



**SIIAMI**

# **Service price list**

Effective from September 1, 2025

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# Business registration

## Sole Proprietorship Registration (JDG)

Registration of an individual entrepreneur (JDG)  
with further accounting services

100zł

### The service includes:

#### Initial consultation:

- recommendations on choosing a form of taxation and PKD codes,
- analysis of the need to register as a VAT/VAT-UE payer.

#### JDG registration

Specialist support at all stages of registering an individual entrepreneur in CEiDG. After registration, the client signs an accounting service agreement from the date of commencement of the individual entrepreneur's activities in accordance with the current tariff.

\* The minimum term of accounting services under the agreement is **3 months**.

[Click to learn more about our Sole Proprietorship \(JDG\) accounting services](#)

Registration of an individual entrepreneur (JDG)  
without accounting services

400zł

### The service includes:

#### Initial consultation:

- recommendations on choosing a form of taxation and PKD codes
- analysis of the need to register as a VAT/VAT-UE payer

#### Registration of an individual entrepreneur

Support from a specialist at all stages of registering an individual entrepreneur in CEiDG

[Click to learn more about our Sole Proprietorship \(JDG\) accounting](#)

## Additional services

Accounting services for sole proprietorships

from 300zł/ month

[Click to learn more about our Sole Proprietorship \(JDG\) accounting](#)

Virtual Office

100zł/ month

[Click to learn more about our Virtual Office](#)



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# Company Registration (Spółka)

	Start Package	Business Package	Premium Package
Company name check	Yes	Yes	Yes
PKD code consultation	Yes	Yes	Yes
S24 system registration	Yes	Yes	Yes
CRBR registration	Yes	Yes	Yes
NIP-8, PCC-3, VAT/VAT-EU, ZUS registration	Process isn't included, extra fee required.	Yes	Yes
Accounting, unlimited documents for base price	–	Yes Two months included in the package	Yes Two months included in the package
Virtual Office	–	Yes Two months included in the package	Yes Two months included in the package
Law consultation	–	Yes 2 hours included in the package	Yes 3 hours included in the package
Price	900zł	3000zł	4000zł

## Additional services

Full Bookkeeping

from 750zł/ month

[Click to learn more about our Full Accounting services](#)

Virtual Office

100zł/ month

[Click to learn more about our Virtual Office](#)



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# Virtual Office

A virtual address can serve as your company's official registered address for government and institutional purposes. It provides a prestigious business location, enhancing your corporate image.

Your virtual address includes professional handling of inbound and outbound mail. All letters and parcels sent to your business address are received by the virtual office provider, who then forwards them to you digitally (via scanning) or physically (mail forwarding).

## Virtual Office in Gdańsk

100zł/ month

Service includes:

- Mail and document reception
- Scanning and online document delivery to clients
- Secure document storage

Mail or parcel locker delivery of documents

15zł/ package



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# Accounting, HR, and Payroll Services

## Accounting for Sole Proprietorships (JDG)

### Core Sole Proprietorships Accounting Service Package

310zł/ month

Core Package contains:

- Processing of up to 5 accounting documents monthly
- Access to wFirma platform for invoicing and document management
- Bank statement processing in MT940 format
- Monthly preparation and filing of VAT-7/VAT-EU/VAT-9/VAT-8 declarations, ZUS DRA/RCA social security filings
- Annual preparation and submission of PIT-11/IFT/PIT-28 tax returns
- Dedicated account manager

Each additional document beyond 5

10zł/ document

### Important Notice:

The minimum accounting service period from the moment of signing the contract is 3 full months. During the first three months, the client may terminate the contract with effect at the end of the third month. After the minimum period, the notice period is 1 month with effect at the end of the following month.

