



**LTA**  
LEGAL TAX AUDIT



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LEGAL AND TAX SERVICES  
AUDIT

*„We are a modern consultancy firm  
which provides comprehensive legal,  
tax, accounting and auditing services.“*

**Jaroslav Melzer**

Founding Partner | Attorney-at-law

## PROFILE

LTA is a modern and dynamically developing advisory firm which provides integrated legal, tax, accounting and auditing services to foreign and local clients.

Our success is based on long-term professional partnerships with clients, a professionally strong team, and integrated services coupled with personal connections with our clients.

We provide advisory services to large and medium-sized businesses as well as to small businesses and individuals.

Although we provide services primarily in the Czech Republic, through our partners we are able to provide legal and tax consultancy in other countries as well.

## BUSINESS SECTORS AND OUR EXPERTISE

Not only do all the members of our team possess excellent professional skills, they also have vast knowledge and experience gained in various business sectors. From our work on transactions, we have obtained in-depth knowledge of specific markets and market developments, as well as of the opportunities, risks and market players involved.

WE HAVE EXTENSIVE EXPERIENCE IN THE FOLLOWING BUSINESS SECTORS:

- ▷ The automotive industry
- ▷ Banking and finance
- ▷ Energy
- ▷ Media and communication
- ▷ Retail / Wholesale
- ▷ Real estate
- ▷ Machinery and manufacturing technologies
- ▷ The health / pharmaceutical industry

## OUR PRINCIPLES

We are genuine partners and advisors in developing your business. We provide sound, professionally flawless solutions which work in practice. Our advice adds value and legal and financial security to your business. Our services are guided by your needs and demands and our long term professional experience. We know that we succeed only when you do.

Trust, an individual approach, professionalism, a focus on business, and openness about costs all lie at the root of our work.

### TRUST

Choosing an advisor and all subsequent cooperation is first and foremost a matter of trust. Mutual trust is the foundation on which we have managed to build long-term relationships with our clients. Our relationships with clients are always based on the personal initiative of each partner and member of the LTA team, as well as their high level of motivation and the consistency of their advice.

### INDIVIDUAL APPROACH

We choose not to have complex and complicated hierarchical structures, so you will always know who your contact person is in our team. We value long-term partnerships with our clients, which plays a key role in adding value to your business.

## PROFESSIONALISM AND FOCUS ON BUSINESS

Our advice is always of a high professional, ethical and business standard. To successfully advise businesses on law, tax and audit issues, it is also necessary to be business oriented and to have sound knowledge of the economic and financial context. We design legally flawless solutions, strategies and procedures that work both economically and financially.

## OPENNESS

The trust built between us and our clients requires openness and fairness about the costs of our services. We are able to assess the costs in advance and always notify our clients in a timely manner if there is any potential risk which might increase the expected costs.



LEGAL SERVICES

*„Our success is based on mutual trust between us and our clients, our professionalism and business focus, and openness about costs“*

**Boris Brázdil**

Partner | Attorney-at-law

## LEGAL SERVICES

LTA provides a wide range of legal services which focus on the legal aspects of running your business in the Czech Republic.

THE LEGAL SERVICES WE PROVIDE INCLUDE THE FOLLOWING:

- ▶ Corporate and commercial law
- ▶ Mergers and acquisitions
- ▶ Real estate and construction
- ▶ Banking and finance
- ▶ Insolvency and restructuring
- ▶ Employment and social security
- ▶ Competition and public procurement
- ▶ Litigation, arbitration and administrative proceedings
- ▶ Intellectual property

## CORPORATE AND COMMERCIAL LAW

Corporate law, commercial law and mergers and acquisitions represent the most important areas of our expertise. We have long-term experience in these fields and a strong focus on tax implications.

### CORPORATE LAW

- ▶ Setting up companies and branch offices
- ▶ Corporate governance
- ▶ Corporate documentation
- ▶ Compliance
- ▶ Managerial relations
- ▶ Relations in a group
- ▶ Sales and purchases of enterprises
- ▶ Leases of enterprises

### COMMERCIAL CONTRACTS

- ▶ Commercial contracts
- ▶ General terms and conditions
- ▶ Assets and claims management
- ▶ Legal analyses and opinions
- ▶ Consumer protection

## MERGERS AND ACQUISITIONS

We will design a detailed legal and tax structure for your transaction to ensure tax optimisation and will prepare and negotiate the necessary documents. Our advice and support is provided throughout the project.

