

28<sup>th</sup> October 2021

**PAYROLL PROCESSING – ITA TRADE AGENCY LONDON**

Consultation of economic operators aimed at direct assignment pursuant to art. 7 paragraph 2 letter (a) of D.M.192/2017 of the Service Payroll Processing for the duration of 24 months, starting the 1st January 2022 to the 31st December 2023.

This Agency would like to receive your quote for the following services:

Processing monthly payroll for a maximum of 15 employees  
Running the Nest pension scheme  
Processing of the year end – providing the P.60  
Resolving matters outside the running of the payroll such as correspondence with HMRC/NEST pension scheme  
Working out the employees' annual bonus.

**Procedure and terms of the submission of the quote**

Your company is invited to transmit to the email address [a.partenza@ice.it](mailto:a.partenza@ice.it) no later than the 18th of November 2021.

We wish to inform you that in order to be able to use your services we kindly ask you to register your details onto our official Registry of Services online.  
Please kindly view the following link:

<https://suppliers.italiantradeagency.co.uk/register/>

**General Data Protection Regulation – GDPR**

The processing of your personal data is carried out by ITALIAN TRADE AGENCY in full compliance with the regulations on the matter pursuant to the General Data Protection Regulation EU 2016/679

Giovanni Sacchi  
Director