### Additional services

Accounting consultation

350zł/ 1hour

Tax consultation

350zł/ 1hour

Client-authorized invoice generation via wFirma platform

25zł/ invoice

Audit of accounting documents for previous months

from 165zł/ month

Retroactive accounting for month(s) prior to contract signing

100% of monthly service cost

Online preparation of UPL-1 Power of Attorney for ZUS

55zł

VAT-R registration (national), VAT-EU registration

110zł

Online registration for PUE ZUS (Social Security Portal)

55zł



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VAT-OSS (One-Stop Shop) application update	110zł
Car registration with Tax Office (VAT-26 form), updates	65zł
Completion of declarations (PCC-3, UPL-1, NIP-8, VAT-R, VAT-EU)	110 zł/ document
Correction of VAT/PIT/CIT/ZUS filings (client's fault)	165zł
ZUS certificate of no contribution arrears	110zł
Tax Office certificate of no tax arrears	110zł
CFR-1 application (EU tax status)	110zł
Joint annual tax return for spouses (for SIAMI clients) - price varies based on number of PIT-11 documents required	165zł
PIT-28, annual flat-rate tax return	350zł
PIT-28 + ZUS, combined annual filing	500zł
PIT-36/36L tax return for entrepreneurs and individuals with up to three sources of income	450zł
PIT-36/36L, multi-source income tax return	610zł
PIT-37 tax return (including PIT and ZUS declarations) for persons who did not earn any income (*each subsequent declaration PLN 30)	170zł
PIT-38 tax return – virtual currencies, dividends, shares, up to ten transactions per year (up to 10 transactions per year) (*each additional declaration PLN 3)	280zł
PIT-39, capital gains tax return	350zł
PIT-39 tax return (joint)	500zł
Annual ZUS declaration	280zł
Change of CEIDG record (online)	60zł
Preparation of additional documents at the customer's request	from 115zł
Suspended Activity, accounting for dormant businesses	120zł/ month



# HR and Payroll for Sole Proprietorships (JDG)

## HR and Payroll Service Package

55zł/ employee

Service Package Includes:

- Monthly tax filings (PIT-11/PIT-4R)
- ZUS DRA contribution processing
- Leave/overtime tracking
- HR compliance support

## Additional services

Preparation of salary verification letters

55zł/ letter

Salary calculation amendments (client-caused fault)

160zł/ employee

Preparation of the employment contract (according to the sample)

from 450 zł

Legal services

350zł/1 hour

Legalization of employees

from 450zł



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# Full Accounting Services (for companies)

## Full Accounting Service Package

from 450zł

The package includes:

- Processing of accounting documents in quantities in accordance with the following price list
- Preparation of VAT-7/ VAT-EU/ VAT-9/ VAT-8 declarations
- Preparation of DRA/ RCA/ PIT-11/ PIT-4/ 8 AR/ IFT declarations
- Access to SaldeoSMART invoicing software
- Processing of bank statements in MT940 format
- HR and payroll services for up to 2 employees

Zero documents - no transactions to process	450zł
1-10 documents/month	750zł
11-30 documents/month	1150zł
31-50 documents/month	1500zł
51-75 documents/month	1750zł
76-100 documents/month	2150zł
101-130 documents/month	2700zł
131-165 documents/month	3150zł
166-200 documents/month	3600zł

Each additional package of 10 documents over 200

160zł/ package

\* Invoicing within Poland: 1 accounting document.

Invoices of sale within Poland: 1 accounting document.

Currency purchase invoice: 2 accounting documents.

Payroll calculation: 1 employee – 1 line in the payroll.

If there are no accounting documents in the reporting month, but there is a payroll, then 1 employee = 1 accounting document.

Currency sales invoice: 1 accounting document.

### Important Notice:

The minimum accounting service period from the moment of signing the contract is 3 full months. During the first three months, the client may terminate the contract with effect at the end of the third month. After the minimum period, the notice period is 1 month with effect at the end of the following month.

