

**ACCOUNTING COMPANY
RABAT IWONA CZUGAJEWICZ
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Dear Sirs,

We are the accounting company with over 20 years of experience in providing accounting services and tax issues for various companies and industries such as:

- Construction companies, Property Developers and Real Estate industry**
- Forwarding and transport companies**
- Tourist industry**
- Consulting companies**
- Production companies (including bakeries)**
- Trading companies (export-import)**
- Cosmetics, Pharmacies**
- Associations/Societes**
- Printing industry**
- Restaurants**
- Representatives and branches of foreign companies**
- Consumer electronic industry**

We specialize in rendering accounting services for foreign entities such as Dutch, French, Spanish, Turkish, Canadian and British companies.

RABAT is a certified office (Accountancy Certificate of the Ministry of Finance No 11450) and insured against civil liability for provided services.

Our office offers assistance in settling formalities connected with the establishing and registration and running of a company .

We represent our clients and handle all the formalities in the Tax Authorities and the Central Statistical Office.

We also provide payroll and HR services.

RABAT helps foreign companies/investors in entering Polish market by running and managing whole business process and foreign investments in Poland.

We cope with the backlog of accounting and supervise interim projects.

Our services are also focused on:

- management and business consulting, advisory for shareholders and management board**
- managing and launching new investment projects**
- project management**
- implementation of business/financial software (including ERP systems) and reporting tools**
- recreation of the financial and accounting structure**
- supervisory on winding- up/liquidation and insolvency process, restructuring, reengineering, reorganization**
- books and financial statements review/audit**
- accounts supervision at the seat of a client**
- tax optimization**

We can also arrange, recruit and supervise qualified staff.

Foreign languages: English, French, Russian.

Should you have any questions, please contact us.

Yours faithfully,

Iwona Czugajewicz

PRICES

Prices for services are determined by individual negotiation with the client.

The primary determinant of the fee is the amount of accounting records/documents for the month and the number of employees.

Quantity of docs/records	Business activity	Commercial books (Ltd., Joint-Stock)
to 10	300 PLN	950 PLN
10-30	400 PLN	1150 PLN
30-50	630 PLN	1500 PLN
50 -75	850 PLN	1725 PLN
75-100	1150 PLN	2075 PLN
100-130	1450 PLN	2500 PLN
130-160	1725 PLN	2760 PLN
160-200	2075 PLN	3250 PLN
200-230	2500 PLN	3680 PLN
230-260	2760 PLN	4140 PLN
260-300	3220 PLN	4600 PLN

For more than 300 documents accounting price is determined individually.

If it is entrusted to us keeping the accounts of two or more cooperating companies - we provide you with up to 15% discount price.

Consulting services/advisory 450 PLN (100 EUR) per hour or a lump-sum for the project agreed with a client.

Drawing up JPK_VAT/VAT-UE/Intrastat/GUS forms, certificates of no arrears in tax authority/ZUS - 150,00 PLN – 200,00 PLN

HR/payroll services

Number of employees	Price per person
to 3	50 PLN
each of the following	to agree

**Drawing up employment/income certificate, employment contracts/annexes
150,00 PLN**

Financial statement (Balance sheet)

Drawing up the Financial Statement - the amount of one month's remuneration for accounting services (contractual).