### MERGERS

- ▷ Project structuring
- ▷ Mergers and group restructuring
- ▷ Cross-border mergers
- ▷ The tax aspects of mergers
- ▷ The implementation of mergers

### ACQUISITIONS

- ▷ Legal, tax and financial due diligence
- ▷ Transaction structuring
- ▷ Transaction management
- ▷ Setting up SPVs
- ▷ Squeeze-outs
- ▷ Take-overs
- ▷ Management buy-outs and buy-ins
- ▷ The post-acquisition integration of the target

## REAL ESTATE AND CONSTRUCTION

Real estate transactions require both qualified legal assistance and detailed knowledge of the market specifics of the transactions. LTA's team has advised on a number of major, complex real estate projects.

### REAL ESTATE

- ▷ Real estate due diligence
- ▷ Real estate legal opinions
- ▷ Sale and purchase of real estate
- ▷ Construction defect claims
- ▷ Real estate leases and sub-leases
- ▷ Property development projects
- ▷ Project financing and refinancing
- ▷ Tax optimisation for projects
- ▷ Qualified investor funds and real estate funds

### CONSTRUCTION

- ▷ Construction proceedings
- ▷ Infrastructure planning and construction
- ▷ Environmental impact assessment (EIA)
- ▷ Ecological risk assessment
- ▷ Construction disputes

## BANKING AND FINANCE

We have an experienced team of lawyers for banking, finance and capital markets. Banking and finance is a core area of our expertise.

### STRUCTURED FINANCE

- ▷ Equity finance
- ▷ Acquisition
- ▷ Project finance
- ▷ Export finance
- ▷ Asset finance
- ▷ Debt restructuring
- ▷ Financial and operating leasing
- ▷ Capital markets
- ▷ Proceedings before a regulator
- ▷ Template banking documentation
- ▷ The enforcement of security

## INSOLVENCY AND RESTRUCTURING

LTA has extensive experience advising clients in the areas of insolvency, restructuring and the management of claims in insolvency proceedings.

### INSOLVENCY

- ▷ Pre-insolvency analyses and solutions
- ▷ Insolvency filing
- ▷ Unjustified insolvency petitions
- ▷ Negotiations of bankruptcy and reorganization
- ▷ Insolvency proceedings
- ▷ Insolvency disputes
- ▷ Purchases from insolvency estates
- ▷ Purchases and sales of claims against a debtor

### RESTRUCTURING

- ▷ Corporate reorganization and restructuring
- ▷ Debt restructuring and the capitalization of claims
- ▷ Cross-border debt restructuring
- ▷ Liquidation
- ▷ Out-of-court settlements

## EMPLOYMENT AND SOCIAL SECURITY

LTA's professionals possess broad experience in the area of employment and social security law.

- ▷ Employment and managerial contracts
- ▷ Internal regulations
- ▷ Personal data protection
- ▷ Remuneration schemes
- ▷ Qualification agreements
- ▷ Negotiations with trade unions
- ▷ Employment of foreign nationals
- ▷ Employee secondments
- ▷ Employment termination
- ▷ Collective dismissals and corporate restructuring
- ▷ Labour disputes
- ▷ Due diligence

## COMPETITION AND PUBLIC PROCUREMENT

We have a broad range of experience providing legal services in various areas of competition law, public subsidies and public procurement law.

### COMPETITION

- ▷ Proceedings before the Czech Competition Authority
- ▷ Proceedings before the European Commission
- ▷ Competition disputes
- ▷ Compliance
- ▷ Merger notifications
- ▷ Block exemptions
- ▷ Unfair competition

### PUBLIC PROCUREMENT

- ▷ Legal analyses
- ▷ Tender management
- ▷ Advising tenderers
- ▷ The preparation of tender documentation
- ▷ Public procurement disputes

## LITIGATION, ARBITRATION AND ADMINISTRATIVE PROCEEDINGS

We represent our clients in disputes before courts and arbitration courts. Our goal is to pursue the claim and payment as well as to protect our clients' rights successfully, promptly and efficiently. Our work covers the representation of clients before courts, in administrative proceedings and before municipal and regional authorities.