### Additional services

Preparation of the UPL-1 power of attorney (online)

55zł/1 document

Accounting consultation

350zł/1hour



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Tax consultation	350zł/ 1hour
Audit of accounting documents for previous months	from 160zł/ month
Retroactive accounting for month(s) prior to contract signing	100% of monthly service cost
Vehicle mileage registration	25zł/ car
VAT refund application, communication with the Tax Office (US)	280zł
Amendment of VAT/PIT/CIT/ZUS filings due to Client fault	175zł
Processing of bank statements in non-MT940 format for each additional item - PLN 4	85zł
Making copies and/or scans of documents provided by the Client in paper form	2zł/1 page
Monthly processing of one payment report from Stripe, PayPal, and other payment systems (up to 20 items) for each additional item - 3zł	60zł
Accounting document processing for periods exceeding the contractual- ly agreed timeframe by more than 1 month	1100zł
Assistance in preparing and filing mandatory reports to National Court Register (KRS) and relevant Tax Office (US)	220zł/ submission
Preparation of Balance Sheet and Profit & Loss Statement for the repor- ting period upon client request (pre-annual financial statement approval)	120zł
Preparation of declarations for the Central Statistical Office (GUS)	175zł
Preparation of annual financial statements and CIT-8 tax returns (fee: 100% of the previous month's subscription)	minimum fee of 1200zł
Preparation of ZUS applications for certificate of no contribution arrears	115zł
Filing of statistical reports with Poland's Central Statistical Office (KRS)	175zł
Registration VAT-R (national), VAT-EU	115zł
NIP-8 application update	115zł
VAT-OSS application update	115zł
Car registration Tax Office (VAT-26), update	70zł



Preparation and filing of DT-1 excise tax declaration	175zł
Preparation of an application for a certificate of no tax arrears US (Urząd skarbowy)	115zł
CFR-1 application	115zł
Document preparation for ZUS debt installment arrangements	from 220zł
Preparation of documents for debt division into parts at the Tax Office	from 175zł
Preparation of additional documents at the customer's request	from 115zł
Customer service during the suspension of operations	120zł/ month

## HR and Payroll for Full Accounting

### HR and Payroll Service Package

from 60zł/ employee

Service Package Includes:

- Employee tax filings (PIT-11/PIT-4R)
- ZUS DRA contributions processing
- Leave/overtime tracking
- Ongoing HR/payroll support

HR services and payroll calculation upon provision of data necessary for settlements within the deadline specified in the contract Contract of mandate, contract for specific work, resolutions on the remuneration of Management Board members	60zł/ employee
HR and payroll services when providing data necessary for settlements within the deadline specified in the contract Employment contract	75zł/ employee
HR services and payroll calculation in the event of failure to provide the data necessary for calculation within the deadline specified in the contract Contract of mandate, contract for specific work	80zł/ employee
HR services and payroll calculation in the event of failure to provide the data necessary for calculation within the deadline specified in the contract Employment contract	100zł/ employee



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## Additional services

Preparation of a contract	from 300zł
Preparation of PFRON reports	175zł
Administration of Employee Capital Plans (PPK pension scheme)	35zł/ employee
Establishing and completing an employee's personal file – one-time fee	285zł/ employee
Settlement of in Poland business trips	55zł/ trip
Settlement out of Poland business trips	85zł/ trip
Preparation of earnings certificates	60zł/ certificate
Correction of remuneration calculation due to customer fault	175zł/ employee



# Legal Services

## Legal services for businesses

### Scope of Legal Services for Business of Entities:

#### Company and corporate law

Changes in ownership structure (sale of shares), personnel changes in company bodies (management board), suspension of operations, registration in the National Court Register (KRS) and Central Registration and Information on Business (CEiDG), preparation of corporate documents such as statutes, regulations, procedures, compliance, liquidation of companies.

#### Civil law

Legal consultations, drafting civil law contracts, drafting letters, formal and legal verification of contracts and other documents in order to protect the client's rights and reduce costs, pursuing claims, legal representation.

