



**HELPING YOU THRIVE
IN A CHANGING WORLD**

ABOUT THE MOORE GLOBAL NETWORK

Moore Afghanistan

Moore Afghanistan is a full member firm of Moore Global, worldwide accountancy and consulting network of over 240 independent firms. Formerly known as Moore Stephens, Moore Global's roots trace back to 1907.

At Moore, our purpose is to help people thrive – our clients, our staff and the communities they live and work in. We're a global accounting and advisory family of over 29,000 people across 113 countries, connecting and collaborating to take care of your needs – local, national and international. This global reach back capability provides Moore Afghanistan

with rapid access to the right people in the right places to deliver international solutions meeting our clients' accounting, audit and consulting needs.

When you work with Moore firms, you'll work with people who care deeply about your success and who have the drive and dedication to deliver results for you and your business. You'll have greater access to senior expertise than with many firms. We'll be here for you whenever you need us – to help you see through the maze of information, to guide you in your decisions and to make sure you take advantage of every opportunity.

Our vision is clear: To help you thrive in a changing world.

“ I would recommend Moore Afghanistan without hesitation, as they have proven themselves to be a trustworthy and capable source for these services. ”

Bret Dalton
IAP Worldwide



>113

Countries



>240

Firms



>547

Offices



>29,000

People

ABOUT MOORE AFGHANISTAN

Moore Afghanistan strives to create a transparent, dynamic, sustainable service economy in Afghanistan, with a strong emphasis on values-driven corporate social responsibility. We are an Afghan-owned and operated team of 350 highly qualified Afghan professionals committed to fearlessly pursue excellence with unwavering, absolute integrity. We are firm believers in doing things right.

Moore Afghanistan team members' educational backgrounds include graduate, post-graduate and tertiary professional certifications. Our management brings decades of experience managing financial systems for both the public and private sector in Afghanistan. We call on an additional pool of 1,500 short-term consultants across all 34 provinces for project-specific support. All of our

team members are fluent in English, Pashtu and/or Dari.

Since 2009, Moore Afghanistan has provided professional business services to over 700 international organizations across Afghanistan. Our offering goes step-by-step through the life cycle of an entity, offering assistance with registration, visas, systems, human resources, payroll, taxation, sourcing and auditing services.

This powerful combination of education, experience, and qualification uniquely places Moore Afghanistan to be able to provide the highest level of service with unparalleled integrity, efficiency and accountability.

Efficient and effective time management can help enhance the productivity and competency of an organization. As Moore Afghanistan continues to grow exponentially, we are also proud that our company achieves contract re-awards and extensions repeatedly – which is a testament to the unprecedented quality of service we provide.

Moore Afghanistan



>350

Employees



>700

Clients



>12

Years Experience



OUR CORE VALUES

Moore Afghanistan abides by the following enduring values, which guide what we do, how we interact, and how we treat our stakeholders.

EXCELLENCE

Excellence means to be the best in what we do. At Moore Afghanistan we strive to do everything with perfection in mind. If it is worth doing, it is worth doing excellently.

INNOVATION AND AGILITY

Innovation and Agility are essential for succeeding in a constantly changing environment.

At Moore Afghanistan we strive to understand shifts in the environment as they happen and continually evaluate our strategy for improvement and course correction.

WISDOM

Wisdom is the ability to make correct judgments, act as one should act, and to accomplish what is necessary, at the right time and at the right place. At Moore Afghanistan we strive to develop all our solutions on sound wisdom.

RESPECT

Respect means to fulfil the rights of others, value their feelings, and be mindful of their wishes.

Moore Afghanistan operations are based on respect to the laws and culture of Islam, Afghanistan, and our clients.

Admiring and acknowledging everyone's abilities, qualities and achievements, fulfil their rights, and being mindful of everyone's feelings govern our interactions.

COURAGE AND INTEGRITY

Courage and Integrity are the capacities to act according to one's beliefs and conviction despite danger or disapproval.

Integrity means not shading the truth, hiding the truth, or fabricating facts to look good. At Moore Afghanistan, we require courage and integrity from everyone and strive to provide an enabling environment where these virtues are rewarded.

We never waver or compromise on our principles.

Moore Afghanistan

“Great work! That light at the end of the tunnel is a success, not an oncoming train. To be honest your support has been great, and we do appreciate it.”

