified & experienced staff & partners.
- We believe in maintaining a close relationship with our stakeholders and provide high quality service delivery to our clients.
- At Nobani & Co. we value our clients. We specialize in helping businesses, whether start-ups, nationals or multinationals, to achieve their goals. Through our own professional expertise and by working directly with organizations, we've developed a robust understanding of the factors that govern business growth. Our objective is to use this to help our clients maximize their potential.



## *Setting the future direction*

Being dynamic is not about standing alone; it's about standing out. Welcome to Praxity, one of the world's leading alliances of independent assurance, tax and advisory firms, who together are driving international, entrepreneurial, business decisions.

Regardless of where clients are based, advisers from Praxity member firms share a common ethos and outlook; to facilitate dynamic business growth across the world. Already successful firms in their own right and highly rated by peers, for years each has been helping people across the globe to plan for the future, take and make big business decisions and above all, stay competitive.

Put simply, Praxity firms stay true to their own values, providing the local market and regulatory knowledge. Through Praxity, these firms delve deeper, sharing global insight and providing clients in all sectors with a competitive edge. Enabling clients and key stakeholders to discover and fulfill their global potential.

## *WELCOME TO A WIDER PERSPECTIVE*

Praxity is an innovative, international alliance of over 710 offices of best-in-class independent Member Firms. Together, they share their combined expertise from strategic locations around the world, leveraging highly-customised business solutions and deep regional understanding - driving outstanding results and returns for clients in over 110 countries.

Like-minded people achieve amazing results. In the end, we believe that it's the quality of the thinking that sets a client up to achieve an authentic and sustainable international business proposition. Praxity Member Firms have 700+ offices in over 100 countries, often with multiple Member Firms in each location, allowing Member Firms to customise and select a global team to best meet their needs.

## Tax & Payroll Services

- *Sales Tax - Value Added Tax (VAT) .*
- *Corporate Income Tax .*
- *Personnel Income Tax (Employee Income Tax).*
- *Social Security .*
- *Withholding Taxes .*
- *Outsourcing Payroll & Human Resources Services .*
- *Accounting Services .*
- *International Tax .*
- *Transfer Pricing .*

## Our Services

Nobani & Co. offers a full range of specialist tax advice to ensure every aspect of your tax position is carefully managed. You will be guaranteed access to our senior tax experts with both technical excellence and broad commercial experience. We develop solutions that will suit your business and save you money.

## Sales Tax-Value Added Tax(VAT)

In order to be register for Sales Tax a person must present proof of the fact that he is engaged in business or about to commence business. With extensive experience of Nobani & Co. staff we can minimize the time spent.

on your Sales tax affairs and increase proficiency throw offering the following services:

- ❖ Sales Tax (VAT) registrations and consultation.
- ❖ Consulting on the completion and submission of Sales Tax returns.
- ❖ Consulting on Sales Tax implications of specific transaction and evaluating alternatives.
- ❖ Attend, review and follow up with the tax auditor.
- ❖ Assisting in all compliance issues.
- ❖ Consulting on all aspects of Sales tax legislation.
- ❖ Providing a long term relationship with our clients.
- ❖ Providing improved Sales Tax management.

## Corporate Income Tax

At Nobani & Co. we provide you with all the required corporate tax procedure & tax advice, including the following services:.

- ❖ Following up all Income Tax procedures through registration to the payment phases (if any).
- ❖ Ensure that all company records and files submitted to the Income Tax Department are in compliance to Jordanian Income Tax law and regulations.
- ❖ Prepare & submit income tax return to Tax Department on time.
- ❖ Providing consultation on the documents that have to be maintained by the company, and the correct legal exemptions procedures.
- ❖ Attend, review and follow up with the tax assessor and answer any concerns arising if required and submit a list of tax objection (if required) and follow up the objection procedure.
- ❖ Get a clearance certificate from the Income Tax Department for corporate tax.



## Personal Income Tax (Employee Income Tax)

Our payroll and tax filing services will help free up the time to do so by taking care of the tedious aspects of paying payroll taxes. We'll also help you manage your cash flow by collecting and paying your tax obligations each pay period. We have services of:

- ❖ Calculation of employee income taxes.
- ❖ Payment of all withholding employee tax obligations.
- ❖ Timely and accurate filing of all personal (payroll) tax returns Complete records of all tax filing .
- ❖ Protection from personal (payroll) tax penalties.
- ❖ Full compliance with all local tax regulation and filling requirements.