#### Commercial law

Legal consultations ensuring that business activities are conducted in accordance with legal requirements, drafting and formal and legal verification of contracts, letters and other documents used in business transactions (including B2B contracts, IT contracts, service contracts, construction contracts, sales contracts, delivery contracts) in order to protect the client's interests (e.g. contractual penalties, non-competition clauses, NDAs, GDPR).

#### Labour law and HR

Legal support in the process of hiring employees, including hiring foreigners (legalisation of foreign workers), drafting and formal and legal verification of employment contracts, taking into account the obligations of employers and employees, drafting HR documentation (e.g. remote work regulations, organisational structure), legal support in employee matters: termination of employment relationships, legal representation.

#### Administrative law

We offer legal support in the field of administrative law at every stage of administrative proceedings – participation in administrative proceedings, appeals against decisions, and challenging administrative decisions in court.

### Standard billing model, hourly rate

**350zł/ hour**

Legal services in the standard model are priced based on the duration of the service and are calculated as the product of the time required to complete a single client order, based on an hourly rate of PLN 350 net.



## Subscription-Based Legal Services - „Lawyer on Subscription”

	Micro	Lite	Standard	Premium	Platinum
Price	199zł net /month	399zł net /month	599zł net /month	1099zł net /month	1799zł net /month
Number of working hours of monthly service	1 hour	2 hours	3 hour	6 hours	10 hours
Number of additional hours that can be purchased at a fixed rate per month*	+1 godzina	+1 godzina	+2 hours	+4 hours	+5 hours
Sample Services Included in the Legal Subscription Plan					
Legal Consultancy	V	V	V	V	V
Conclusion by agreement	O	V	V	V	V
Drafting of contracts and letters to authorities	O	V	V	V	V
Formal and legal verification of documents and draft documents	O	V	V	V	V
Debt collection and enforcement	-	O	V	V	V
Legal opinions	-	O	V	V	V
Changes in KRS and CEiDG	-	O	V	V	V
Drafting resolutions	-	O	V	V	V
Participation in negotiations with the Client's Counterparty	-	-	-	O	V
Preparation of statutes, regulations and other regulatory acts	-	-	-	O	V
Remedies, appeals and complaints	-	-	-	O	V
Labour law consulting	-	-	-	O	V
Representation in courts and offices**	-	-	-	-	O



### Table legend:

V – The service is provided within the base number of hours provided by the selected package

O – The service is provided within the selected package, but the fulfilment may exceed the basic number of hours, which will require the purchase of additional hours\*

“-” – The service can be provided only partially within the package. After exceeding the monthly limit of subscriber hours set by the package, purchasing and using all additional hours allocated for the package, the provision of the service is calculated according to the standard billing model at the price of 300zł net/hour. In order to keep the fixed prices, it is necessary to change the selected package to a higher one.

\* – The number of additional hours that can be purchased per month within the selected package at the price of 199zł net/hour. Additional hours are accumulated during the three-month billing period and can be purchased at any time. This means that the client can use them at any time during the billing period. After using the entire limit of additional hours, in addition to using the service within the subscriber hours, the client has the possibility to purchase additional hours at the price of the standard billing model, i.e. 300zł net/hour.

\*\* – The service is provided both remotely and on-site in Gdańsk, Gdynia and Sopot.

