SIIAMI

Service price list

Effective from July 1, 2026

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All prices listed in the price list are net prices. We add 23% VAT to each amount listed. We issue invoices for each service, regardless of whether the service is provided to individuals or companies.

Business registration

Sole Proprietorship Registration (JDG)

All prices listed in the price list are net prices. We add 23% VAT to each amount listed.

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 325zł/ month**

Click to learn more about our Sole Proprietorship (JDG) accounting

Virtual Office — **from 135zł/ month**

Click to learn more about our Virtual Office

Company Registration (Spółka)

All prices listed in the price list are net prices. We add 23% VAT to each amount listed.

	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
Preparation of NIP-8 and PCC-3 forms, completion of VAT and VAT UE applications, registration with ZUS	Process isn't included, extra fee required.	Yes	Yes
Accounting Services for a Registered Company (up to 75 documents)	–	Yes Two months included in the package	Yes Three months included in the package
Virtual Office	–	Yes Two months included in the package	Yes Three months included in the package
Law consultation	–	Yes 2 hours included in the package	Yes 3 hours included in the package
Price	1000zł	3300zł	4400zł

Virtual Office

All prices listed in the price list are net prices. We add 23% VAT to each amount listed.

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 with rental of space	**135zł/ month**

Service includes:
- Mail and document reception
- Scanning and online document delivery to clients
- Secure document storage
- Rental of space for 3 hours per month

Additional services

Additional hours of space rental	**35zł/ hour**
Mail or parcel locker delivery of documents	**50zł/ package**

Accounting, HR, and Payroll Services

Accounting for Sole Proprietorships (JDG)

All prices listed in the price list are net prices. We add 23% VAT to each amount listed.

Core Sole Proprietorships Accounting Service Package	325zł/ month

The package includes:

- bookkeeping (KPiR or lump-sum tax / Ryczałt) and VAT registers (up to 5 accounting documents);
- maintaining records of fixed assets, intangible assets and equipment;
- ongoing formal verification of documents for legal compliance;
- preparation and submission of monthly or quarterly tax returns** (JPK_V7, VAT-UE return, PIT/PPE) and ZUS DRA social security settlements;
- maintenance of the IT system integrated with KSeF and technical support;
  - services within the scope defined in the Agreement:
  - access to the integrated support with KSeF integration
  - instructions on how KSeF works
  - instructions on verifying contractors on the White List

Each additional document beyond 5	10zł/ document

Important information:

* The minimum term for accounting services is three full months from the date the agreement is signed. During this period, the client may terminate the agreement effective at the end of the third month. After the minimum term, the notice period for termination is one month, and the agreement terminates at the end of the following month.

**** Preparation and submission of VAT-9, VAT-8, VAT-OSS and VAT-SME returns are included in the price of the basic package.**

Additional services

Accounting consultation	390zł/ 1hour
Legal Consultation	400zł/1hour
Tax consultation	Custom price
Client-authorized invoice generation via wFirma platform	25zł/ invoice
Audit of accounting documents for previous months	from 180zł/ month
Calculation of the periods preceding the month in which the contract was concluded	100% of monthly service cost
Filling Out the VAT (Update) Registration Application, VAT-UE	150zł

All prices listed in the price list are net prices. We add 23% VAT to each amount listed.

Updating the VAT OSS Notification	150zł
Filling Out (Updating) Form VAT-26—Vehicle Information	150zł
Completion of declarations (PCC-3, VAT-R, VAT-UE, SD-Z2)	195 zł/ 30 min.
Correction of VAT/PIT/ZUS filings (client's fault) - (zasady ogólne, podatek liniowy)	250zł
Correction of VAT/PIT/ZUS filings (client's fault) - Ryczałt	200zł
Making copies and/or scans of documents provided by the Client in paper form	5zł/1 page
ZUS certificate of no contribution arrears	130zł
Tax Office certificate of no tax arrears	130zł
CFR-1 application	150zł
Filing the annual PIT-37 tax return for SIIAMI clients and their spouses based on a single PIT-11 form (30 zł for each additional form)	200zł
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
Filing of PIT-36/36L tax returns and ZUS declarations	610zł
Filing a Zero Annual PIT Return (in the Absence of Income)	170zł
Filing the PIT-38 annual tax return—virtual currencies, dividends, stocks (up to ten transactions per year) (3 zł for each additional transaction)	280zł
Filing the PIT-39 Annual Return	350zł
Filing the PIT-39 annual tax return for both spouses	500zł
Filing the ZUS Annual Tax Return	280zł
Change of CEIDG record (online)	195zł/30 min.
Preparation of additional documents at the customer's request	from 150zł
Suspended Activity, accounting for dormant businesses	120zł/ month
Monthly billing and expedited preparation of additional documents	200zł/hour

HR and Payroll for Sole Proprietorships (JDG)

All prices listed in the price list are net prices. We add 23% VAT to each amount listed.

