

SETTING UP A NEW COMPANY, RUNNING HR, PAYROLL AND ACCOUNTING FOR IT

A branch of the UK based parent company

SUMMARY

Our client was a UK company in the field of building preparation for the specific cleanliness and air quality level requirements necessary for IT data centres, which won a contract to participate in an investment worth over £1.1m in Poland.

For our client we provided:

- Analysis of what form of company organisation would be most beneficial for the parent company,
- Establishment of a subsidiary in Poland,
- Accounting for the company,
- Preparation of reports for reporting requirements to the parent company in the UK,
- Payroll and personnel settlements,
- Office space sublease service,
- Office support service.

ISSUES TO BE RESOLVED

For a British client, we carried out an analysis of which way of entering the Polish market would be most advantageous logistically, in terms of time and cost.

Together we decided to prepare a shelf company specifically for the client's needs and then sell this company to the parent company in the UK.

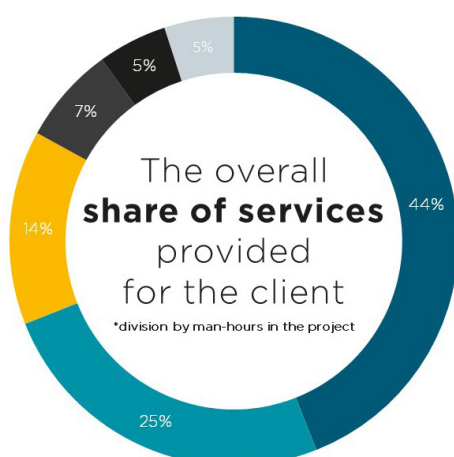
The newly formed company employs 12 substantive employees who work directly on the investment in Poland, while our company provides back-office services in the form of office management and mail handling, HR and payroll, as well as accounting and tax and legal advice.

“OUR PRIORITY IS TO ENSURE THE HIGHEST STANDARDS OF SERVICE AND INDIVIDUAL APPROACH TO EACH CLIENT. WE STRIVE TO DELIVER EXCELLENCE IN EVERY ASPECT OF OUR OPERATIONS, FROM HUMAN RESOURCES AND PAYROLL SERVICES TO ACCOUNTING AND TAX CONSULTING.”

ACTIONS TAKEN

Detailed activities undertaken during our cooperation:

- Preparation of documents for the client's application for VAT in Poland and carrying out the registration process,
- Assistance in opening bank accounts - preparation and presentation of documents to the bank for the requested opening of company accounts, taking into account the banking compliance process,
- Preparation of Polish-English probationary and time-limited employment contracts for two years,
- Preparation of all formalities related to the registration of a Polish limited liability company with the Social Insurance Institution (ZUS) as an employer as required by Polish labour law,
- Preparation of documentation related to PESEL number applications for members of the management board, personal assistance during the application process and receipt of the PESEL number,
- Establishment of personnel files for new employees,
- Bookkeeping of documents and communication, clarification and reconciliation with the parent company in the UK,
- Preparation of reports under parent company reporting requirements:
 - Supplier summary report,
 - Invoice deficiency report,
 - Non-payment report,
 - Open items report, suppliers.
- Filing of CIT-2 declaration,
- Filing of VAT-7 + VAT EU declarations,
- Preparation and sending of standard control file (JPK) to the tax office,
- Troubleshooting accounting problems, e.g. preparing corrections to VAT returns and the standard control file for data received after the statutory deadline,
- Solving personnel problems, for example: analysing a request for information from the Social Insurance Institution (ZUS), correspondence with a client, taking over and assisting with an inspection from the District Labour Inspectorate.



■ ACCOUNTING

44%

■ HR & PAYROLL OUTSOURCING

25%

■ TAX SERVICES

14%

■ LEGAL SERVICES

7%

■ BUSINESS SERVICES

5%

■ CONSULTING SERVICES

5%

RESULTS

NEW FULLY OPERATIONAL POLISH
COMPANY BASED IN WARSAW,
WITH 12 EMPLOYEES IN POLAND,
OPERATING UNDER THE BANNER OF
A BRITISH GROUP.

NEXT STEPS

Developing partnerships with the parent company in the UK. Expanding our portfolio of services to better match current client needs. We believe that we are strategic partners with our clients and are truly committed to their success. From the outset, we work with our clients to develop procedures and practices that make their finance, accounting and HR and payroll departments an effective part of their business. Our clients are assured that their books are in perfect order and gain access to more detailed financial information and analysis.

ACCOUNTING & TAX ADVISORY FOR YOU!

If you have questions about accounting, taxation or other aspects of tax law in Poland, please contact our team of advisors.

[Contact »](#)

CUSTOMER RELATION DEPARTMENT



ORTWIN-UWE JENTSCH
Head of Customer
Relationships Department
Partner

Tax consulting
Localization: Warsaw



GET IN TOUCH WITH US

Regardless of the question you have,
our team will guide in the right direction.

Certificates



NCAGE 2152H