### Additional legal services

Legal consultation	350zł/1hour
Formal and legal verification of documents	from 500zł
Drafting documents, including pleadings in civil proceedings	from 300zł
Legal audit	based on individual pricing
Preparation of a business plan	from 1700zł
Registering with PUESC and obtaining an EORI number	115zł
Lawsuit for exclusion of a partner from a company	from 2000zł
Legal representation	according to individual valuation



**Legal services related to changes in the KRS via the S24 Portal (included in the price of changes in the CRBR, if required):**

Company Registration (Spółka)	900zł
Change of company address	500zł
Change of company location	600zł
Change of PKD codes	500zł
Suspension of the company's activities/member of the management board	500zł
Change in the composition of the management board	500zł
Sale of shares in the company (change of shareholders+management board)	from 1200zł
Liquidation of a company	from 5500zł

**Legal services related to changes in the National Court Register (KRS) via the Court Registers Portal (PRS) (including updates in the Central Register of Beneficial Owners – CRBR, if required):**

Change of company address (preparation of a resolution on change of company address)	500zł
Change of company's registered office (preparation of a resolution on change of registered office, preparation of a resolution amending the articles of association)	600zł
Change of business activity codes (PKD) (preparation of a resolution amending the articles of association)	600zł
Suspension of company activity	800zł
Suspension of a management board member	500zł
Sale of company shares (preparation of a share transfer agreement, resolution amending the articles of association, company's consent to the transfer of shares)	from 1600zł
Change in the management board composition (preparation of a resolution on change of management board composition/removal of a board member/appointment of a board member, preparation of a resolution amending the articles of association)	800zł
Liquidation of a company	from 5500zł





### Legal services related to employees and foreign workers:

Preparation of an employment contract (Polish language)	from 450zł
Preparation of an employment contract in two languages (Polish - Russian or Polish - English)	150zł
Preparing a statement of intent to employ a foreigner – PUP	250zł
Preparation of a notification of work assignment for Ukrainian citizens	from 150zł
Application for entrusting work to a foreigner to the Province Governor (A permit) with conducting the process	400zł
Preparation of an application for an A1 certificate, including support in obtaining it	300zł
Preparation of an application for a type B permit	600zł
Drafting a B2B contract in Polish	1000zł
Preparation of a B2B contract in two languages (Polish-Russian or Polish-English)	1300zł



# Legal services for individual clients

## Standard billing model, hourly rate

350zł/ hour

Legal services in the standard model are priced based on the duration of the service and are calculated as the product of the time required to complete a single client request, based on an hourly rate of PLN 350 net.

## Additional services

Legal consultation

350zł/1 hour

Assignment of Polish identification number (PESEL), Creation of Trusted Profile (e-government authentication)

400zł

Exchanging a driving licence (Gdańsk only)

400zł

Preparation of documents for Poland's child benefit program (800+)

100zł

Drafting documents, including pleadings in civil proceedings

from 300zł

Legal support in the process of obtaining permission to buy real estate

1700zł

Appeals against administrative decisions (e.g. permanent residence, temporary residence)

1000zł

## Scope of legal services for individual clients:

### Mediation and negotiation

We offer comprehensive assistance in mediation and negotiation for both individual and business clients. We effectively support clients in resolving disputes without the need to pursue their rights in court. Mediation and negotiation are an excellent alternative to lengthy litigation, offering a faster and more compromise-based solution to legal disputes. Our lawyers understand perfectly well how important it is to maintain business relationships, so when offering support in negotiations and mediations, they rely not only on proven communication methods but also on their extensive experience in serving business clients – we know what is important in business.

### Administrative law

We offer legal support in the field of administrative law to both individual and business clients at every stage of administrative proceedings (participation in administrative proceedings, appeals against decisions, challenging administrative decisions in court). We treat each case individually, which ensures the effectiveness of our actions. We offer legal support in the field of administrative law to both individual and business clients at every stage of administrative proceedings (participation in administrative proceedings, appeals against decisions, challenging administrative decisions in court). We treat each case individually, which ensures the effectiveness of our actions.



## **Consumer bankruptcy**

If you find yourself in a difficult financial situation, our law firm offers assistance in the area of consumer bankruptcy. Consumer bankruptcy is a solution that allows you to get out of debt and start a new chapter in your life, and our law firm provides assistance at every stage of the case – from filing for bankruptcy to representing you in bankruptcy court.