- ▶ The assessment of claims
- ▶ Amicable resolution and out-of-court settlements
- ▶ The preliminary rulings
- ▶ Preparation of legal actions and dispute management
- ▶ Representation in proceedings
- ▶ Proceedings before municipal and regional authorities
- ▶ Complaints to the Czech Constitutional Court
- ▶ Arbitration
- ▶ Enforcement proceedings
- ▶ The sale of collateral at auction
- ▶ Support in administrative proceedings
- ▶ Representation in administrative proceedings
- ▶ The judicial review of administrative decisions
- ▶ Proceedings before regional authorities

## INTELLECTUAL PROPERTY

LTA has a well-developed intellectual property practice. We prosecute and litigate complex IP matters, often with international aspects, assisting clients in protecting their intellectual property rights from infringement, counterfeiting, misappropriation and unfair competition.

- ▷ Trademarks
- ▷ Trade secrets
- ▷ Patents
- ▷ Copyrights
- ▷ Designs
- ▷ IP audits and due diligence
- ▷ Licensing
- ▷ Privacy and data protection
- ▷ Business name protection

We also have significant experience advising clients on related issues, such as regulatory concerns, privacy, data protection, distribution agreements and licence agreements, all of which also forms an important part of our practice.



TAX SERVICES

*„Our tax advisors work closely with lawyers and auditors, which assures our clients that their case will always be taken care of from all angles.“*

**Robert Koleňák**

Partner | Tax advisor

## TAX SERVICES

LTA provides fullscale tax services to corporate and individual clients. Tax monitoring is also an integral part of our services. All tax issues are taken care of in close cooperation with lawyers. Our specialists are members of expert groups who participate in the preparation of guidelines for interpreting problematic tax provisions and amendments to tax regulation.

### WE PROVIDE TAX SERVICES IN THE FOLLOWING AREAS:

- ▷ Income tax
- ▷ Social and health insurance
- ▷ VAT
- ▷ Customs
- ▷ Excise taxes
- ▷ Motor vehicle tax
- ▷ Property tax
- ▷ Green taxes
- ▷ Real estate tax

## THE SERVICES WE PROVIDE INCLUDE THE FOLLOWING:

### TAX PAYMENT

- ▷ Registration for taxes, social and health insurance
- ▷ The preparation of tax returns
- ▷ Tax payments and refunds

### EMPLOYEES

- ▷ Employee secondments
- ▷ The application of social security in an international context
- ▷ Taxation in individual countries
- ▷ Employee benefits
- ▷ The reimbursement of travel expenses
- ▷ Payroll services

### TAX ANALYSES & PLANNING

- ▷ The assessment of tax implications and tax risks
- ▷ The optimisation of tax burdens

## INTERNATIONAL TAXATION

- ▷ Double taxation treaties
- ▷ The taxation of income
- ▷ Rulings regarding the taxation of Czech permanent establishments
- ▷ Avoidance of double taxation

## TRANSFER PRICING

- ▷ Tax management of the transactions in a group
- ▷ Drawing up methodologies for setting transfer prices
- ▷ The preparation of transfer pricing documentation
- ▷ Assistance during transfer pricing audits and in disputes with the tax authorities

## TRANSACTION TAX SERVICES

- ▷ Tax aspects of group restructurings
- ▷ Acquisitions of corporations and branches
- ▷ Real estate acquisitions
- ▷ The financing of transactions
- ▷ Tax due diligence

## TAX PROCEEDINGS

- ▷ Advising on tax proceedings
- ▷ Representation during tax proceedings
- ▷ Preparation of filings
- ▷ Representation during tax audits
- ▷ Analysis of the success rate of a legal action
- ▷ Court review of rulings in tax matters

## OTHER

- ▷ Trust funds
- ▷ Tax deduction for research & development
- ▷ The classification of goods for customs purposes
- ▷ The rulings of the tax authorities

## ACCOUNTING SERVICES AND PAYROLL

LTA provides all-embracing accounting services to corporate and individual clients. Accounting matters are attended to in close cooperation with tax advisors and lawyers.

