



getsix<sup>®</sup> SERVICES

Member of **HLB** International.  
A world-wide network of independent  
accounting firms and business advisers.

get**Outsourcing**  
get**First-Class** service



Take care of your core business, getsix<sup>®</sup> will do the rest!

# WHY USE **get**six<sup>®</sup> SERVICES?



get**Focus**  
get**Excellence**  
get**Experience**

## Outsourcing Targeted on six advantages

Outsourcing your business processes has now become a standard initiative to optimise your operating costs. However, this is only 'part' of the hidden potential of outsourcing.

### 1. INCREASE YOUR PRODUCTIVITY

Take care of your core business. getsix® will do the rest!

### 2. LEADS TO COST REDUCTION

Outsourcing key processes, allows us to provide a full range of Accounting, Payroll, HR, Tax & Financial services, as well as Corporate & Banking consultancy.

### 3. TRANSPARENCY, GIVING YOU FULL CONTROL

Key elements in gaining our clients trust and cost control, creating a valuable working relationship.

### 4. EXPERIENCE & EXPERTISE

Integration of specialists, co-operations, strategic partnerships, memberships and networks providing unequalled resources to provide the highest standards of service.

### 5. LATEST TECHNOLOGY

getsix® compliment our services with state-of-the-art, fully developed and technical IT solutions.

### 6. getOUTSOURCING getsSUCCESS

getsix® understands that's its success, is a direct result of your success.

## getOutsourcing getResources

The goal of the getsix® Group is to become a strong partner in supporting, advising and managing everyday business processes for companies and entrepreneurs operating in Poland. getsix® prides itself on first-class client focused outsourcing services in the following areas:

- Business Services & Consulting
- Accounting & Payroll
- IT Sales & Services
- Tax & Legal

## getTeam getFlexible

getsix® concentrates on addressing the requirements of mainly foreign capital owned companies and their owners or managing directors, while of course dealing with domestically owned companies.

With over 85 highly skilled, well qualified and experienced employees using their excellent knowledge of English and German languages, while working in conveniently located and simple to reach offices in Wrocław, Poznań and Warsaw, along with our representative office in Berlin.

getsix® employees are not only the wealth of our business, but also make us much stronger. They are committed and at the disposal of our clients, ready to assist, or even to visit our potential clients in order to discuss in-depth your expectations. Accordingly, based on gathering your specific requirements, we can of course prepare a tailor-made and customised offer, unique to your business.

### Partnerships / Competencies





## COMPANY FORMATION

getsix® offer the services of registering and starting-up your company within Poland, as well as internationally



## OFFICIAL DOCUMENTATION

- Prepare Polish government documents,
- along with loan and leasing applications



## EXTERNAL CONTROLLING

getsix® will highlight procedures that affect your company operations, including any rule, tax law or regulations



## VIRTUAL OFFICE

- Enhancing the reputation and creditability of your company, providing a professional office address with secretarial and administrative services in Poland



## CORPORATE BUSINESS PLANS

Vast experience in the preparation of business plans, feasibility reports and financial statements



## PROPERTY EVALUATION

- The process of locating suitable property for your business needs



## RISK ASSESSMENT

Using our established legal relationships, we can identify, evaluate and estimate risks levels



## INTERIM MANAGEMENT

- Providing a temporary facility of management resources and skills, along with fiduciary service



## BANKING SERVICES

Selecting the appropriate bank, minimising fees and optimising services, while providing bespoke additional financial services



## FINANCIAL SUPPORT



## DEVELOP NEW STRATEGIES



## CO-ORDINATE INVESTMENT



## INTERNATIONAL KNOWLEDGE



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## BUSINESS SERVICES

Provided that your business requires a location in Poland, getsix® with great pleasure will take care of all necessary steps on your behalf. getsix® start from your company foundation – including legal address, up to a complete virtual office.

Allowing savings on rental, along with operational and staff costs. Allowing you to focus on pushing your core business. getsix® will take care of the smooth handling of the administration processes workflow.



## CONSULTING

SIMPLIFY YOUR BUSINESS - getCONSULTING

Providing consulting services as an experienced business insider makes the difference. Outsourcing to an ISO 9001:2008 certified company for the design, development and provision of innovative consulting services for your company, will give focused assistance to carry out your business projects.



# ACCOUNTING & PAYROLL



## BOOKKEEPING & PAYROLL

Whether you're a start-up with limited funds, or a well-established company in need of greater efficiency, getsix® can help with invoicing customers, managing payables and receivables, reconciling accounts, handling collection efforts, along with salary, social and health insurance calculations to name a few



## BUSINESS ASSESSMENT

Cost centre analysis providing benefits of alternative courses of action, using systematic comparisons



## SAP & ENTERPRISE RESOURCE PLANNING (ERP)

Effective use of our modern systems, which can adjust and usually merge with your external system i.e. SAP and Microsoft Dynamics NAV



## TAX RETURNS

Preparation of all tax returns for both the company and employees (including Expatriates)



## BALANCE SHEETS, PROFIT & LOSS STATEMENTS

Bi-lingual creation to conform to Polish law



## HR

Specialist knowledge and experience in Polish regulations, including procedures of legalisation of stay and work, international assignments, as well as human capital consulting and recruiting/hiring of new employees



## CONVERSION OF STATEMENTS

Polish annual statements to match International Commercial Code in regard to accounting regulations



## STATUTORY REPRESENTATION

Reliable statutory representation of your company in proceedings at Tax & Revenue office and Social Insurance Institution (ZUS)



## MULTI-LINGUAL REPORTING

Customised corporate reporting in co-operation with auditors appointed by the client



## ACCOUNTING

getsix® financial accounting solution provides a comprehensive package for organisations to monitor, manage, deploy and maximise ROI over financial resources. We give our clients a way to raise the visibility of financial metrics, and the effectiveness of financial management and accounting throughout their organisation. getsix® financial solution empowers our clients by providing key information at right time and gain critical insights into your organisations performance through various dashboards, including general and sub-ledger bookkeeping, financial statement preparation, planning and analysis, accounts receivable and payable to name a few.