Gavin Torrens
Anodyne Services
Australia



REGISTRATIONS

Moore Afghanistan

Moore Afghanistan is incorporated in Delaware, USA, with a branch office in Afghanistan. We are fully registered and licensed with Afghan Government Ministries. We have specialized telecom licenses to be able to send automated text messages (SMS), automated Interactive Voice Response surveys (IVR), and secure two-way communication via mobile phones (USSD). We are an authorized official legal translator.



Ministry of Commerce & Industries
Afghanistan Central
Business Registry



ASSOCIATIONS

Our firm and our staff members are active members of several associations, including AmCham and the Afghanistan Fulbright Association. Our leadership includes founding board members of CPA Afghanistan, the Certified Public Accountants regulatory body. Moore Afghanistan is a Platinum Employer and Member of ACCA, the global body for professional accountants. These prestigious associations help our team to attract the best talent.



CERTIFICATIONS

Moore Afghanistan is ISO 9001:2015 certified in Quality Management Systems. Moore Afghanistan completed Cybersecurity Maturity Model Certification (CMMC), the mandatory cyber security requirement for all U.S. DOD contractors.



TECHNOLOGY PARTNERSHIPS

Moore Afghanistan has worked with numerous software platforms and add-ons over the past decade. We have experience with the largest Enterprise Resource Management (ERP) platforms used in the financial management industry.



CONTRACT VEHICLES

Moore Afghanistan is the very first and only Afghan company to ever be listed on the General Services Administration (GSA) schedule. All U.S. government entities and over 50 international organizations are authorized to directly contract to Moore Afghanistan under the pre-negotiated rates.



WHAT WE DO - IN A GLIMPSE

Moore Afghanistan

We provide integrated and turn-key professional business services in Afghanistan. These include financial, compliance, technology, human resource, research, project management and media services.



FINANCIAL SERVICES

Moore Afghanistan offers comprehensive financial management solutions with a concentration on the following three areas:

TAXATION SERVICES

Our core service is taxation support with the Ministry of Finance. There are five main tax types in Afghanistan - rental withholding, wage withholding, contractor withholding, business receipts tax and annual income tax. Our services include completing mandatory monthly, quarterly and annual filings correctly and on time. From obtaining tax exemption confirmations to remitting tax liabilities, we provide turn-key support to ensure compliance with the laws of Afghanistan. We advise clients of all types, from individuals to large corporations. We treat all information highly confidentially and will never sell/share customer information to/with anyone.

PAYROLL SERVICES

Moore Afghanistan offers both basic and comprehensive payroll administration with options of national vetting, timesheet and leave management, performance management, expense reimbursement, tax calculation, salary disbursement, pay stub distribution and more. Our payroll services are designed for both international and

domestic organizations interested in the benefits of outsourcing payroll, as well as gaining access to sophisticated software solutions to help manage an expanding workforce. Moore Afghanistan combines a powerful yet intuitive web-based human resource administration interface for convenient payroll management.

AUDIT SERVICES

Externally certified financial audits that meet international standards are one of the most trusted ways to ensure that an organization's finances are in order.

However, only a small portion of organizations in Afghanistan have their financial records in compliance with international accounting standards.

Moore Afghanistan provides the highest quality and most comprehensive financial auditing services in Afghanistan, based on International Financial Reporting Standards (IFRS) and those set by CPA Afghanistan.

Our auditing service includes both a financial standing report and detailed recommendations on how to improve the organization's financial controls.

If requested, our expert team can also set up fully compliant financial management policies, processes & systems.

Moore Afghanistan

“ I would like to thank you and your team for all the hard work, effort, and time that was committed to helping us obtain the tax clearance. We understand that the last couple of months have been challenging, but this is a major accomplishment. We look forward to continuously working together. ”

Dan Moran
Raytheon



COMPLIANCE SERVICES

Moore Afghanistan offers comprehensive compliance management solutions with a concentration on the following three areas:

ENTITY REGISTRATION

Moore Afghanistan provides assistance with the business registration process for both domestic and international entities operating in Afghanistan. Foreign business registration requires several steps that involve the Afghan government, foreign embassies, and a lengthy authentication process.

Moore Afghanistan will carefully guide clients through the process to obtain their organization's business registration quickly and efficiently.

Our staff has decades of experience with the Afghan government, and we monitor new developments on a daily basis.

Our up-to-date knowledge of the environment allows us to provide our clients with current information.

VISAS AND WORK PERMITS

Moore Afghanistan provides immigration assistance for companies operating in Afghanistan. Under the signed Bilateral Security Agreement (BSA) and Status of Forces Agreement (SOFA), visas are required for all non-Afghan contractors. Moore Afghanistan has established efficient processes to obtain visas under the BSA/SOFA, as well as under the traditional process, which still applies to non-military contractors. For BSA/SOFA-related visas, a work permit is not required.