## **Contract law**

We offer comprehensive legal services in the field of contract law. Our lawyers offer support in contracts both in matters concerning typical everyday situations such as the purchase of real estate, renting a flat, loans or donations, but also in the field of economic and commercial contracts (B2B contracts, IT services, service contracts, construction works, supply of goods and services, equipment maintenance). We offer support at every stage, from the conclusion of the contract (formal and legal verification) to its implementation and possible claims for improper performance of the contract. The main goal of our lawyers is to protect the interests of our clients by precisely defining the terms of contracts, the obligations of the parties, the deadlines for the performance of the contract and the payment deadlines.

## **Immigration law**

Our law firm offers comprehensive legal assistance in the field of immigration law. Our lawyers specialise in advising and representing foreigners in matters relating to legalisation of residence, visas and residence cards, as well as in proceedings concerning the acquisition of citizenship. If necessary, our lawyers provide assistance in defending against deportation. We obtain work permits (type A and type B) for our clients. With full commitment and professionalism, we help our clients exercise their rights to legal residence in Poland.

## **Labour law**

Our law firm also offers legal support in the field of labour law, HR services and compliance. We specialise in advising on employment matters (employment contracts, civil law contracts), payment of salaries and bonuses, and disputes arising in this context between employers and employees, i.e. labour disputes, in which our lawyers can also represent clients in court as professional attorneys. We provide services to both employees and employers in the negotiation of terms and conditions of employment contracts or civil law contracts (contracts of mandate) and in matters relating to mobbing. We support employers in the field of HR (e.g. recording working time, verification of necessary employee documentation) as well as in the field of compliance to ensure that the employer's activities comply with applicable law.

## **Civil law**

We offer both individual and business clients comprehensive support in the field of civil law, which covers a range of everyday situations, including property law, contract law, inheritance and donations. We also offer legal support in civil proceedings, both litigious (e.g. pursuing claims, enforcement of debts by court bailiffs) and non-litigious (e.g. family and guardianship law). Thanks to our experience in conducting court cases, we provide effective representation of our clients in their dealings with other entities and before common courts, helping our clients to protect their rights and pursue their claims. We also handle cases involving compensation and damages, offering full legal support at every stage of the proceedings.



# Legalisation of residence of foreigners in Poland

## Legal support to the legalisation process – temporary residence permit, permanent residence permit, EU resident card, Blue Card

### Package „Documents”

450zł/person

#### The service includes:

Professional filling out of required applications.

Checking and correction of document packages before submission (based on selected legal grounds and documents provided).

### Package „Standart”

750zł/person

#### The service includes:

Individual consultation on legalising your stay (analysis of your situation, assistance in choosing the option for applying for a residence card, explanation of procedures) (1 hour).

Professional filling out of required applications.

Checking and correction of document packages before submission.

### Package „Standart” with assistance at the Office (only in Gdańsk)

1050zł/person

#### The service includes:

Individual consultation on legalising your stay (analysis of your situation, assistance in choosing the option for applying for a residence card, explanation of procedures) (1 hour).

Professional filling out of required applications.

Checking and correction of document packages before submission.

Assistance at the Office for Foreigners (one-time).



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# Legalisation of residence of foreigners in Poland

## Legal support to the legalisation process – temporary residence permit, permanent residence permit, EU resident card, Blue Card

### Package „Comprehensive service”

1300zł/person

#### The service includes:

Individual consultation on legalising your stay (analysis of your situation, assistance in choosing the option for applying for a residence card, explanation of procedures) (1 hour).

Professional filling out of required applications.

Checking and correction of document packages before submission.

Monitoring the proceedings until a decision is obtained (acting as the client's representative on the basis of a power of attorney).

Contacting the Voivodeship Office in the case of additional requests or inquiries.

Ongoing legal consultations throughout the legalisation process.

Possibility of payment in instalments.