## Social Security

At Nobani & Co. we can help you upload the monthly burden of employee social security reporting .Our team has the much sort after knowledge and experience in implementing the local Social Security Law, including:

- ❖ Social Security Registration and consultation.
- ❖ Filling Social Security forms for new current and discharged employee.
- ❖ Reporting for monthly Social Security deductions.
- ❖ Filling for new Social Security numbers for new employee.
- ❖ Informing employers of changes in Social Security.
- ❖ Regulations that should be taken into consideration.

## With-holding Taxes

At Nobani & Co. we can provide you with the proper tax consultation regarding any other taxes (withholding tax) such as:

- ❖ 5% Local services withheld tax.
- ❖ 10% Foreign services withheld tax.
- ❖ 5% Rent withheld tax ( Cancelled In 2015).
- ❖ 5% Interest and dividends on deposits and commissions withheld tax for a natural person and 7% for a Legal Person.
- ❖ 15% Prizes & Lottery profit withheld tax.

## Outsourcing Payroll Services

Outsourcing Payroll service relieves you of the burden of tedious administrative and routine responsibilities and generates cost saving, improves focus on core business, by doing the following:

- ❖ Reviewing employee data and documents.
- ❖ Prepare Monthly salary list including tax & social security calculation according to the Jordanian law.
- ❖ Provide pay slip for each employee.
- ❖ Prepare Monthly journal entries.
- ❖ Prepare Annual salary list.
- ❖ Provide bank transfer letter or payment file direct to bank requesting transfer of payable salary for the month for each employee.
- ❖ Tax payment and social security payment form (if applicable).
- ❖ Employee tax clearance form (if applicable).



## Accounting Services

- ❖ Set-up of accounting and tax accounting Journalizing all accounting transactions.
- ❖ Advice on the development of the accounting policies for the company.
- ❖ Comprehensive analysis of the accounting system and integration of financial and management accounting.
- ❖ Analysis and development of information and documentation flows.
- ❖ Reconciling the bank balances monthly with the bank statements.
- ❖ Reconciling the accounts of related detailed supporting schedules.
- ❖ Preparing trial balance and all related detailed supporting schedules.
- ❖ Preparing Fixed Assets and Accumulated Depreciation schedules according to the fixed assets forms.
- ❖ Preparing the Financial Statements at the end of each year.

## International Tax & Transfer Pricing

### International Tax:

For companies that embark on inter-national business tax laws can get tricky. At Nobani & co., we have contact with network of tax professionals from around the world who have the expertise - and patience - to help you get through the line and outs of tax - effective earnings repatriation, tax -effective cross -border transaction, structuring , and more ..

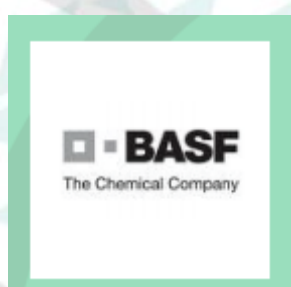
### Transfer pricing:

Transfer pricing (TP) describe all aspects of international inter-company pricing arrangements between related entities. They encompass tangible goods, intangible, services, and cost sharing arrangements.



## Our Clients

This is where we come in to work with our clients by taking a huge load of them and help them stay focused on their clients.



## Our Clients

We would like to take this opportunity to express our gratitude and appreciation on the professional, timely and prompt services provided to us. The work was done in a very discipline & Professional manner which is in the outcome.





## Testimonials



### ● Patersons Global Payroll

Nobani & Co. has been a partner of Patersons since 2010 and have proved themselves highly capable, possessing a depth of expertise and an ability to provide a reliable, accurate and compliant service. They have also been efficient and responsive.

Lucky Chitty / Partner and Compliance Lead.



### ● Futures Group

Please accept our gratitude and thanks for the amazing payroll services that Nobani & Co. has been providing to our project during the last year, it was an example of professionalism and dedication.

Tina Shabsough/  
Associate. Policy



### ● Yahoo

I have worked with many Payroll Providers in my time as EMEA Manager and I can say with honesty that the team at Nobani are without doubt one of the most committed, professional & diligent we have worked with.

During this time you offered us your time & expertise & delivered on all our requests without fail. We could trust you to deal with the process in a sensitive and professional manner & sometimes work late into the night, to provide us with our requirements early the delivery and commitment to your customers. It's a truly unique trait which I would expect more Providers to offer but unfortunately don't. I would like to take this opportunity to thank you and your team for your dedication to Yahoo over the years.

