

## 1

### How to register at the Chamber of Commerce?

To register company – enterprise is very simple. All information and forms can be found at: [www.ceidg.gov.pl](http://www.ceidg.gov.pl) on web page of Central Register and Information on Economic Activity (CEIDG)

Just register on the website and fill out an application, which is available at:  
<https://prod.ceidg.gov.pl/CEIDG.CMS.ENGINE/?D;a8cdf50b-1243-476b-9959-5e38eae6505e>

Filling in the form you should follow the instructions. Navigation is very simple. For filling in the form just prepare your personal, residence, ID number. If you do not have a VAT number as well as REGON – that should be noted, numbers will be granted without the need to submit additional forms. Along with the application, a statement certifying that the applicant has no legal prohibition to conduct business is needed.

Upon application is accepted, the system generates a confirmation or information about necessary additions or errors. This information is sent to your email address.

After completing and filling in the application, and after sending it, please go to any municipal office (does not have to be the office as a place of residence) and sign the application. For signing you can use an electronic signature or trusted profile, for that you need permissions.

## 2

### How to get a declaration of Independent Contractor Status?

When filling out the registration application you have to specify the scope of your activities., According to the EKD classification. You can choose a few different areas, but one leading. After completing the identification you get an entry in the records. Proof of your register, you can print yourself in any number of copies.

## 3

### How to register for VAT?

Next step is a visit to the IRS. You should go there if you plan to be VAT payer, or if you choose the settlement by flat tax rate (19 percent.) or you want to choose manner of tax settlements/ choose manner of accounting records . If you are planning to settle on general principles and not be subject of VAT, then you do not need to visit the IRS.

## 4 How to open a bank account?

When you already have an entry in the register, you have granted tax identification number and registration number, you can open a corporate bank account. To sign a contract with the bank is still required identity document. Opening an account is free, and the cost of maintaining the account are different, depending on the bank. Therefore, when deciding on choosing a bank, you might want to track deals and compare terms. Some banks offer offer accounting. Just follow below links:

<http://www.kontafirmowe.biz/>  
<http://www.money.pl/sekcja/ranking-kont-firmowych-2012/>  
[http://www.bankier.pl/cf/rachunki\\_firmowe.html](http://www.bankier.pl/cf/rachunki_firmowe.html)

## 5 How to get Insurance?

Leading a company can take advantage of different types of insurance. Insurance companies have very board offers. Depending on the profile of the business you need liability insurance or insurance of the office/property and equipment. Such insurance is offered by most insurance companies, so you should follow their offers and choose what is best for us. Certain professions must have purchased liability insurance as required by law. If you plan to start, check if your profession is not on that list.

Another possibility gives assistance insurance, which is sometimes offered by banks, bundled with business account. This assistance services related to transportation, medical or technical service within the specified range. For example, if your car breaks down, you can have a free towing. The insured can use the services of a private medical clinic. Or if you do not have the time or dedicated staff to deal with the technical welds in your business place / office in case of failure, you can have provided assistance service.

Another possibility of insurance is legal protection. In Poland there is currently only one company that offers legal services and advice. Services may include a number of issues, including legal proceedings in Poland and abroad, if necessary. See the link <http://das.pl/>

## The obligatory Social Insurance

6

If you start your first business, after the entry in the register (7 days of CeiDG registration) you should go to the Social Security office in order to submit a form to the ZUS ZUA for obligatory insurance of Social Security pension, disability, accident, health and sickness. The CEiDG-1 record as an entrepreneur, but does not register as the insured. Entrepreneurs starting his/her first business is entitled to have a two-year discount on insurance fees.

Sometimes it also should be reported to other agencies, such as Sanitary Epidemiological Station ( in Polish – SANEPID), depending on the business profile and require for licenses.