For traditional work visas, a work permit is still required, and Moore Afghanistan will assist in obtaining an invitation letter, single-entry visa, work permit and then will help in converting the single-entry visa to a multiple-entry visa. Our clients benefit from our established procedures and are assured of quick and efficient visa process. Finally, we will handle the invoicing process, allowing our client to simply provide one consolidated payment using the method they prefer.

TRANSLATION SERVICES

Moore Afghanistan provides turn-key professional translation services and is licensed by the Ministry of Information and Culture in Afghanistan as a government approved translation service provider.

Moore Afghanistan uses professional-grade human translators to deliver quality translation services. We specialize in the translation of highly technical and business documents including contracts, manuals, guides and reports. We also provide an array of translation services for in-depth interviews, focus groups and survey instruments.

To accurately match our client's requirements, we judiciously pair client translation requests to a translator with the appropriate subject matter expertise and background.

We utilize a multi-phase quality control process to maintain consistency across all documents.

Our translation team is composed of specialized translators, proofreaders, and editors who deliver accurate and timely translation services.

Our team of established experts ensure the translated text is correct, understandable, and accurate to the original meaning. Proofreading is essential to guarantee quality standards and is a vital part of our standard translation service.

“ Fantastic work! We know this took a lot of effort on everyone's part to get to this point so we truly appreciate it. Thanks so much to you and the entire team. ”

Kristopher George
General Atomics



HUMAN RESOURCE SERVICES

Moore Afghanistan offers comprehensive HR management solutions with a concentration on the following areas:

RECRUITMENT SERVICES

- ▶ Develop job descriptions
- ▶ Advertise positions
- ▶ Long list resumes
- ▶ Short list resumes
- ▶ Rank resumes against client needs

SELECTION SERVICES

- ▶ Arrange written test for short listed resumes
- ▶ Review test papers and screen applicants
- ▶ Conduct in person interviews
- ▶ Select the final applicant
- ▶ Complete background vetting process

ONBOARDING SERVICES

- ▶ Contract with employee
- ▶ Induction and orientation
- ▶ Arrange computer, phone, ID card
- ▶ Enter HR data into Enterprise Resource Planning (ERP) software
- ▶ Track time, leave and benefits in ERP

CONTINUOUS DEVELOPMENT PLANNING

- ▶ Conduct a training needs analysis & assessment
- ▶ Determine training relevant to the job/designation
- ▶ Coordinate with relevant training institutes both at national & international level
- ▶ Conduct pre and post assessments
- ▶ Generate developmental reports on monthly, quarterly and annual basis

SUCCESSION PLANNING

- ▶ Develop succession plans
- ▶ Develop competency modules
- ▶ Review job specifications
- ▶ Review employee specifications
- ▶ Implement plans to ensure continuity

PERFORMANCE APPRAISAL SYSTEM

- ▶ Jointly develop goal based performance appraisal plans
- ▶ Prepare evaluation dates and processes
- ▶ Digitalize into an online Performance Evaluation System

SAVINGS AND INSURANCE PLANNING

- ▶ Present pension, retirement, savings and insurance plan options
- ▶ Administer internal pension and retirement plans
- ▶ Identify the best options for health, life, accident, vehicle, property and other insurances

CONTINUOUS EMPLOYEE FEEDBACK

- ▶ Conduct salary/fringe benefit surveys
- ▶ Conduct employee satisfaction surveys
- ▶ Conduct customized employee performance surveys
- ▶ Solicit feedback on current HR policies and procedures
- ▶ Map and simplify company processes

Moore Afghanistan



10,000+

Paystubs



\$40M

Processing



\$600K

Pensions



TECHNOLOGY SERVICES

Moore Afghanistan has been developing affordable, intuitive, adaptable, and easy-to-use management software programs tailored specifically to match the needs of all sizes of organizations.

Since 2009, Moore Afghanistan has delivered innovative software applications, with an extensive experience in designing and executing Management Information System (MIS) solutions. Our experience in developing and implementing technology for Enterprise Resource Planning (ERP) and Financial Management Information Systems (FMIS) has helped us develop technological solutions that answer challenges faced in Afghanistan.