## PAYROLL

(INCLUDING HUMAN RESOURCES)

Outsourcing your specific Payroll & HR requirements to getsix® has 'real' advantages. The key advantages being - reducing operational costs related to your business and maintaining qualified employees, purchase of necessary computer software and hardware, and of course confidentiality. getsix® ensures diligence in the maintenance of Payroll & HR documentation, as well as providing advice within the field of labour law. These services are performed using the latest technologies based on Microsoft Dynamics NAV. getsix® guarantees security and confidentiality of our customer's data (ISO 27001: 2013 certified).



# IT SALES & SERVICES



## HARDWARE/SOFTWARE SOLUTIONS

Offering your company technical support and maintenance, also correct IT hardware solutions, while using our IT experts to decide the correct software solution for your business



## HOSTING SOLUTIONS

Why not reduce your costs and get greater flexibility by using getsix® solutions i.e. Software-as-a-Service (SaaS) Microsoft Dynamics NAV



## BUSINESS INTELLIGENCE

Effective use of our modern systems, which we can modify and usually merge with your external system i.e. SAP and Microsoft Dynamics NAV



## CUSTOMISED MANAGEMENT REPORTS

Our clients can request bespoke reports 24/7 ONLINE CLIENT PORTAL (LaaS). A delivery model that puts your reports and files into the Cloud, giving you 'real-time' exchange of your reports and data



## SERVICE INTEGRATION

We have the ability to integrate our outsourcing services in Accounting, Payroll and HR



## INNOVATIVE IT SOLUTIONS

Full-service technology consulting using our vast experience to remove any challenges you might have



## CLOUD SERVICES

The goal for getsix® is to provide small and medium-sized businesses technology infrastructure as a service. No need to manage servers, back-ups, security etc.



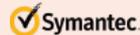
## getsix® REPORTING PORTAL

Use of our customer portal with 'live data' 24/7 - interactive reports



## getsix® e-SERVICE

Mobile Reporting & Extranet for iPhone & iPad. Your business analysis with you, when you need it. Your company is always with you.



## IT SALES

We offer you the perfect conclusion to your outsourcing besides the technical support and the maintenance, also the correct IT hardware solutions catering for all your needs. This enables you to procure all requirements at one source – Economically, efficiently and without any loss in quality. The specialised staff of getsix® will, following a detailed analysis of your wants and needs, provide an optimal IT environment for you. getsix® will start from the hardware, up to the best fitting business software solution. With our IT Pros, we are certainly ready to complete the most complex assignment at a competitive price.



## IT SERVICES

getsix® offers your company specialist staff to advise and assist you on your IT-security. The service comprises of, besides the standard support, also the surveillance and the update management of your computer systems. Our specialised employees install and configure for you all necessary hard, system and user-software. getsix® passes on all corporate live data over your exclusive client portal.





## **TAX LAW GUIDANCE**

To interpret and explain current Polish tax laws, to enable your company to comply with the law

## **TAX PREPARATION**

- We help with the process of preparing your tax returns and filling in the relevant forms

## **CONTRACT ANALYSIS**

Fiscal analysis of contracts signed by the client with the other parties (if necessary, enquiries to the Ministry of Finance)

## **TRANSFER PRICING**

- The preparation of correct documentation, to contribute to the understanding of certain economic activity

## **TAX CONSULTANCY**

Our activities focus on true and fair review of your books, also tax register of revenues and expenses in accordance with the accountancy and tax laws

## **LEGAL CONSULTANCY**

- We aim to provide companies an innovative and diverse method of legal service, incorporating all entrepreneurial aspects for activity in Poland

## **CO-ORDINATION**

Full co-ordination of your business activities within the applicable regulations

## TAX

A proper, efficient advisory and counselling tax service, as well as the optimisation of your tax burden, stays the foundation of our services. getsix® has set-up a specialist framework to minimise your tax risks. getsix® concentrates in achieving this target on tax opinions, tax interpretations and explanations, consultancy and planning of optimisation measures of your tax burden, as well as on the implementation of the compiled strategies. Further more, getsix® offers a focused advisory service, with regards to tax and accounting policy, due diligence of contracts, advance turnover tax returns and even the representation of your company, versus Polish Tax Chamber.



## LEGAL

For a smooth flow of your business, an insightful legal consultancy stays pivotal from the outset. Predicated on the gathered know how, getsix® as a consultancy company created a legal framework, which is exactly equipped to live up to the expectations of foreign companies operating in Poland. Starting from the set-up of your business by our branch, a competent legal accompaniment is provided. Within your running operation, getsix® stays at your disposal for performing the due diligence of contracts. Beyond that, the execution of your economic interest, as per your needs, to guarantee an uninterrupted course of actions and events.





**getsix® SERVICES**



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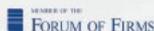
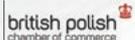
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**Memberships**



**Certificates**



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Passed test for ISO 27001:2013