

Price List for Sp. z o.o. Services (LLC)

| All prices listed are **net prices (netto)**.

Sp. z o.o. Registration

Basic Package | 1 500 zł

- ✓ Full support for the Sp. z o.o. registration process.
- ✓ Preparation of all necessary documents.
- ✓ Pre-registration consultation: We will go over all stages, discuss taxation, and provide general information about doing business in Poland.

200 zł | Additional hourly consultations (e.g., tax optimization, business strategy, etc.)
/hour

Premium Package | 2 500 zł

- ✓ All services from the "Basic Package"
- ✓ Detailed business consultations on operational activities (no hourly charge)
- ✓ Tax optimization consultations (Doradztwo podatkowe).
- ✓ Detailed analysis of your business model and operational strategies in Poland.
- ✓ Answers to other questions upon client request.

Mandatory State Fees

350 zł | Court fee (KRS) upon submission of registration documents.

0.5% tax on the company's share capital (paid via PCC-3 declaration).

Additional fees related to business registration

500-700 zł/year | Virtual office (legal address).
Note: We do not provide this service directly, but we can recommend a reliable partner company.

150 zł | Accounting mediation in concluding the virtual address agreement and handling formalities.

Monthly Accounting Service

Accounting Services | from 600-700 zł/month.

The price is determined individually, based on the number of documents per month according to the table below.

Price Table for Monthly Sp. z o.o. Service

Number of documents	Full Accounting (For Non-VAT Payers)	Full Accounting (For VAT Payers)
0-20	600 zł	700 zł
21-30	830 zł	930 zł
31-40	1050 zł	1150 zł
41-50	1270 zł	1370 zł
51-60	1450 zł	1550 zł
61-70	1630 zł	1730 zł
71-80	1810 zł	1910 zł
81-90	1990 zł	2090 zł
91-100	2170 zł	2270 zł

How we count documents:

- 1 standard invoice = 1 document.
- 1 foreign invoice = 2 documents.
- Every 6 items on a bank statement = 1 document.
- 1 payroll slip = 1 document.

Year-End Closing

Comprehensive Year-End Closing | from 1 500 zł

Note: The cost of the year-end closing is equal to the average monthly fee for accounting services. (For example, if the average monthly fee was 2,000 zł, the year-end closing will also cost 2,000 zł).

HR Services (Personnel)

60 zł / month | HR service for one employee.

350 zł | Issuing Zaświadczenie A1.

500 zł | Issuing Zezwolenie na pracę (Work permit).

200 zł | Issuing Oświadczenie o powierzeniu pracy (Declaration of entrusting work - for citizens of Armenia, Belarus, Georgia, Moldova, Ukraine).

50 zł | Issuing Powiadomienie o powierzeniu wykonywania pracy (Notification of entrusting work - for citizens of Ukraine).

Real Estate Services

Mediation in renting commercial premises

- ✓ Property search.
- ✓ Conducting negotiations on behalf of the client.
- ✓ Legal review of the lease agreement.
- ✓ Full support throughout the rental process.

Service cost: Equal to one month's rent for the selected property.

Additional Services and Possible Fees

Consultations and Documentation

- 200 zł /hour** | Preparation of tax or legal documents or declarations not included in the standard monthly service (including consultation, preparation, and submission via PRS).
- 200 zł /hour** | Additional consultations not directly related to the client's company activities.
- 300 zł** | Preparation of a loan agreement (Umowa pożyczki).
100 zł - For each subsequent similar agreement.

Administrative and Registration Services

- 150 zł** | Assistance in opening a bank account (at ING Bank Śląski).
The process is carried out entirely online, without the need to visit the bank.
- 800 zł** | Remote registration for a PESEL number.
- 200 zł** | Obtaining an EORI number.

Specialized Tax Services

- 1200 - 2000 zł** | Request for an individual tax interpretation (KIS).
The final cost depends on the complexity of the case.
- Add. fee** | Support during tax audits (kontrola podatkowa / czynności sprawdzające) in case of increased workload; the cost is agreed upon individually.