

Service offer for companies – Spółka z o.o.

A successful start. Company registration

	Start	Biznes	Premium
Assistance in PESEL obtaining	--	--	Yes
Assistance in Profil Zaufany obtaining	--	--	Yes
TAX consulting	Yes	Yes	Yes
Checking the uniqueness of the company name	Yes	Yes	Yes
Recommendations on business activities codes (PKD)	Yes	Yes	Yes
The Modal Charter and other necessary documents	Yes	Yes	Yes
Company registration in S24	Yes	Yes	Yes
Owners registration in CRBR	Yes	Yes	Yes
KSeF consultation, start invoicing	Yes	Yes	Yes
Submitting PCC-3, NIP-8 declarations	--	Yes	Yes
VAT / VAT UE payer registration	--	Yes	Yes
ZUS registration	--	Yes	Yes
Assistance at the conclusion of a contract with a Virtual office	--	--	Yes
Assistance in a bank account opening – choosing a bank, advice on answers, bank visit support (1 bank)	--	--	Yes
Accounting services for free	--	1 month	2 months
Legal support: Loan Agreement, Contracts, etc.	--	--	1 month
Company registration at customs - EORI	--	Yes	Yes
Legalization services - "The Owner" Package	--	--	- 10%
Total cost	1000 zł	1500 zł	1700 zł

The service does not include:

- The cost of renting a legal address
- State duties and taxes for registration

Terms of cooperation

After the company registration, the Client signs an accounting service agreement. The minimum period of accounting services from the moment of signing the contract is **three full months**. During the first three months, the client can terminate the contract with the result at the end of the third month.

The Quick start alternative

Purchase of ready-made companies - without activity, VAT - from 4500 PLN



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Additional services:

Услуга	Описание услуги, что включает	Стоимость
VAT/ VAT UE payer	<ul style="list-style-type: none"> Submission of the necessary documents for registration as the VAT payer. Extensive correspondence - submitting documents and other information at the TAX authority request 	250 Zł
"Procurent" service package	<p>The Procurent is a trusted person who is not a member of the management board or the owner, but has the authority to resolve various issues related to the company's activities - to extend the contract, unblock the account, send an official letter, etc.</p> <p>It is recommended if the owners are not permanently in Poland. The package of services includes:</p> <ul style="list-style-type: none"> Business advice Monitoring of law changes Submitting of letters, contracts, and other documents 	от 500 Zł/month <i>depending on responsibilities and number of planned hours of employment</i>
"Fill In the Document" service	Prepare a letter / Fill In form / statement on your behalf, Fill In declarations PCC-3, NIP-8, and others	75 Zł/document
"The Contract" service	Prepare the Contract you need (PL/Eng/Ukr/Rus)	100 Zł/page
Checking the counterparty on the Polish market	Detailed information about the company, including information about shareholders, the size of the authorized capital, financial statements for previous years, information from the national register of debtors (current and past) and other useful information.	500 Zł/report
Tax resident's Certificate – CFR-1 form	<ul style="list-style-type: none"> Preparation of documents Submission of documents to the Tax Office Payment of state duty Obtaining a certificate 	200 Zł* <i>Does not include: state fee 21 Zł power of attorney 17Zł</i>
Registration for foreign economic activity – EORI code	<ul style="list-style-type: none"> Preparation of all needed documents Obtaining the EORI number 	250 Zł
Legalization – Karta pobytu for Board members	<ul style="list-style-type: none"> Document analysis and preparation certificate of absence of debt on the company from the Tax certificate of absence of debt on the company from ZUS preparation of the current company balance sheet – 2 times support for the receipt of documents requires additional documents on your behalf <p><i>Does not include the state fee, payment for receiving the card, the cost of the photo</i></p>	2000 Zł
TAX advising	Consultation with a tax consultant – obtaining a written opinion on the issue of taxation from Doradca podatkowego	350 Zł/hour
Legal advising	Legal advice with Polish lawyer	350 Zł/hour


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Accounting services for your company

