



ACCOUNTING SERVICES IN POLAND

STATUTORY ACCOUNTING & COMPLIANCE

PEACE OF MIND AND CONFIDENCE IN YOUR COMPANY'S FINANCES

- Full compliance with applicable regulations
- An experienced team of professionals
- Transparent financial reports
- Digital document workflow
- Dedicated client manager
- Security certified by recognised standards



WE ARE AN INDEPENDENT MEMBER OF
**THE GLOBAL ADVISORY
AND ACCOUNTING NETWORK**

TABLE OF CONTENTS

INTRODUCTION	3
WHAT IS STATUTORY ACCOUNTING IN POLAND?	4
When full accounting system applies	4
Business significance	4
SCOPE OF OUR ACCOUNTING SERVICES	5
Cooperation and billing model	6
BENEFITS OF ACCOUNTING WITH getsix®	7
OUR APPROACH AND SERVICE STANDARD	8
TECHNOLOGIES AND TOOLS SUPPORTING BUSINESS	9
STARTING COOPERATION WITH getsix®	10
ONGOING COOPERATION	11
Primary communication channel	11
Accounting system	11
BUSINESS DEVELOPMENT WITH getsix®	12
Document workflow automation	12
Control and business analysis needs	12
CUSTOMER SATISFACTION AND QUALITY STANDARD	13
Customer Relations Department	13
Quality Management Department	13
CERTIFICATIONS AND DATA SECURITY	14
Certified standards	14
Information security and client data protection	14

INTRODUCTION

Growing challenges resulting from global competition require agile and highly efficient corporate structures. Declining resources and increasing cost pressure demand a resilient and flexible organization.

The goal of getsix® is to support companies and entrepreneurs in Poland in facing the challenges related to growing global competition, which requires agile and highly effective company structures.

getsix® offers a wide range of complementary professional services in Poland in the following areas:

- Accounting, HR and Payroll Services
- Tax and Legal Advisory
- **Business and Consulting Services**
- E-Services and IT Solutions

The group of long-term getsix® clients includes both Polish companies and reputable international enterprises with branches or subsidiaries in Poland. To meet the needs of our clients, we provide support in Polish, English, and German.

The getsix® accounting office is a member of HLB, a rapidly growing and dynamic network of independent, professional accounting firms and business advisors. HLB partners are well-established organisations in their respective countries, many of which rank among the top twelve advisory and accounting firms nationwide.

DOCUMENT PURPOSE

This document is dedicated to the accounting services provided by getsix®. Its purpose is to present the scope of the service, the cooperation model, and the organizational and technological solutions applied, as well as to explain how statutory accounting can support the safe and efficient conduct of business in Poland.



WHAT IS STATUTORY ACCOUNTING IN POLAND?

Statutory accounting, **commonly referred to in Poland as full accounting**, is the most comprehensive system of financial record-keeping under the Polish legal framework. **It consists of maintaining accounting books in accordance with the Polish Accounting Act and covers all business transactions occurring within the enterprise** – both from the tax and financial reporting (statutory) perspectives.

Unlike simplified forms of record-keeping, full accounting enables a complete and reliable reflection of a company's financial position, including its assets, liabilities, receivables, costs, revenues, and financial result.

As a result, it is not only a tool for meeting statutory obligations but also the foundation for informed business management.

WHEN FULL ACCOUNTING SYSTEM APPLIES

Full accounting system is primarily applied to entities whose operations are larger in scale, more complex, or subject to specific reporting requirements, including those exceeding certain revenue thresholds (EUR 2.5 million).

Full accounting system is mandatory or particularly important for:

- Capital companies (e.g., limited liability companies and joint-stock companies)
- Selected partnerships after exceeding specific revenue thresholds
- Branches and permanent establishments of foreign enterprises in Poland
- Entities operating within capital group structures
- Companies planning dynamic growth, reorganization, or external financing

In practice, statutory accounting often becomes a natural choice even when it is not directly required by law, but results from the business and organizational needs of the enterprise.

BUSINESS SIGNIFICANCE

Full accounting system provides a consistent and reliable picture of an enterprise's financial situation. It ensures ongoing financial control and access to the data necessary for management decision-making.