Moore Afghanistan is committed to developing the highest quality software applications and services that are secure, comply with government

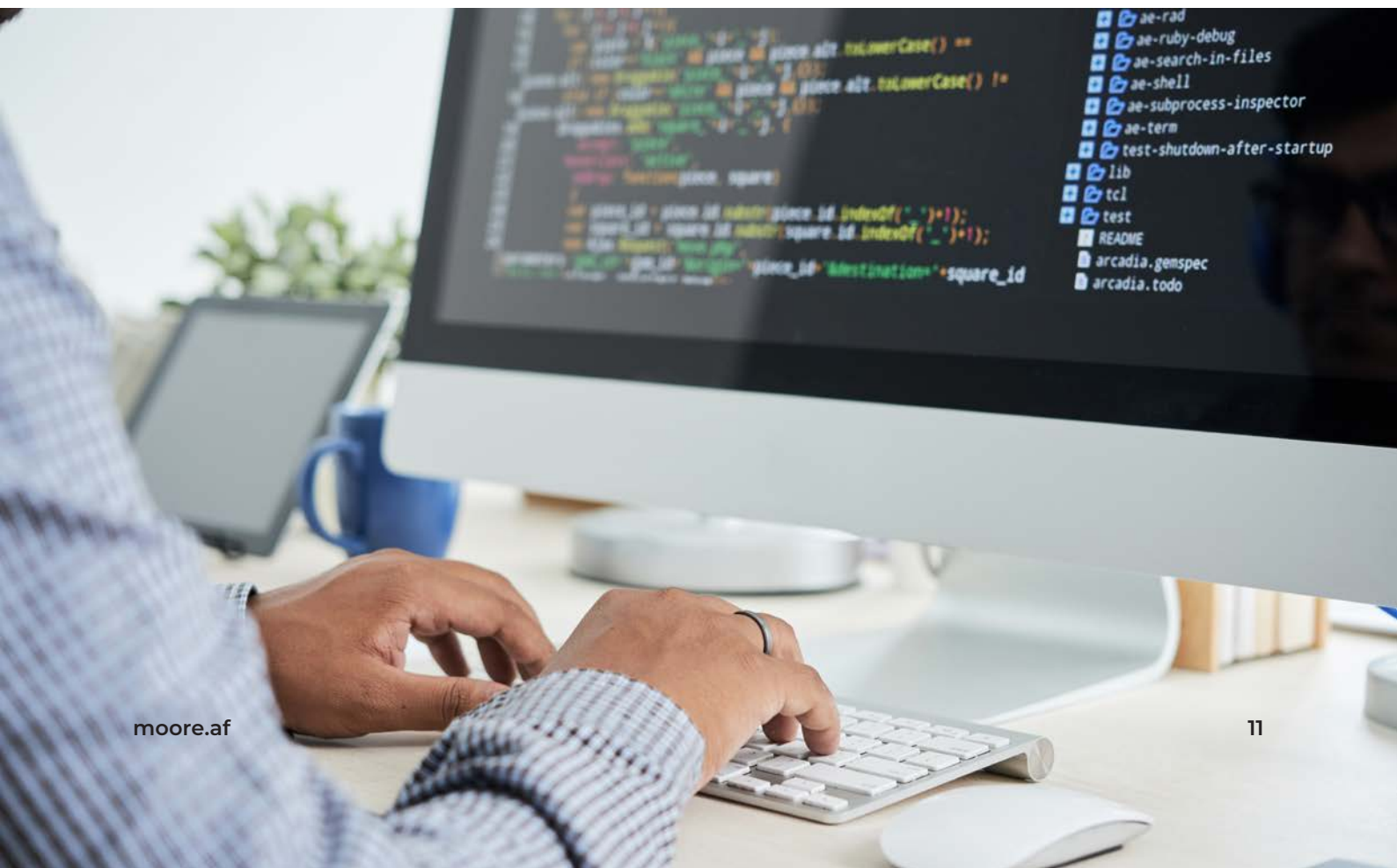
and industry standards, and implement the intended functionality. Our professionals develop and integrate technologies supporting enterprise-class systems. Our expertise includes system mapping, web based software development and mobile application development.

In addition to producing quality code, Moore Afghanistan developers also create internal code documentation and software design documentation which may include installation guides, troubleshooting guides, architecture diagrams, Service Level Agreements, impact assessments, and risk statements. Our full software development life cycle (SDLC) solutions combine secure coding standards with robust development testing to provide secure solutions with the expected functionality. Moore Afghanistan also has broad experience implementing both flexible and traditional approaches that run the code from development to production through a proven release management process.