### Package „Comprehensive service” with assistance at the Office (only in Gdańsk)

1700zł/person

#### The service includes:

Individual consultation on legalising your stay (analysis of your situation, assistance in choosing the option for applying for a residence card, explanation of procedures) (1 hour).

Professional filling out of required applications.

Checking and correction of document packages before submission.

Assistance at the Office for Foreigners (fingerprinting).

Monitoring the proceedings until a decision is obtained (acting as the client's representative on the basis of a power of attorney).

Contacting the Voivodeship Office in the case of additional requests or inquiries.

Ongoing legal consultations throughout the legalisation process.

Possibility of payment in instalments.



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# Legalisation of residence of foreigners in Poland

## Legal support for the legalisation process - Citizenship

### Package „Standart”

950zł/person

#### The service includes:

Individual consultation on legalising your stay (analysis of your situation, assistance in choosing the option for applying for a residence card, explanation of procedures) (1 hour).

Professional filling out of required applications.

Checking and correction of document packages before submission.

### Package „Standart” with assistance at the Office (only in Gdańsk)

1350zł/person

#### The service includes:

Individual consultation on legalising your stay (analysis of your situation, assistance in choosing the option for applying for a residence card, explanation of procedures) (1 hour).

Professional filling out of required applications.

Checking and correction of document packages before submission

Assistance at the Office for Foreigners (one-time).



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# Legalisation of residence of foreigners in Poland

## Legal support for the legalisation process - Citizenship

### Package „Comprehensive service”

1500zł/person

#### The service includes:

Individual consultation on legalising your stay (analysis of your situation, assistance in choosing the option for applying for a residence card, explanation of procedures) (1 hour).

Professional filling out of required applications.

Checking and correction of document packages before submission.

Monitoring the proceedings until a decision is obtained (acting as the client's representative on the basis of a power of attorney).

Contacting the Voivodeship Office in the case of additional requests or inquiries.

Ongoing legal consultations throughout the legalisation process.

Possibility of payment in instalments.

### Package „Comprehensive service” with assistance at the Office (only in Gdańsk)

2000zł/person

#### The service includes:

Individual consultation on legalising your stay (analysis of your situation, assistance in choosing the option for applying for a residence card, explanation of procedures) (1 hour).

Professional filling out of required applications.

Checking and correction of document packages before submission.

Assistance at the Office for Foreigners (fingerprinting).

Monitoring the proceedings until a decision is obtained (acting as the client's representative on the basis of a power of attorney).

Contacting the Voivodeship Office in the case of additional requests or inquiries.

Ongoing legal consultations throughout the legalisation process.

Possibility of payment in instalments.



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## Additional services

Konsultacja w sprawie legalizacji cudzoziemców w Polsce	350zł
Filling out the application	200zł/1 application
Checking of documents before submission *the correctness of the completion of the application and the presence of all necessary supporting documents	350zł
Personal visit of a specialist with a client to the Authority in Gdansk (one-time)	350zł
Preparation of a business plan for legalisation based on business activity	1700zł
Obtaining a travel document for a foreigner	350zł
Obtaining a foreigner's travel document with assistance at the Office (Gdańsk only)	700zł

## Payment terms in instalments

We offer flexible payment terms for the 'Comprehensive service' and 'Comprehensive service with assistance' service packages. You can choose the instalment payment option without increasing the final cost:

### Payment in 2 instalments:

50% – prepayment before the start of work.  
50% – within 30 days of the first payment.

### Payment in 3 instalments:

60% – prepayment before work begins.  
20% – within 30 days of the first payment.  
20% – within 60 days of the first payment.

## Group discount system

If contracts are signed for several customers at the same time, we offer the following discounts:

Group of 2: 10% discount on the total cost of services.

Group of 3: 20% discount on the total cost of services.

Group of 4: 25% discount on the total cost of services.

For groups of 5 or more: the terms and amount of the discount are determined individually in order to provide the best offer.