### FINANCIAL ACCOUNTING

- ▷ Accounting
- ▷ Financial statements according to Czech accounting standards and IFRS
- ▷ Filing in the Commercial Register's Collection of Documents
- ▷ Statistical reporting
- ▷ Representation during inspections
- ▷ Accounting consultancy

### REPORTING

- ▷ Reporting structured according to the client's needs
- ▷ Reporting according to the requirements of regulatory bodies (e.g. Czech National Bank, grant providers)

## PAYROLL

- ▷ Payroll processing
- ▷ The processing of sick leave allowances
- ▷ The preparation of payment documentation
- ▷ The preparation of payslips
- ▷ The processing of certificates of employment and pension insurance registration lists
- ▷ Yearly accounting of advances
- ▷ Reporting to authorities
- ▷ Representation during inspections



AUDITING SERVICES

*„The portfolio of our services includes interdisciplinary services, such as tax disputes and forensic analysis and audits.“*

**Hana Daenhardtová**

Partner | Tax advisor | Auditor

## AUDITING SERVICES

LTA provides its clients with all-encompassing auditing services. We also specialize in forensic audits and controls.

THE AUDITING SERVICES WE PROVIDE INCLUDE THE FOLLOWING:

- ▶ Auditing ordinary, extraordinary and interim financial statements
- ▶ Auditing annual reports and reports on relations in groups
- ▶ Auditing consolidated financial statements
- ▶ Auditing group records
- ▶ Auditing consolidated packages according to German HGB (HB II) and IFRS
- ▶ Auditing internal information systems
- ▶ Auditing internal control systems
- ▶ Financial due diligence
- ▶ Support in transaction structuring
- ▶ Forensic audits

## INTERNATIONAL COOPERATION

Our firm has global reach through international networks and professional contacts with experts. As a result, our clients benefit from having access to premium-quality foreign advisory services, ranging from general information about their inquiry over the phone to comprehensive service packages in the areas of law, tax, audit and accounting.

LTA is a member of the following international networks:



MGI Worldwide is a global Top 20 network of independent tax, audit and accounting consulting firms. MGI Worldwide has over 6,000 experts in more than 300 locations all over the world. As a member of the network we have a unique opportunity to provide comprehensive services to clients who need advisory support abroad, and to keep up-to-date with global developments in the areas covered by our services.

MGI Worldwide is a network committed to the highest quality services, and LTA, as any other member, has to pass regular quality reviews in compliance with international standards.



Established in 1989, The Law Firm Network has built a strong position among the independent law firm networks. The Network's advantages include strong personal and professional relationships. The Law Firm Network has permanent members in more than 50 countries and an extensive network of associated firms that covers other jurisdictions as well. Our involvement in The Law Firm Network gives us high flexibility and guarantees our work pertaining to international transactions is of a premium quality. It also fosters the development of our attorneys' specialisations in international professional groups.

The Law Firm Network has members specialising in labour law in many jurisdictions, which also is an area of LTA's special interest.



Lexwork International is a global network of renowned medium-sized law firms. Lexwork International offices have a representation in all major cities in Europe, North and South Americas and Asia. As a member of Lexwork International, LTA is able to provide clients with premium quality legal services in many jurisdictions. Through Lexwork International our firm has access to more than 2,600 lawyers worldwide in an efficient and effective manner that prevents our clients from incurring excessive or inadequate costs.

Clients recognise Lexwork International as a network of high quality medium-sized law firms that provide premium services at a global level, and constitute an attractive alternative to large international law firms in terms of fees, namely for clients preferring the individualised approach of experienced advisors.

## **GERMAN-SPEAKING COUNTRIES**

LTA has attorneys and tax advisors with work experience from countries where German is spoken and has established professional contacts with Germany, Austria, Switzerland and Lichtenstein. We provide legal and tax consulting in these countries for our clients both in Czech and German or English. At the same time, we provide support to clients from these countries in connection with their business activities in the Czech Republic.

## **SLOVAKIA**

Slovakia is closely connected with the Czech market as a result of the joint history of the two countries and the similarity of the languages. Clients often tend to develop their business strategy for both countries at the same time. In Slovakia we are assisted by a law firm with whom we established a professional relationship several years ago. We have assisted our clients in a number of successful business transactions in Slovakia.

**IN CLOSE COOPERATION WITH OUR PARTNERS  
WE ARE ABLE TO PROVIDE:**

- ▷ Legal and tax services
- ▷ Setting up companies and branch offices
- ▷ Contractual documentation
- ▷ Sales and purchases of shares
- ▷ Sales and purchases of enterprise
- ▷ Debt collection
- ▷ Assistance with secondment of employees
- ▷ Proceedings before courts and authorities
- ▷ Optimisation of tax burdens
- ▷ Tax returns

## OUR TEAM

The quality of our services depends on the people who provide them, and we put great emphasis and focus on choosing our colleagues, furthering their development and ensuring cooperation within the team. Thanks to the continuous professional development of our people, we are always able to provide services of the highest professional standard.