Tax and financial risks are reduced, and financial transparency strengthens the company's credibility with banks, investors, and business partners. For entities with foreign capital, it is possible to combine local legal requirements with internal group reporting standards.

SCOPE OF OUR ACCOUNTING SERVICES

Our accounting service includes comprehensive financial accounting carried out in accordance with the Polish Accounting Act and applicable Polish tax regulations.

MAINTAINING ACCOUNTING BOOKS

- Maintaining and storing accounting books, including the general ledger and subsidiary ledgers (synthetic and analytical)
- Ongoing recording of business transactions in accounting books
- Preparing trial balances and account turnover and balance summaries (synthetic and analytical)
- Recording inventory results conducted by the client in the accounting books
- Maintaining accounting documentation in accordance with applicable legal regulations

CHART OF ACCOUNTS

- Preparing the company chart of accounts based on a standard chart of accounts and adapting it to the profile and specifics of the enterprise's activities
- Ongoing updates to the chart of accounts as required by changes in business operations or regulations

PROCESSING ACCOUNTING DOCUMENTATION

- Verifying accounting documents in terms of formal and accounting accuracy
- Classifying documents and deciding how they should be recorded in accounting books

TAX SETTLEMENTS

- Maintaining purchase and sales registers for VAT purposes in Poland
- Determining VAT payable and VAT input
- Determining tax liabilities in Corporate Income Tax (CIT)
- Preparing and filing monthly, quarterly, and annual tax returns
- Preparing other tax returns and information required under applicable regulations



REPORTING AND STATUTORY FINANCIAL STATEMENTS

- Preparing monthly financial statements, including in particular the balance sheet, profit and loss statement, and turnover and balance summaries
- Preparing annual financial statements in accordance with the Polish Accounting Act
- Preparing statistical reports required by law

The scope of the service and the manner of its delivery are each time tailored to the client's needs and the specific nature of their business, taking into account the scale of operations and expectations regarding reporting and support. The detailed scope of cooperation and the allocation of responsibilities are defined individually in the agreement.

COOPERATION AND BILLING MODEL

The statutory accounting service is provided on the basis of an agreed flat-fee remuneration and, where necessary, hourly billing for additional services. The billing model is based on the scale of the client's operations, in particular the volume of accounting documents, ensuring transparency and cost predictability.

In the case of non-standard activities or services extending beyond ongoing accounting support, settlement based on hourly rates is possible. These rates depend on the level of involvement and experience of the specialists, allowing the scope of support to be flexibly adjusted to the company's current needs.

DIGITAL DOCUMENT WORKFLOW

The cooperation is based on a digital-first model, enabling an efficient electronic document workflow and continuous remote access to financial reports. This provides greater transparency, faster access to information, and improved day-to-day collaboration. Reporting may be provided in Polish and/or English, facilitating communication and reporting in an international environment.

SEPARATION OF ACCOUNTING AND ADVISORY SERVICES

Accounting services and tax and legal advisory services are delivered under separate scopes. Accounting constitutes the core service scope, while advisory services are provided by specialized teams within the getsix® group and – when necessary – in cooperation with trusted law firms and external partners. This ensures a clear division of responsibilities and high-quality substantive support.

BENEFITS OF ACCOUNTING WITH getsix®

Statutory accounting conducted in accordance with Polish law ensures control over the company's finances as well as predictability in the area of settlements and reporting obligations.

LEGAL AND FINANCIAL SECURITY

Statutory accounting conducted in accordance with Polish regulations ensures compliance with the requirements of the Polish Accounting Act and applicable tax regulations. It reduces the risks associated with improper settlements and financial reporting.

FINANCIAL CONTROL AND TRANSPARENCY

A reliable and consistent picture of the enterprise's financial situation is ensured. Financial data enables ongoing monitoring of revenues, costs, and liabilities.

SUPPORT FOR MANAGEMENT DECISIONS

Access to credible financial information enables informed business decisions and planning for further business development.

CREDIBILITY TOWARDS STAKEHOLDERS

Reliable and up-to-date financial information enhances credibility with stakeholders, supports transparency, and facilitates cooperation with investors, banks, auditors, and business partners.