Annie Briody /Senior Payroll Manager EMEA



### Mohammad Al Nobani Managing Partner

T : +962 6 551 5038/6 Ext 24  
M : +962 79 552 7939  
E : malnobani@nobani.com



Mr. Mohammad Al Nobani is the Managing Partner of Nobani & Co. since 1994. Mr. Nobani accumulated over 38 years of experience with International Audit Firms and Multinational Companies in Jordan, West bank, Saudi Arabia, Egypt, UAE and Kuwait. He is experienced in undertaking Audit & Assurance Services, as well as Business Advisory Services and Trainer in Finance & Strategic Management. He assisted the governments of Jordan and Saudi Arabia in Business Advisory, Finance Strategy, Management Strategy and regulatory compliance areas.

He is an active member in professional associations and a Certified Trainer from ILO, IFC , International Trade Center (ITC) and authorized from ILO to conduct Training of Growth Oriented Entrepreneurs (GOE's) and follow up individual counseling in Strategic Management and Strategic Financial Management. Awarded the Capital Bank SME Ignite Program Certificate. Awarded the title of Management Development, Advisor from International Trade Centre and Awarded the title of Certified Innovation Manager from (BDC). He graduated from the University of Damascus in the year 1980 holding a Bachelor degree in Accounting, Holds An Affiliate of the Institute of Certified Public Accountants in Ireland, an Associate Member of the Jordanian Association of Certified Public Accountants and Associate Member of IMC (Institute of Management Consultants).





**Ghada Nazih**  
**Tax & Payroll Director**

**T** : +962 6 551 5038/6 Ext 30  
**M** : +962 79 9234 188  
**E** : gnazih@nobani.com

**Mrs. Ghada Nazih** is in charge of the Income Tax, Sales Tax , Payroll & Advisory Services Division at Nobani & Co. Ghada has a working experience of around 15 years. She is responsible for dealing with clients' affairs in relation to taxes and preparation of payroll for outsourcing contracts.

She is also responsible for following up clients' affairs with the tax assessors and providing tax advisory services when required. She has attended extensive professional courses in Sales Tax “VAT”, Corporate International Tax and Transfer Pricing in run by BDO network in Scharbeutz (Germany) and attended High Level Tax Conference in Berlin (Germany).



**Mervat Al Banna**  
**Senior Accountant, Tax & Payroll Officer**

**T** : +962 6 551 5038/6 Ext 29  
**M** : +962 79 9234 188  
**E** : malbanna@noban.com

**Mrs. Mervat Al Banna** is a Senior Accountant, Tax & Payroll Officer at Nobani & Co. She assists in completing Tax Clearance, Pay slips and Social Security analysis. She assists and supports tax consultants and professionals in handling taxation matters , responds to customer inquires about their tax problems.

She holds a Bachelor Degree in Business Administration from Al-Zaytoonah Private University of Jordan.

## Our Team

### Tax Advisory & Payroll Services



**Ali Al Dajani**  
Senior Tax & Accounting  
Officer

T : +962 6 551 5038/6 Ext 61  
M : +962 79 5259 332  
E : adajani@nobani.com

Mr. Ali Al Dajani is a Senior Tax & Accounting Officer at Nobani & Co. He assists in completing Tax Clearance, Pay slips and Social Security analysis. He assists and supports tax consultants and professionals in handling taxation matters , responds to customer inquires about their tax problems.

Mr. Ali Al Dajani has 6 years experience in Tax & Accounting.

He holds a Bachelor Degree in Accounting from the Al Balqa'a University- Jordan.



## Our Team

### Tax Advisory & Payroll Services

**Alaa Al-Mashni**  
Senior Tax & Payroll  
Officer

T : +962 6 551 5038/6 Ext 36  
M : +962 79 9234 188  
E : aalmashni@nobani.com

Ms. Alaa Al- Mashni is a Senior Tax & Payroll Officer at Nobani & Co. Ms. Alaa assists and supports tax consultants and professionals in handling taxation matters , responds to customer inquires about their tax problems.

Ms. Alaa assists in preparing payroll for clients, updates & maintains payroll records. Processing increases & calculation of back pays. She performs special operations like duplicating files for security purposes, prepare credit notes.

She holds a Bachelor Degree in Finance and Banking Science from Hashemite University.



## Our Team

### Tax Advisory & Payroll Services



**Suad Al Hallaq**  
Senior Payroll  
Accountant & Tax Officer

T : +962 6 551 5038/6 Ext 36  
M : +962 79 9234 188  
E : salhallaq@nobani.com

Ms. Suad Al Hallaq is a Senior Payroll, Accountant Tax Officer at Nobani & Co. Ms. Suad assists in preparing payroll for clients, updates & maintains payroll records. Processing increases & calculation of back pays. She performs special operations like duplicating files for security purposes, prepare credit notes. Ms. Suad assists and supports tax consultants and professionals in handling taxation matters, responds to customer inquiries about their tax problems. She holds a Bachelor Degree in Management Information System (MIS) from Balqa Applied University.