Moore Afghanistan

“ Congratulations are in order. Thank you for your dedicated and effective efforts. ”

Wesley Wagstaff
Northrop Grumman



PROCUREMENT MANAGEMENT

Moore Afghanistan presents a turn-key solution by offering to provide the A to Z of procurement support to our clients.

Using Moore Afghanistan, our clients can rest assured they will receive the most reliable and the highest quality goods and services at the most competitive prices. It is often difficult for international organizations limited to secure compounds to gather a broad set of quotation responses - most Afghan businesses are not online. By using Moore Afghanistan's extensive networks and relationships across all 34 provinces, clients can quickly and transparently obtain a large number of quotation responses to secure the highest quality, lowest cost solution, saving time and money on every purchase.

With our global reach and GSA contract, we can get nearly anything from anywhere in the world, and deliver it on time to our clients across Afghanistan. Most companies operating in Afghanistan currently

utilize multiple vendors for their various needs. As such, they have to deal with various personality types, organizational cultures, deadlines, and price structures. Also, they need to maintain detailed records of all applicable withholding taxes related to the various vendors, pay those taxes on a monthly basis, and report back the paid tax receipts to those vendors accordingly. This process often poses a significant challenge, diverting a considerable amount of the clients' time from their core business.

Moore Afghanistan employs a specialist team of qualified individuals with substantial experience in the procurement and supply-chain management industry. We apply our in-depth knowledge of the legal and procedural framework in Afghanistan to design effective procurement strategies that meet our clients' objectives, help secure value for money and deliver the best goods & services to their doorstep. Partnering with Moore Afghanistan means reducing risk and cost while increasing success for your organization in Afghanistan.

Moore Afghanistan

“ You are the best! I understand the Kabul city is shut down and all government offices are closed and it's not easy to get an extension but you and your team still made it happen. ”

Jalal Sidiqi
Cambridge International



RESEARCH SERVICES

Our research division has conducted quantitative, qualitative, and mixed methods research for national, international, and public and private clients including the government of Afghanistan, USAID, UNODC, GIZ, World Bank, the Counterpart International, MTN and HARAKAT.

Our research team is composed of Afghan researchers, complemented by international experts, who have an in-depth understanding of, and experience with, Afghanistan's specific challenges. Moore Afghanistan combines research specialists, trained enumerators, and cutting-edge technology to ensure accurate, timely, and reliable data collection and analysis.

A smart and synergetic marriage of educated local Afghan field staff, combined with Smartphone-Assisted Personal Interviewing (SAPI) or Tablet-Assisted Personal Interviewing (TAPI)

allows us to provide reliable, accurate, and timely data.

We understand the challenges associated with obtaining nationally representative samples in Afghanistan due to lack of a national sampling frame and lack of physical addresses. In order to mitigate this challenge, we treat each survey separately and develop sampling designs to meet the specific requirements of each survey.

For probability sample designs, we rely on the most updated national data from Afghanistan's Central Statistics Office (CSO). We are also the first company to use randomized geospatial sampling using area frames in Afghanistan as an alternative to sampling designs based on population-based sampling frames. In addition to our core team, we call on an additional pool of 1,500 short-term consultants across all 34 provinces for project specific support.

These individuals are university instructors and high school teachers who are trained researchers and well-respected in their communities.

Moore Afghanistan



1,500

Consultants



34

Provinces



400

Districts



MEDIA SERVICES

We are a creative brand team. We've been collaborating with leading organizations to solve brand and business challenges since 2009. Our team use the power of creativity to transform businesses for the better.

Creating immersive experiences allow the brands we work with to shine and speak to people clearly. Whether we're designing universal experience principles or prototyping exciting new digital products, our goal is to create memorable branded interactions that awaken all senses.

We believe brands can transform how we think and live – creatively, culturally and commercially. We're not interested in superficial or incremental change. We make things different to make a difference.

Our branding package is a collection

of digital, printed resources used to create a uniform image of a brand. It consists of separate branded items united with the same style and ideas.

We design for the future in ways that make sense right now. We're strategic experts and creative explorers committed to solving complex challenges. With smart tools and global resources, we examine the implications of every brand choice, create new experiences, and open doors to opportunity.

As a team which specializes in strategy and brand building, we assist clients in accelerating their online and offline growth and create tangible solutions for every branding need through eye-catching creatives and measurable marketing campaigns.

Our team of strategic thinkers, content creators, and innovative technologists are so fully integrated into the latest innovations and technology, we are confident that our services can launch brands to the next unprecedented level.