The BASIC package includes: <ul style="list-style-type: none"> • Processing accounting documents • Compilation / submitting of DRA/ RCA/ PIT-11/ PIT-4/ 8 AR/IFT declarations • Access to the software for SaldeoSMART system • Processing bank statements in MT940 format 		
Service	Include	Cost
Accounting service for Sp. z o.o. <i>monthly payment</i>	No activity / documents*	200 zł
	1- 30 documents*	649 zł
	31-50 documents*	999 zł
	51-100 documents*	1699 zł
	Every next 10 documents*	200 zł
* what is the document mean? <ul style="list-style-type: none"> • Purchase/sale Invoice in PLN: 1 document • Salary payment: 1 document • purchase invoice in other currency - WNT: 3 accounting documents • sales invoice in other currency - WDT: 2 accounting documents 		
E-commerce		In order
Special offer for clients with more than 300 documents / month		
Processing of one report per month from Stripe, PayPal and other payment systems (up to 20 positions) + for each subsequent position - 3zł		50 Zł / month
Preparation of annual financial statements – Sprawozdanie Roczne The cost is equal to the average monthly remuneration for the last six months, but not less than 500Zł		from 500 Zł
Assistance at compiling the annual Board's protocols + uploading Sprawozdanie Roczne to the depository		300 Zł
Restoration of accounting and tax accounting of the company for previous years		from 1500 Zł
Filling up & Submitting VAT/VAT-UE declarations		50 zł / month
Preparing documents for the bank request		200 zł
Issuing an invoice based on the client's data on behalf of the client		25 zł / invoice
Vehicle mileage tracking		50 zł / car
VAT Refund Request: Document Preparation , Communication with the TAX authority		200 zł / refund
VAT / PIT / ZUS declarations Correction due to the client's request		100 zł / decl.
Balance sheet and income statement for the reporting period upon request		300 zł
Updating the VAT-OSS declaration		100 zł
"No ZUS debt certificate" - ZUS		100 zł
"No tax debt certificate" - TAX authority		100 zł
Documents for division into parts for TAX authority / ZUS debt		from 400 zł
Additional documents at the client's request		from 100 zł
Opinion from a Tax Consultant – Opinia Doradcy Podatkowego		from 350 zł



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Payroll services – employee only

Service	Description	Price
Onboarding of a new employee	<ul style="list-style-type: none"> Powiadomienie (citizens of Ukraine only) 	100 zł one-time payment
	<ul style="list-style-type: none"> Oświadczenie for the employee (citizens Belarus, Moldova, Armenia) + Notification of Urząd pracy about the beginning / end of the foreigner work 	200 zł * one-time payment
	<ul style="list-style-type: none"> Permission A for employment of foreigners (third-country nationals), Permission B – board members Preparation of documents Opinya of the Headman (if necessary) Notification of Urząd pracy about the beginning / end of the foreigner work 	300 zł* one-time payment
	Employment registration : <ul style="list-style-type: none"> preparation of an employment contract (umowa o pracę / dzieło / zlecenie) design personal file documents employee registration in ZUS preparation of documents upon dismissal 	100 zł one-time payment
	The same in two languages (Polish/Russian or Polish/English)	200 zł one-time payment
<i>* The cost of the service does not include payment of the state fee</i>		
Payroll service	Umowa o Prace / Members of Board Personnel service and calculation salary boards including <ul style="list-style-type: none"> accrual salaries and taxes calculation vacations and overtime hours calculation payments to ZUS, filling up reports to ZUS filling up PIT-11 at the end years 	80* zł monthly
	Umowa zlecenie / Umowa o dzieło Personnel service and calculation salary fees , decision on remuneration members Boards of Directors : <ul style="list-style-type: none"> accrual salaries and taxes calculation payments to ZUS, filling up reports to ZUS filling up PIT-11 at the end years 	70* zł monthly
<i>* When the data is delivered after the 5th day of the next month, the cost of the service increases by 10%</i>		
Salary adjustments/declarations due to the client's fault/request		75 zł / declaration
Submitting data in ZUS about your family		50 zł / person
Calculation and filing of the PIT -37 declaration for an employee		70 zł / declaration
Business trip calculation in Poland		20 zł employee/month
Business trip calculation abroad		40 zł employee/month
A1 form	Submitting documents + obtaining form A1 for the employee	300 zł one-time payment
EKUZ card	The EKUZ card allows you or your employee to visit a doctor in any EU country. The cost of medical care will be covered by ZUS.	200 zł one-time payment



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Personal services

Service	Description	Price
PESEL	Consultations on obtaining an Individual Tax Identification Number (PESEL)	400 Zł
Profile Zaufany	Profile Zaufany = An electronic signature allows you to remotely manage your company's activities, submit reports, and more.	300 Zł
The business plan	Business plan for a residence permit	From 300 Zł
Submitting documents for a residence permit	<ul style="list-style-type: none"> analysis and preparation of documents assistance in submitting documents submitting additional documents on your behalf <p><i>Does not include state duty , payment for obtaining a card, cost of a photo</i></p>	From 800 Zł*

Note

- This offer is for informational purposes only and is not an Offer in the meaning of the Civil Code of the Republic of Poland.
- The cost of services is indicated "net" - the VAT rate will be added to the service cost
- It is possible to issue an invoice in EUR currency
- The cost of services does not include the cost of documents delivery if needed.
- The cost of other services not included in the price list is agreed upon by the parties in writing by exchanging e-mail messages.

**Didn't find the service you need?
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+48 577 00 1351 WhatsApp



evogroup.biuro@gmail.com



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