



Import Instruction for the Personalized Tax and Social Security Calendar – KG Consulting

KG Consulting's personalized tax calendar helps you keep track of important tax and social security deadlines applicable to your business. The calendar is created according to your choices and is provided as an **.ics** file compatible with Outlook, Google Calendar, Apple Calendar and Samsung Calendar.

When requesting, you can select:

- the type of business or capacity in which you operate;
- the tax areas and categories that interest you;
- the calendar language – Bulgarian or English;
- whether you wish to receive updated versions when events are changed or added.

The calendar includes only the deadlines from the categories you have selected. This allows you to avoid information that is not applicable to your business and to focus on the relevant obligations.

Each event contains the name of the relevant deadline, the date for its implementation and pre-set reminders. The calendar has an informational and organizational purpose and does not replace individual tax or legal consultation.

We recommend adding it as a separate calendar with a name, for example, "KG Consulting – Tax Calendar". This way you can:

- show or hide it independently of your personal and work calendars;
- assign it your own color;
- easily distinguish tax deadlines from your other commitments;
- replace the calendar more easily when you receive an updated file.



Importing to New Outlook or Outlook in a browser

1. Open **Calendar** → **Add calendar** → **Create blank calendar**.
2. Enter a name, for example "KG Consulting – Tax Calendar".
3. Select **Add calendar** → **Upload from file**.
4. Click **Browse** and select the received .ics file.
5. From the **Select a calendar** field, select the newly created calendar.
6. Click **Import**.

Importing to Classic Outlook for Windows

1. Open Classic Outlook.
2. Select **File** → **Open & Export** → **Import/Export**.
3. In the **Import and Export Wizard** window, select **Import an iCalendar (.ics) or vCalendar file (.vcs)**.
4. Click **Next**.
5. Select the resulting .ics file and click **OK**.
6. When Outlook prompts you, click **Open as New**.

Important: choose **Open as New**, not **Import**. This way, the file will open as a separate calendar, and the events will not be mixed with your main calendar. The new calendar will appear in the Other Calendars section.



Importing to Google Calendar

Importing is done via Google Calendar on a computer:

1. Next to **Other calendars**, click + → **Create new calendar**.
2. Create a calendar "KG Consulting - Tax Calendar".
3. Open **Settings → Import & export**.
4. Select the received .ics file.
5. Specify the newly created calendar as the target calendar.
6. Click **Import**.

After syncing, the calendar will also be available in the **Google Calendar** app on your mobile devices.



Importing to Apple Calendar

The most reliable way to import is through the **Calendar** app on your Mac:

1. Select **File → New Calendar → iCloud**.
2. Enter a name for it: “KG Consulting – Tax Calendar”.
3. Select **File → Import** and specify the .ics file.
4. Select the newly created calendar.
5. Confirm the import.

When **iCloud Calendar** is turned on, the calendar will also automatically appear on connected iPhones and iPads.



Importing to Samsung Calendar

The recommended way is to first import the calendar as a separate Google calendar:

1. Import the .ics file to Google Calendar according to the steps above.
2. In Samsung Calendar, open **Menu → Manage calendars**.
3. Add or select your Google account.
4. Tap **Sync now**.
5. Make sure that the display of “KG Consulting – Tax Calendar” is turned on.

**Important note on receiving calendar updates**

The imported .ics file is a snapshot and does not automatically update.

If you have agreed to receive updates, you will receive a new version of the file when events are changed or added. To avoid duplicate events, remove the previous separate calendar and then import the updated file again.