READINESS FOR GROWTH AND CHANGE

Full accounting creates a stable organizational foundation for business growth, reorganization, or operation within capital group structures.

These benefits mean that full accounting not only fulfills a record-keeping function but is also a key tool supporting risk management and long-term enterprise stability. For foreign entities doing business in Poland, full accounting enables a secure combination of local legal obligations with internal reporting and financial control standards.



OUR APPROACH AND SERVICE STANDARD

Delivery of full accounting services at getsix® is based on clearly defined cooperation standards that combine compliance with regulations, an understanding of the client's business needs, and the effective use of digital tools.

PARTNERSHIP BASED ON BUSINESS UNDERSTANDING

Cooperation with our accounting office guarantees that you gain a partner with a deep understanding of the specifics of full accounting for companies. Our experience, advanced tools, and individual approach to each client make us an ideal choice for enterprises seeking full control over their finances.

DEDICATED CLIENT MANAGER

Each client receives a dedicated Client Manager and an accounting team. The Client Manager is responsible for communication and coordination of activities related to accounting and tax support. Depending on the client's needs, the Client Manager also coordinates cooperation with other getsix® teams, including tax advisory, HR and payroll services in Poland, and consulting, ensuring consistency and continuity of service.

SERVICE IN THREE LANGUAGES

We provide services in Polish, English, and German, making us an excellent partner for companies operating in international markets and structures. Through multilingual communication, we can prepare documentation and reports in line with different countries' requirements and facilitate cooperation with foreign counterparties.

MODERN TOOLS AND TECHNOLOGIES

We use advanced accounting software and tools such as Microsoft Power BI (Business Intelligence) and Microsoft Dynamics 365 Business Central, which we integrate with your company's accounting processes. This enables fast and accurate reporting and easy real-time financial monitoring.

FLEXIBLE APPROACH

We understand that every company is different. Therefore, our services are fully tailored to the client's needs and scale of operations. Whether you run a small business or manage a large corporation, we adjust the cooperation scope to your expectations and requirements.

getsix® e-Services TECHNOLOGIES AND TOOLS SUPPORTING BUSINESS

getsix® e-Services is an integrated family of modern applications designed to support our Clients in their daily work and enhance collaboration with our team. Our e-services are developed to digitize accounting, HR, and reporting processes – offering greater convenience, transparency, and efficiency.

The scope of getsix® e-Services includes:

- **Customer Extranet** – Provides secure, 24/7 access to documents and shared resources in one place, ensuring transparency and smooth communication with getsix®.
- **Customer Invoice and Workflow Portal** – A central hub for managing invoices – from submission and verification to approval and transfer to accounting. The portal automates document circulation, ensures transparency throughout the entire process.
- **Customer BI and Reporting Portal** – An advanced analytical tool that enables companies to efficiently manage data and generate detailed reports. Thanks to integration with various systems and the use of Power BI technology, this solution supports making informed business decisions.
- **Symfonia HR Portal** – A modern self-service HR and payroll platform that enables employees and managers to quickly and securely access key HR information and documents.
- **Microsoft Dynamics 365 Business Central** – A comprehensive ERP system that provides full automation of accounting processes, regulatory compliance, and quick access to key financial data.

Together, these tools create a fully digital, transparent, and secure working environment that allows for quicker decision-making, greater accuracy, and smoother collaboration between your company and getsix®.

ACCOUNTING AND
HR POWERED BY
TECHNOLOGY



Customer
Extranet



Invoice
& Workflow Portal



BI & Reporting
Portal



Symfonia HR
Portal



Microsoft Dynamics
365 Business

STARTING COOPERATION WITH getsix®

Cooperation with getsix® is based on a transparent and structured process that ensures smooth implementation of services and full financial security for the client.

Each stage is carried out in accordance with high quality standards and full compliance with applicable regulations.



CLIENT NEEDS ANALYSIS

Cooperation begins with an initial meeting or consultation, during which the company's organizational structure, accounting needs, expected service scope, and preferred delivery model are analysed.



OFFER PREPARATION

Based on the collected information, a cooperation proposal is prepared and tailored to the specifics and scale of the client's business, including the service scope and implementation timeline.



