

Price List for Sp. z o.o. Services

Valid from **01.01.2026** to **31.12.2026**

All prices listed are **net prices** (excluding VAT).

Company Registration (Sp. z o.o.)

Basic Package | 1 700 zł

- ✓ Full support of the Sp. z o.o. registration process.
- ✓ Preparation of all necessary documents.
- ✓ Pre-registration consultation: analysis of all stages, taxation discussion, and general information about doing business in Poland.

250 zł | Hourly consultations (e.g., tax optimization, business strategy, etc.)
/hour

Premium Package | 2 200 zł

- ✓ All services from the "Basic Package".
- ✓ Extended business consultations on operations (no hourly fee).
- ✓ Tax optimization consulting (Doradztwo podatkowe).
- ✓ Detailed analysis of your business model and strategies in Poland.
- ✓ Answers to other inquiries upon request.

English language support fee: **+600 zł** (in addition to any package).

Mandatory State Fees

350 zł | Payment to the court (KRS) when submitting registration documents.

0,5% tax on the company's share capital (paid via the 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 trusted partner firm.

150 zł | Accounting intermediation in concluding the virtual office agreement and handling formal issues.

Monthly Maintenance

Accounting Services | from 650 zł / month

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

Table of Monthly Maintenance Costs for Sp. z o.o.

Number of Documents	Full Accounting (Non-VAT Payer)	Full Accounting (VAT Payer)
0-10	650 zł	750 zł
11-20	830 zł	930 zł
21-30	1010 zł	1110 zł
31-40	1190 zł	1290 zł
41-50	1370 zł	1470 zł
51-60	1550 zł	1650 zł
61-70	1730 zł	1830 zł
71-80	1910 zł	2010 zł
81-90	2090 zł	2190 zł
91-100	2270 zł	2370 zł
101-110	2440 zł	2540 zł
111-120	2610 zł	2710 zł
121-130	2780 zł	2880 zł
131-140	2950 zł	3050 zł
141-150	3120 zł	3220 zł
151+ (for every 10 up to 200)	+160 zł	

How we count the number of documents:

- 1 standard invoice = 1 document.
- 1 WNT/WDT/import of services transaction = 2 operations (documents).
- 1 foreign invoice = 2 documents.
- Every 6 lines on the bank statement = 1 document.
- 1 payroll slip (payroll) = 1 document.

Year-End Closing

Comprehensive Year-End Closing | from 1 500 zł

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

HR Services

70 zł / month	Basic Package. HR maintenance (payroll calculation, reporting). Price per employee.
100 zł / month	Document Package. Same as the basic package, plus preparation of contracts/ addendums, employee statements and certificates, referrals for medical exams. (Without maintaining personal files).
+20 zł / month	Additional fee. For payroll calculation related to business trips or delegation.
50 zł	Processing Powiadomienie o powierzeniu wykonywania pracy (Notification of entrusting work to citizens of Ukraine).
200 zł	Processing Oświadczenie o powierzeniu pracy (Declaration of entrusting work — for citizens of Armenia, Belarus, Georgia, Moldova, Ukraine).
250 zł /hour	Consultations on HR and legal issues (analysis of personal files, HR consulting, PPK, business trips, contract analysis, legalization).
350 zł	Processing Zaświadczenie A1 (A1 Certificate).
500 zł	Processing Zezwolenie na pracę (Work Permit).

Real Estate Services

Intermediation in renting commercial premises ("turnkey" service)

- ✓ Real estate property search.
- ✓ Conducting negotiations on behalf of the client.
- ✓ Legal verification of the lease agreement.
- ✓ Full support of the leasing process.

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

Additional Services and Potential Fees

Corporate Procedures and Documents

- 200 zł** | Car rental agreement (preparation of the agreement (Umowa najmu samochodu) for using a car in the company).
- 1000 zł** | Structuring shareholder remuneration art. 176 ksh (full package: draft amendments, notary organization, recording, submission to KRS + consultation).
- 5000 zł** | Company Liquidation.

Consultations and Documentation

- 250 zł /hour** | Consultation for **our** clients (on issues outside the scope of the client's current activities).
- 200 zł** | Preparation of a resolution (uchwała) on the appointment of remuneration for a board member.
- 300 zł /hour** | Tax and legal consultations.
- 300 zł** | Preparation of a Loan Agreement (Umowa pożyczki).
100 zł - Each subsequent similar agreement.
- 700 zł** | Interim Financial Report (Bilans / RZIS).
*1 report per year — **free**, each subsequent — **700 zł**.*

Administrative and Registration Services

- 150 zł** | Assistance with opening a bank account (at ING Bank Śląski).
The process is carried out entirely online, without the need to physically visit the bank.
- 1100 zł** | Remote processing of PESEL number.
- 200 zł** | Obtaining an EORI number.
- from 300 zł** | Making changes to the KRS (wnioski zmianowe).

Specialized Tax Services

- Free** | First check of the year (Kontrola).
- 150 zł /hour** | Subsequent checks and VAT returns, as well as verification actions during VAT returns (czynności sprawdzające).
- 100 zł** | VAT-9M/VAT-8 Declarations.
- 1200 - 2000 zł** | Request for individual tax interpretation (KIS).
The final cost depends on the complexity and scope of the analysis.