

February 15th, 2009

Dear Client,

With the first weeks of 2009 behind us, this is an opportune time to plan for business and tax reviews based on the results of the first few weeks, and forecasts for the rest of 2009, and we strongly encourage you to do so.

Economies are recessed worldwide; we strongly advise clients to plan (and act) accordingly. The implications are both financial and business. "Slow-downs" also create opportunities.

We will be glad to meet with you and discuss these and related matters; to this end, kindly forward interim financial results to us, together with a brief forecast/budget for 2009, including explanations.

At this time, do make sure of the following:

1. Mikdamot (tax advances) are being properly reported and paid, or have been cancelled.
2. Ishurim for deduction of tax at source and proper books of account have been received for 2009.
3. Company/partnership/amutah licences have been paid for 2009.
4. Taxes are withheld at source from office/business rental, unless landlord has provided exemption or reduced tax certificate.
5. Payroll reports (Form 126) and withholding tax reports (Form 856) - to be submitted shortly.(electronic reporting only.)
6. Updated addresses at Registrar of Companies to facilitate timeous receipt of annual licence notices.
7. Accounting material/ishurim/documents now due for 2008 Income Tax and preparation of tax reports/balance sheets, etc.
8. Creative marketing now!
9. Proper budgeting and cash-flow control - also now!
10. Communication with us!

Warm regards,

The Broide "Team"