HR and Payroll Service Package	65zł/ employee

Service Package Includes:
- Preparing and Filing Annual Tax Returns (PIT-11, IFT-1R, PIT-4R)
- Calculating ZUS Contributions and Submitting DRA/RCA Returns
- Leave/overtime tracking
- HR compliance support

Additional services

Salary calculation amendments (client-caused fault)	200zł/ employee
Preparation of the employment contract (umowa o pracę/ dzieło/ zlecenie)	from 450 zł
Drafting of an employment contract (umowa o pracę/dzieło/zlecenie) in two languages (Polish-Russian or Polish-English)	from 600zł

Full Accounting Services (for companies)

All prices listed in the price list are net prices. We add 23% VAT to each amount listed.

We have prepared two payment options for our customers, which you can find below

OFFER 1

Full Accounting Service Package — **515zł/month**

The package includes:
- keeping the accounting books;
- keeping records of documents for goods and services tax (VAT) purposes;
- reviewing the Client's documentation from a formal and accounting perspective;
- keeping the fixed asset register;
- processing bank statements (PLN account)
- preparing and filing income tax and goods and services tax (VAT) returns** with the competent tax office;
- preparing and submitting settlement declarations to ZUS;
- HR and payroll services for 2 employees.

Each additional document — **35zł/ document**

* Domestic purchase invoice: 1 accounting document.
Domestic sales invoice: 1 accounting document.
Foreign currency purchase invoice: 2 accounting documents.
Payroll: 1 employee = 1 line on the payroll.
Foreign currency sales invoice: 1 accounting document.

**** Preparation and submission of returns and reports JPK_V7, VAT-UE, VAT-9, VAT-8, VAT-OSS, VAT-SME, DRA, RCA, PIT-11, PIT-4R, PIT-8AR and IFT-1R as part of the basic package.**

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.

Full Accounting Services (for companies)

All prices listed in the price list are net prices. We add 23% VAT to each amount listed.

OFFER 2

Full Accounting Service Package — **from 515zł**

The package includes:
- keeping the accounting books;
- keeping records of documents for goods and services tax (VAT) purposes;
- reviewing the Client's documentation from a formal and accounting perspective;
- keeping the fixed asset register;
- processing bank statements (PLN account)
- preparing and filing income tax and goods and services tax (VAT) returns** with the competent tax office;
- preparing and submitting settlement declarations to ZUS;
- HR and payroll services for 2 employees.

Zero documents - no transactions to process	515zł
1-10 documents/month	860zł
11-30 documents/month	1300zł
31-50 documents/month	1700zł
51-75 documents/month	1950zł
76-100 documents/month	2400zł
101-130 documents/month	3000zł
131-165 documents/month	3550zł
166-200 documents/month	4100zł

Each additional package of 10 documents over 200 — **185zł/ package**

* Domestic purchase invoice: 1 accounting document.
Domestic sales invoice: 1 accounting document.
Foreign currency purchase invoice: 2 accounting documents.
Payroll: 1 employee = 1 line on the payroll.
Foreign currency sales invoice: 1 accounting document.

**** Preparation and submission of returns and reports JPK_V7, VAT-UE, VAT-9, VAT-8, VAT-OSS, VAT-SME, DRA, RCA, PIT-11, PIT-4R, PIT-8AR and IFT-1R as part of the basic package.**

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.

All prices listed in the price list are net prices. We add 23% VAT to each amount listed.

Additional services

Accounting consultation	390zł/1hour
Legal Consultation	400zł/1hour
Tax consultation	Custom price
Issuing an invoice based on the customer's information on behalf of the customer	55zł/ 1 invoice
Preparation of the UPL-1 power of attorney (online)/ZUS PEL	130zł/1 document
Retroactive accounting for month(s) prior to contract signing	100% of monthly service cost
Vehicle mileage registration	30zł/ car
VAT refund application communication with the Tax Office (US) - 150zł/1 hour	from 300zł
Amendment of VAT/PIT/CIT/ZUS filings due to Client fault	250zł
Processing of other bank statements (up to 20 entries) for each additional item - PLN 4	85zł
Making copies and/or scans of documents provided by the Client in paper form	5zł/1 page
Monthly processing of one payment report from Stripe, PayPal, and other payment systems (up to 20 items) for each additional item - 4zł	85zł
Accounting document processing for periods exceeding the contractually agreed timeframe by more than 1 month	1100zł
Preparation of Balance Sheet and Profit & Loss Statement for the reporting period upon client request (pre-annual financial statement approval)	500zł
Assistance with filing the financial statements via the KRS portal	250zł
Preparing F-01 and SP-3 declarations	600zł
Preparation of annual financial statements and the CIT-8 tax return (annual return) (100% of the monthly subscription fee for the previous billing month)	For existing customers, starting at 1400zł for external clients from 2000zł
Preparation of ZUS/US applications for certificate of no contribution arrears	200zł
Filing of statistical reports with Poland's Central Statistical Office (KRS)	250zł

All prices listed in the price list are net prices. We add 23% VAT to each amount listed.