AGREEMENT SIGNING AND ENVIRONMENT SETUP

After signing the agreement, cooperation formally begins. The client provides the necessary data and documents, and on the getsix® side the system environment is configured, including access to selected getsix® e-Services.



ONBOARDING AND PROCESS LAUNCH

During onboarding, accounting processes are activated, communication rules are established, the document workflow is set up, and the scope and frequency of reporting are agreed. **A dedicated Client Manager is assigned to the client and an accounting team is appointed to handle ongoing service delivery.**



ONGOING ACCOUNTING SERVICE AND REPORTING

Services defined in the agreement are delivered, including ongoing accounting support, financial reporting, and preparation of tax returns, in close cooperation with the dedicated Account Manager and accounting team.

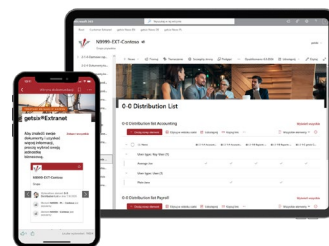
As part of standard service, clients receive access to the Customer BI and Reporting Portal, including two basic financial reports: a general ledger postings summary and a chart of accounts overview, enabling ongoing insight into accounting data.

ONGOING COOPERATION

Cooperation with getsix® is based on continuous, structured accounting support delivered according to established processes and digital tools. The scope of ongoing support and the getsix® e-Services solutions used ensure efficient document circulation, transparent financial data, and effective communication in day-to-day cooperation.

PRIMARY COMMUNICATION CHANNEL

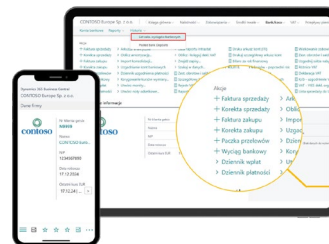
At the start of cooperation, the client receives access to the **Customer Extranet** – a central and secure platform supporting daily communication and document exchange. The system enables uploading and downloading accounting documents and reports in one place, 24/7, from any device, significantly improving document workflow and saving time.



The Customer Extranet is **the primary communication channel with the dedicated getsix® accounting team**. Access is configured individually, and the client independently determines user permissions within their organization. As a result, all key information and documents are available in one place in an organized and controlled manner.

ACCOUNTING SYSTEM

getsix® delivers accounting services based on **Microsoft Dynamics 365 Business Central**, providing a consistent and modern environment for accounting. Clients who do not have their own invoicing system may use Microsoft Dynamics 365 Business Central **used by getsix® for accounting services**. This requires purchasing an appropriate system license, which also provides the client with ongoing access to financial data.



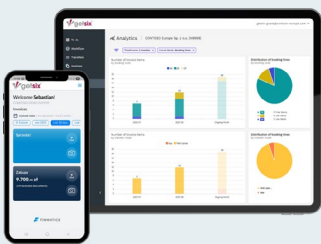
In certain cases, getsix® may conduct accounting directly in the client's system. This solution helps maintain continuity of the client's internal processes. The delivery model in such cases is agreed individually.

Regardless of whether the client uses their own system or getsix® solutions, the cooperation model ensures flexible adjustment of tools and service delivery to the specifics of the client's business.

BUSINESS DEVELOPMENT WITH getsix®

Cooperation with getsix® does not end with ongoing accounting services. As the client's business grows and the scale and complexity of processes change, the support scope and getsix® e-Services tools can be gradually expanded. This enables adjusting the cooperation model to the enterprise's current operational and information needs.

DOCUMENT WORKFLOW AUTOMATION



Depending on the company's development stage and the increasing number of invoices, there is often a need for more advanced invoice workflow management. At the client's request, the **Customer Invoice and Workflow Portal** is implemented, providing full control over invoice circulation – from submission and verification, through approval, to transfer to accounting.

The portal enables invoice status tracking at every stage and organizes processes related to invoice approval and handover to accounting. Document workflow automation improves cooperation between the client's teams and getsix®, increases process transparency, and reduces the risk of delays and errors in settlements.