**Suha Mohammad**  
Senior Accountant, Tax & Outsourcing Services Officer

T : +962 6 551 5038/6 Ext 43  
M : +962 79 9234 188  
E : smohammad@nobani.com

Mrs. Suha Mohammad is a Senior Accountant, Tax & Outsourcing Services Officer at Nobani & Co. She has a working experience of around 14 years with expertise in Human Resources Services, Tax Services.

Mrs. Suha has extensive knowledge in the Jordanian Tax Laws and Regulations in Corporate Income Taxes, employee's taxes, other types of direct taxes and indirect taxes and in Social Security Laws.

She assists in following up clients' affairs with the tax assessors.



# Our Team

## Tax Advisory & Payroll Services



**Dania Al Akhras**  
Tax & Payroll Officer

**T** : +962 6 551 5038/6 Ext 43  
**M** : +962 79 9234 188  
**E** : dalakhras@nobani.com

**Ms. Dania Al Akhras** is a Tax & Payroll Officer at **Nobani & Co.** Ms. Dania assists in preparing payroll for clients, updates & maintains payroll records.

Processing increases & calculation of back pays. She performs special operations like duplicating files for security purposes, prepare credit notes. She assists and supports tax consultants and professionals in handling taxation matters , responds to customer inquires about their tax problems. She holds a Bachelor Degree in Accounting from Princess Sumaya University.



**Dania Alakhal**  
Semi-Senior Accountant

**T** : +962 6 551 5038/6 Ext 51  
**M** : +962 79 9234 188  
**E** : dalakhal@nobani.com

**Miss. Dania Alakhal** is a Semi-Senior Accountant at **Nobani & Co.** She is responsible for executing the company/client accounting including preparing accounting reports such as; receivables, payables and banks' reconciliation on a monthly and annually basis.

She holds a Bachelor Degree in Accounting from Yarmouk University- Jordan.

# Our Team

## Tax Advisory & Payroll Services



**Batool Al Sarari**  
Accountant

T : +962 6 551 5038/6 Ext 50  
M : +962 79 9234 188  
E : balsarari@nobani.com

Miss. Batool Al Sarari is an Accountant at Nobani & Co. Ms. Batool is responsible for executing the company/client accounting including preparing accounting reports such as; receivables, payables and banks' reconciliation on a monthly and annually basis.

She holds an bachelors degree in Accounting from Hashemite University.



**Marina Geries**  
Accountant

T : +962 6 551 5038/6 Ext 51  
M : +962 79 9234 188  
E : mgeries@nobani.com

Miss. Marina Geries is an Accountant at Nobani & Co. Ms. Marina is responsible for executing the company/client accounting including preparing accounting reports such as; receivables, payables and banks' reconciliation on a monthly and annually basis.

She holds an bachelors degree in Accounting from Hashemite University.

## Our Team

### Tax Advisory & Payroll Services



**Lana Khader**  
Administrative Assistant

T : +962 6 551 5038/6 Ext 21  
M : +962 79 9234 188  
E : lkhader@Nobani.com



**Safae El Ouataoui**  
Accounting & Tax Support

T : +962 6 551 5038/6 Ext 33  
M : +962 79 9234 188  
E : selouataoui@nobani.com

Ms. Lana Khader is an Administrative Assistant at Nobani & Co. She is responsible and accountable in front of the direct superior of all the secretary duties, receiving calls, photocopying, filing and any other activities assigned by direct superior.

She holds a bachelor degree in Sociology from University of Jordan.

Mrs. Safae El Ouataoui is an Accounting & Tax Support at Nobani & Co. is responsible for accounting including preparing accounting reports such as; receivables, payables and banks' reconciliation on a monthly and annually basis.

She holds a Diploma de Technicien from Institut Specilise De Technologie Appliquee in Morrocco.



Should you require any further information, please don't hesitate to contact:

- **Mohammad Al Nobani**  
**Managing Partner ext.24**
- **Ghada Nazih**  
**Tax & Payroll Director ext. 30**

Wadi Saqra, 2/F Al-Mirad Building  
Al Sharif Nasser Bin Jamil Street  
P.O. Box 1219 Amman  
11118 Jordan  
Tel: +962 6 551 5036/8  
Fax: +962 6 553 8618

[info@nobani.com](mailto:info@nobani.com) - [www.nobani.com](http://www.nobani.com)