Moore Afghanistan

“ Many thanks to you and the rest of the team for all the hard work and your persistence. Exp Federal appreciates your hard work. ”

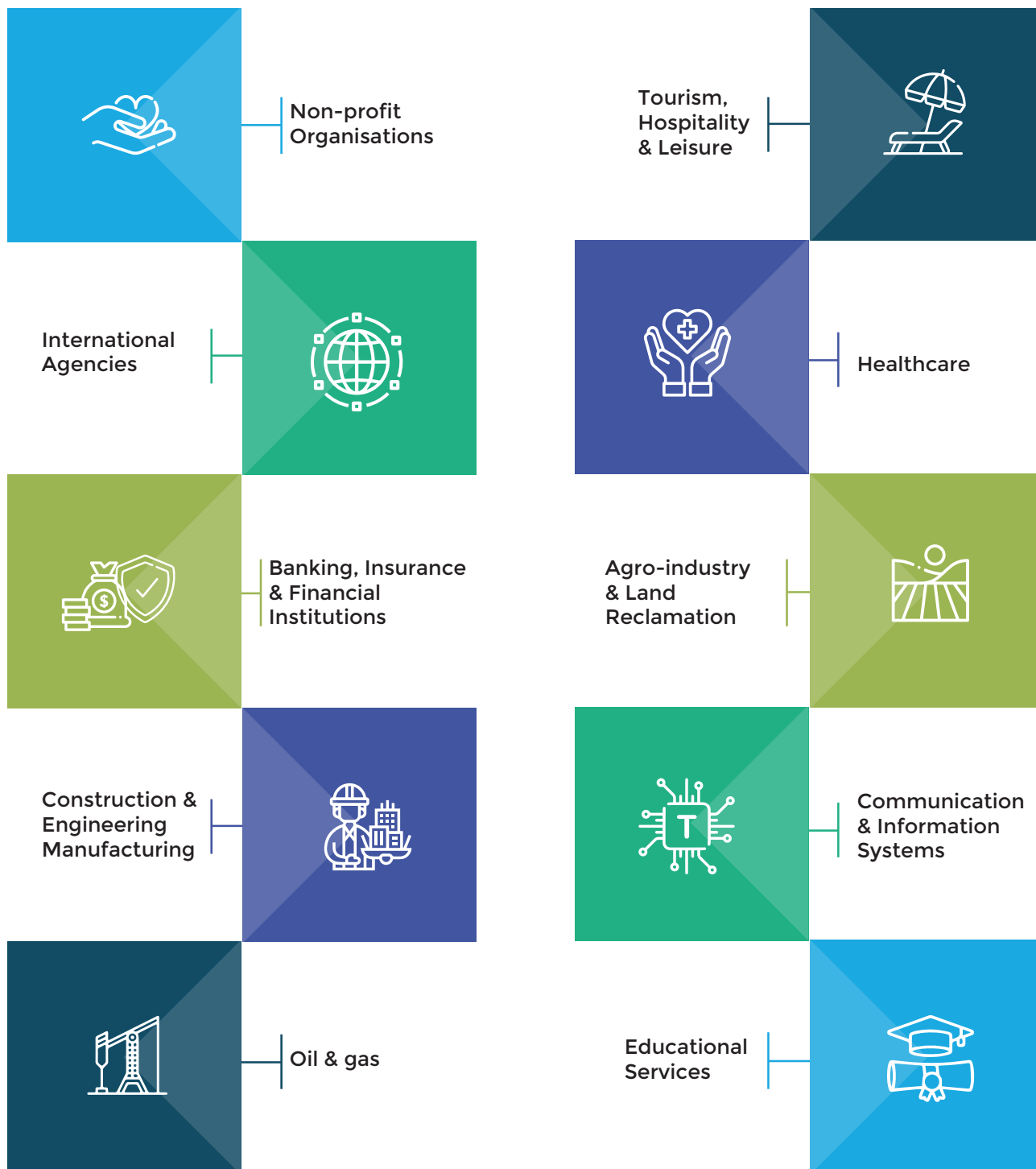
Charles Mouzannar
Exp Federal



OUR SECTORS

Moore Afghanistan

Moore Afghanistan has over a decade of experience with NGOs, Healthcare, International Agencies, Banking & Financial Institutions, Agro-Industry, Educational Services and Government sectors.



OUR CLIENTS

Moore Afghanistan

MEDIA & TELECOM



UN AGENCIES



PRIVATE / NON-PROFIT



PUBLIC SECTOR



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