Filling Out the Application for Registration/Update of VAT-R and VAT-UE Subsequent communication with Urząd 150 zł/hour	200zł
NIP-8 application update	150zł
VAT-OSS application update	150zł
Preparation of the IFT-2R declaration	150zł/declaration
Car registration Tax Office (VAT-26), update	150zł
Preparation and filing of DT-1 excise tax declaration	200zł
Preparation of an application for a certificate of no tax arrears US (Urząd skarbowy)	200zł
CFR-1 application	150zł
Preparation of documents for debt division into parts at the ZUS /Tax Office(US)	from 600zł
Preparation of additional documents at the customer's request	from 150zł
Customer service during the suspension of operations	120zł/ month
Monthly billing and expedited preparation of additional documents	200zł/hour

All prices listed in the price list are net prices. We add 23% VAT to each amount listed.

HR and Payroll for Full Accounting

HR and Payroll Service Package

from 75zł/ 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	75zł/ employee
HR and payroll services when providing data necessary for settlements within the deadline specified in the contract Employment contract	90zł/ 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	100zł/ 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	120zł/ employee

Additional services

Preparation of a contract (umowa o pracę/ dzieło/ zlecenie)	**from 450zł**
Drafting of an employment contract (umowa o pracę/dzieło/zlecenie) in two languages (Polish-Russian or Polish-English)	**from 600zł**
Preparation of the PFRON Declaration (on behalf of the employer)	**70zł**
Preparation of the PFRON Report (Additional Funding)	**400zł**
Administration of Employee Capital Plans (PPK pension scheme)	**50zł/ employee**
Establishing and completing an employee's personal file – one-time fee	**350zł/ employee**
Settlement of in Poland business trips	**70zł/ trip**
Calculation of Overseas Travel Expenses (Depending on the Number of Countries)	**from 95zł/ country**
Correction of remuneration calculation due to customer fault	**200zł/ employee**

Legal Services

Legal services for businesses

All prices listed in the price list are net prices. We add 23% VAT to each amount listed.

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	**400zł/ 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.	

All prices listed in the price list are net prices. We add 23% VAT to each amount listed.

Company Registration (Spółka)

Company Registration (Spółka) S24	1000zł
Submission of registration documents to the KRS (National Court Register) via PRS (Court Registers Portal) (support in the entire company registration process at the notary is also available: drafting the articles of association/statute, resolutions, and powers of attorney; assistance during the visit to the notary – price determined individually)	from 1000zł

Legal services regarding corporate changes

CORPORATE CHANGES*	S24**	PRS***
Change of company address	600 zł	600 zł
Change of company location	700 zł	700 zł
Change of PKD codes	from 700 zł	from 700 zł
Change in the composition of the Management Board	700 zł	700 zł
Sale of shares	from 1,400 zł (the price of PLN 1,400 includes a change of shareholders + change in the management board) (changes to PKD codes, registered office, or company address at a discounted price of PLN 200)	from 1,400 zł (+drafting a share transfer agreement from PLN 700)
Company liquidation	from 7,000 zł	from 7,000 zł
Suspension of company activity	-	1.000 zł****

*Prices for SIIAMI services do not include court fees (the Client is required to pay these fees independently – their amount will be indicated by SIIAMI)

**The service consists of support provided by a Law Firm employee to the Client in conducting the selected process

*** The PRS system applies to companies registered with a notary.
- For services rendered via PRS, the price listed in the price list includes filing the selected change to the KRS registration court by a Law Firm employee / lawyer acting on the basis of a power of attorney from the Client. Prior to filing the change, the Client is required to sign the documents before a notary.
- A fee of PLN 17 (stamp duty for the power of attorney) must be added to each PRS service.
- The price does not include drafting documents or providing support at the notary.
- Upon the Client's request, we provide document drafting services for an additional fee, calculated individually depending on the complexity of the matter. In the case of company registration and sale of shares, the drafted documents must be signed by the shareholders / Management Board members before a notary prior to being submitted to the KRS.

**** The price listed in the price list includes filing the suspension of company activity with the KRS registration court by a Law Firm employee / lawyer acting on the basis of a power of attorney from the Client. This service does not require a visit to the notary. A fee of PLN 17 (stamp duty for the power of attorney) must be added to the price listed in the price list.