More information and access to a demo version are available at: getsix.info/iwp/

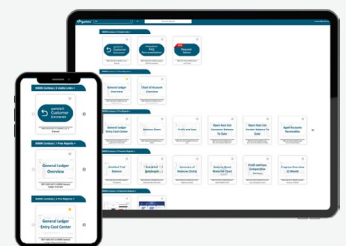
CONTROL AND BUSINESS ANALYSIS NEEDS

Beyond the two basic reports available under standard service, the **Customer BI and Reporting Portal** offers a wide range of additional predefined financial reports and the possibility to further expand reporting.

The solution, based on Microsoft Power BI, enables analysis of financial data via clear dashboards and key performance indicators, supporting ongoing monitoring of the enterprise's financial situation. Reporting scope can be expanded as the client's needs grow. Additionally, **bespoke reports** can be prepared, designed in line with the client's guidelines and tailored to the specifics of their operations.

A detailed catalogue of available reports is presented in a separate informational material. Interested parties can also review the reporting scope in the **demo environment**.

More information and access to a demo version are available at: getsix.info/bir/



CUSTOMER SATISFACTION AND QUALITY STANDARD

At getsix®, the quality of services delivered and customer satisfaction are integral elements of our cooperation model. Beyond ongoing accounting support, we place strong emphasis on client relationships, open communication, and systematic improvement of service delivery.



CUSTOMER RELATIONS DEPARTMENT

Within the getsix® structure, a dedicated Customer Relations department operates to **support clients in the areas of communication and coordination of cooperation**. This team serves as **the first point of contact** for matters related to the course of cooperation, the scope of services, and any comments concerning service quality.

The team ensures efficient routing of requests to the appropriate individuals and monitors their completion, providing the client with transparency and continuity in communication.

Clients may also use the Help Center to submit service-related remarks. Each submission is analysed and, depending on its nature, forwarded to the appropriate persons within the organization, including – when necessary – members of the Management Board.



QUALITY MANAGEMENT DEPARTMENT

The Quality Management function at getsix® includes **systematic monitoring of service quality and analysis of customer experience** at every stage of cooperation. Its goal is to ensure consistent service standards and continuous improvement of internal processes.

In day-to-day communication, clients can submit requests after logging into the Help Center. This enables providing feedback at any time, supporting rapid response and maintenance of high service standards.

In addition, **annual customer satisfaction surveys** are conducted to comprehensively assess cooperation and identify areas for improvement. The feedback collected forms the basis for further service development and enhancement of getsix® teams' operating standards.

getsix®'s approach to quality is based on the principle that the best solutions are created through dialogue with clients. Open communication, team availability, and regular feedback collection enable building long-term relationships based on trust and partnership.

CERTIFICATIONS AND DATA SECURITY

At getsix®, information security, process quality, and protection of clients' financial and organizational data are treated as key areas of our operations.

CERTIFIED STANDARDS

International ISO standards define requirements for process organization, quality oversight, and information security management.

getsix® maintains certified management systems compliant with international standards:

- **ISO 9001** – Quality Management System,
- **ISO 27001** – Information Security Management System.



These certificates confirm structured procedures, oversight mechanisms, and a systematic approach to managing quality and information security. Implemented management systems are subject to **regular external audits** performed by independent certification bodies.

In addition to external audits, getsix® also conducts **internal audits and periodic management reviews** to monitor system performance, identify areas requiring improvement, and ensure continuous enhancement.

INFORMATION SECURITY AND CLIENT DATA PROTECTION

Clients' financial and organizational data are processed in an environment managed according to the principles of confidentiality, integrity, and availability of information. Organizational and technical solutions are applied to protect data against unauthorized access, loss, or modification.

The security model includes, among others, access control to systems and documentation, IT infrastructure safeguards, regular backups, and incident management procedures. Personal data processing is carried out in compliance with applicable laws, including GDPR.

At getsix®, quality and security are not treated as one-off actions, but as elements of ongoing oversight and organizational responsibility. Adopted standards form the foundation of cooperation with clients, especially for projects requiring a high level of confidentiality, compliance, and process predictability.

PLEASE FEEL FREE TO CONTACT US::



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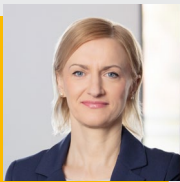
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Certificates



NCAGE 2152H



Competencies



Business Central



Microsoft Dynamics 365



Power BI



Partnerships



Microsoft Solutions Partner



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