The matters in which we assist our clients often have interdisciplinary implications. If you decide to cooperate with LTA, you will get your own personal consultant who will personally attend to your requests. Our experts from different areas are also in close cooperation, which means that your case will always be taken care of from every possible angle.

We speak Czech, German and English.



## Jaroslav Melzer

*partner, attorney-at-law*

### expertise:

*corporate law and commercial contracts  
banking  
mergers and acquisitions*

### languages

*czech | german | english*



## Boris Brázdil

*partner, attorney-at-law*

### expertise:

*corporate law and commercial - contracts  
real estate and construction  
competition law  
licences*

### languages

*czech | german | english*



## Hana Daenhardtová

*partner, auditor and tax advisor*

### expertise:

*auditing financial statements  
audits and specialized auditing services  
financial and tax due diligence  
accounting consultancy  
group reporting*

### languages

*czech | german | english*



## Robert Kolečák

*partner, tax advisor*

### expertise:

*value added tax  
corporate income tax  
representation in tax disputes  
the taxation of seconded employees*

### languages

*czech | german | english*



## Petr Píša

*partner, head of accounting*

### expertise:

*accounting methods  
advisory on Czech accounting and SAP reporting*

### languages

*czech | german | english*



## Pavlína Beránková

*attorney-at-law, of counsel*

### expertise:

*banking and finance  
insolvency and restructuring  
corporate law and commercial contracts  
real estate and construction  
dispute resolution*

### languages

*czech | english | german*



## Marek Demo

*attorney-at-law*

### expertise:

*corporate law and commercial contracts  
mergers and acquisitions  
insolvency and restructuring  
litigation and arbitration*

### languages

*czech / german / english*



## Jan Najman

*attorney-at-law*

### expertise:

*corporate law and commercial contracts  
mergers and acquisitions  
litigation*

### languages

*czech / english / german*



## Zdeněk Rosický

*attorney-at-law*

### expertise:

*corporate law and commercial contracts  
mergers and acquisitions  
real estate  
litigation and arbitration  
employment*

### languages

*czech / english*



## Alice Mlýnková

*attorney-at-law*

### expertise:

*employment data protection  
corporate law  
litigation and arbitration*

### languages

*czech / german / english*



## Andrea Drhová

*attorney-at-law*

### expertise:

*employment  
intellectual property - trademarks  
data protection  
unfair competition and consumer protection  
pharmaceutical law*

### languages

*czech / german / english*



## Ondřej Kochman

*attorney-at-law*

### expertise:

*public procurement and PPP projects  
corporate law and commercial contracts  
economic crime  
litigation and arbitration*

### languages

*czech / english*



## Soňa Audesová

*attorney-at-law*

### expertise:

*employment and social security*

*immigration*

*data protection*

*corporate-governance*

*corporate law and commercial contracts*

### languages

*czech | german | english*



## Karel Ryšavý

*junior lawyer*

### expertise:

*corporate law and commercial contracts*

*insolvency*

*energy law*

*intellectual property*

### languages

*czech | english*



## Petr Benda

*tax advisor*

### expertise:

*international taxation*

*corporate income tax*

### languages

*czech | german | english*



## Jiří Novák

*tax specialist*

### expertise:

*value added tax*

### languages

*czech / english / german*



## Barbora Kratochvílová

*tax advisor*

### expertise:

*corporate income tax*

### languages

*czech / german*



## Klára Šrůtková

*tax advisor*

### expertise:

*personal income tax*

*social and health insurance*

### languages

*czech / german / english*



## Hana Balonová

*audit senior*

**expertise:**

*auditing financial statements  
auditing consolidated financial statements  
financial due diligence*

**languages**

*czech / german*



## Hynek Siksta

*consolidation specialist*

**expertise:**

*accounting consultancy  
consolidation of accounting data*

**languages**

*czech / english*



## Lenka Tarabová

*IFRS and controlling specialist*

**expertise:**

*preparation of monthly and annual consolidated  
financial statements  
group reporting according to IFRS  
design, setting up and implementation of internal  
controlling mechanisms  
accounting consultancy*

**languages**

*czech / english*

## REFERENCES

LTA's team has advised on a number of major transactions and projects.

Detailed information on the individual areas of our expertise and respective references can be found in individual brochures, which we will be happy to send to you on request.

## LTA

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