All prices listed in the price list are net prices. We add 23% VAT to each amount listed.

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)	from 600zł
Preparing a statement of intent to employ a foreigner – PUP	300zł
Preparation of a notification of work assignment for Ukrainian citizens	150zł
Application for entrusting work to a foreigner to the Province Governor (A permit) with conducting the process	700zł
Preparation of an application for an A1 certificate, including support in obtaining it	300zł
Preparation of an application for a type B permit	900zł
Drafting a B2B contract in Polish	from 1000zł
Preparation of a B2B contract in two languages (Polish-Russian or Polish-English)	from 1300zł

Additional legal services

Legal consultation	400zł/1hour
Formal and legal verification of documents	from 550zł
Drafting documents, including pleadings in civil proceedings	from 350zł
Legal audit	based on individual pricing
Preparation of a business plan	from 1700zł
Registering with PUESC and obtaining an EORI number	150zł
Lawsuit for exclusion of a partner from a company	from 2000zł
Legal representation	according to individual valuation
Submission of financial statements to the National Court Register repository (based on a power of attorney)	1000zł

Legal services for individual clients

All prices listed in the price list are net prices. We add 23% VAT to each amount listed.

Standard billing model, hourly rate	**400zł/ 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.	

Additional services

Legal consultation	**400zł/1 hour**
Assignment of Polish identification number (PESEL), Creation of Trusted Profile (e-government authentication) (1 on-site client visit)	**600zł**
Exchanging a driving licence (Gdańsk only)	**from 800zł**
Drafting documents, including pleadings in civil proceedings	**from 350zł**
Legal support in the process of obtaining permission to buy real estate	**1700zł**
Appeals against administrative decisions (e.g. permanent residence, temporary residence)	**from 1000zł**
Preparing a business plan for legalization based on the conduct of business activities	**2000zł**

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.

All prices listed in the price list are net prices. We add 23% VAT to each amount listed.

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

All prices listed in the price list are net prices. We add 23% VAT to each amount listed.

For our clients, we have developed a monthly subscription plan for comprehensive case management by our legalization specialist, as well as an annual subscription plan and one-time service packages.

Comprehensive case management with a MONTHLY subscription
(initial fee + monthly case management fees)

Package „Comprehensive service" ONLINE

700zł/person
+99 zł/month*

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.

Eligibility for a family (group) discount—page 24

***Minimum subscription term: 3 months**

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

900zł/person
+99 zł/month*

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.

One visit to a government office (Urząd)

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.

Eligibility for a family (group) discount—page 24

***Minimum subscription term: 3 months**

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

All prices listed in the price list are net prices. We add 23% VAT to each amount listed.

Full case management with an ANNUAL subscription
(paid once a year)

Package „Comprehensive service" ONLINE — 1900zł/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.

Eligibility for a family (group) discount—page 24

Possibility of payment in instalments.

Package „Comprehensive service" with assistance at the Office (only in Gdańsk) — 2300zł/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.

One visit to a government office (Urząd).

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.

Eligibility for a family (group) discount—page 24

Possibility of payment in instalments.

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

All prices listed in the price list are net prices. We add 23% VAT to each amount listed.

ONE-TIME Service Packages

Package „Documents”

600zł/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 „Standard”

900zł/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 „Standard”with assistance at the Office (only in Gdańsk)

1200zł/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.

One visit to a government office (Urząd).

Legal support for the legalisation process - Citizenship

All prices listed in the price list are net prices. We add 23% VAT to each amount listed.

Package „Standard”

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 „Standard” 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).

Legal support for the legalisation process - Citizenship

All prices listed in the price list are net prices. We add 23% VAT to each amount listed.

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.

*Children under 18 applying together with a parent are processed under the same case at no additional cost.

Eligibility for a family (group) discount—page 24
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.

*Children under 18 applying together with a parent are processed under the same case at no additional cost.

Eligibility for a family (group) discount—page 24
Possibility of payment in instalments.

All prices listed in the price list are net prices. We add 23% VAT to each amount listed.

Additional services

Consultation on legalisation of foreigners in Poland	400zł
Filling out the application	400zł/1 application
Personal visit of a specialist with a client at the Office for Foreigners in Gdańsk (one-time)	400zł
Obtaining a travel document for a foreigner	400zł
Assisting our client's employer in completing Załącznik-1	200zł/30 min

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: 20% discount on the total cost of services.

Group of 3: 25% discount on the total cost of services.

Group of 4: 30% discount on the total cost of services.

Group of 5: 35% discount on the total cost of services.

For groups of 6 or more: the terms and amount of the discount are determined individually in order to provide the best offer.