

— there is always
a solution

01



— About us



About us

— Our Philosophy

TIAS Accounting and Legal Office has been providing professional accounting services since 1997. We are an outsourcing company specializing in accounting, human resources, payroll and administration.

Our work is based on the principle that accounting is an auxiliary component in a company, which is not directly related to its strategic activities. That is why we can help you make the right decisions, focus on your business strategies and principal functions of your company, which will enable you to improve your results, market flexibility and competitive position.

About us



— TIAS in numbers



**More than 100
experienced employees**



**Over 25 years
in the market**



**Over 600
Polish and foreign clients**



**Multilingual Help Desk:
Korean, Chinese, English, Polish**



**5 locations in Poland and
1 location in South Korea**

About us



— TIAS services



Finance & Accounting



Tax Consulting



HR & Payroll



Administration



Investment Consulting



Law Consulting



Project Management



**Company
Establishment**

Efficient and comprehensive services

— Finance & Accounting

- bookkeeping following Polish and International Accounting Standards
- drawing up monthly and annual financial statements in accordance with the Polish Accounting Act and International Financial Reporting Standards as well as USA GAAP (Generally Accepted Accounting Principles)
- recording fixed assets
- preparing reports for Statistics Poland (GUS) and the National Bank of Poland (NBP)
- valuing assets and liabilities, calculating financial result
- drawing up returns for CIT, VAT and other taxes
- providing accounting services for joint stock companies, limited liability companies, limited partnerships, limited joint stock partnerships, professional partnerships, foreign company branches, representative offices, associations, foundations, sports clubs
- accounting for subsidies and grants

Efficient and comprehensive services

HR & Payroll

- providing your employees with details of their salaries, including amounts withheld due to regulations resulting from Personal Income Tax Act and the Act on Social Insurance System.
- calculating PFRON payments (National Fund for Rehabilitation of the Disabled) and preparing relevant statements
- drawing up monthly payroll lists for your employees
- registering for social insurance (ZUS) purposes, preparing monthly ZUS statements and reports
- keeping individual payroll files for your employees as well as records of their holiday leave and absences
- calculating monthly ZUS contributions and PIT withholdings
- auditing ZUS settlements and employees' personnel files
- assembling employees' personnel files, recording holiday entitlement



Efficient and comprehensive services

— Tax Consultancy

- tax optimization
- international tax law
- providing advice on CIT, PIT, VAT
- preparing statements and calculations based on information provided by the client
- R&D & IP Box tax relief
- transfer prices
- tax audit
- tax compliance and reporting
- participation in tax investigations and procedures

Efficient and comprehensive services

Legal Advisory Services

- providing advice on your business and performed operations
- preparing statements and calculations based on information provided by the client
- management and tax accounting
- representing you in court and administrative proceedings
- preparing, issuing opinions about, and negotiating contracts
- providing ongoing legal assistance, including legal advice, issuing legal opinions, responding to legal inquiries
- broadly defined debt recovery (both amicably and through litigation), legal proceedings – debt enforcement



Efficient and comprehensive services

— Administration

- registering companies with the KRS
- registering sole proprietorships
- registering business entities for VAT purposes
- assisting in obtaining an EORI number and submitting on behalf of the entity a 'simplified procedure' application
- submitting annual financial statements to the KRS repository
- assisting in obtaining stay/residence permits, work permits, and declarations on entrusting work to foreign nationals
- assisting in obtaining a PESEL no. and a Trusted Profile (ePUAP) account
- assisting in setting up a bank account for both legal and natural persons
- employee recruitment
- assisting in obtaining Qualified Electronic Signatures (CERTUM)
- Virtual Office services: providing an address for business registration purposes, scanning and forwarding incoming correspondence

About us

Our Clients' Fields of Business:

- Production – real estate developers, factories
- Green energy
- Trade – wholesale, retail
- FMCG
- Hi-Tech
- Entertainment
- Services - IT, employment agencies, restaurant services, architecture
- Legal & financial services
- Investment activities
- Research & Development



About us

TIAS operates in conformity with Polish and international standards



02



— Welcome to TIAS

Welcome to TIAS

TIAS – there is always a solution

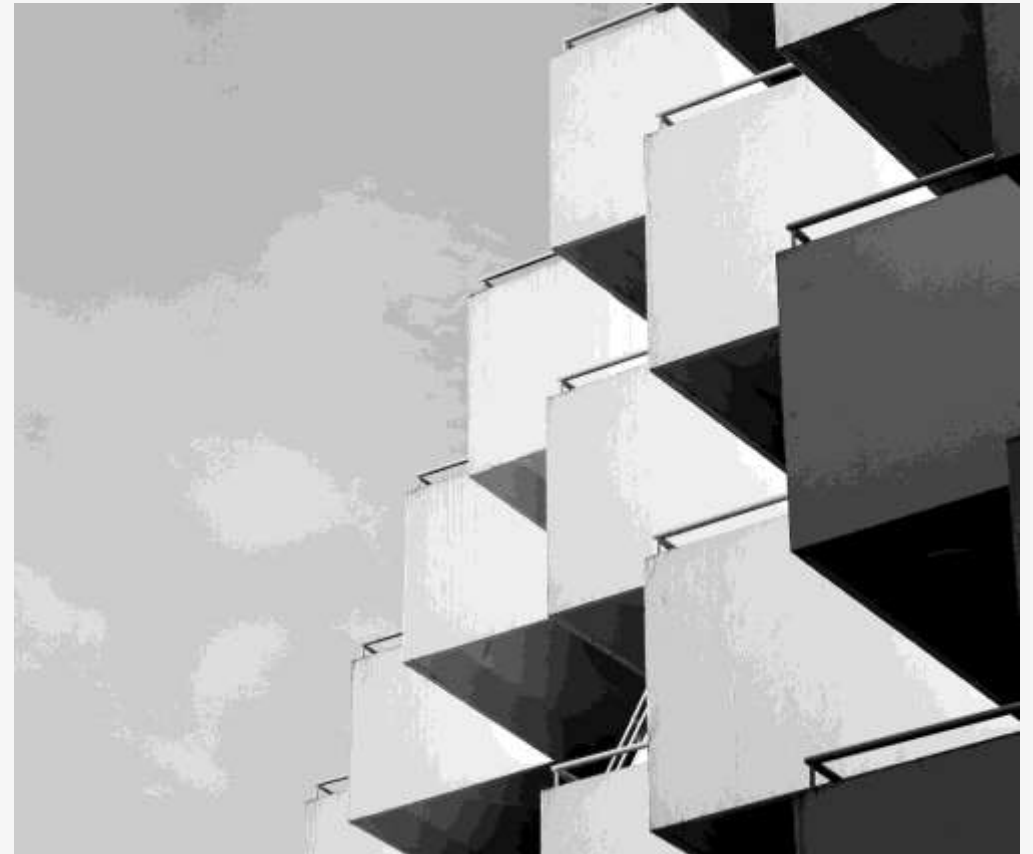
- over 25 years of experience working with Polish and foreign clients
- state-of-the-art technology providing quick access to data and reports
- native language customer support
- availability in many locations in Poland; branch office in South Korea
- flexible offer tailored to the client's needs that can be extended with additional services



Welcome to TIAS

We specialize in collaborating with international clients

- Our company brings together an international team of experts from all over the world.
- We operate an office in Seoul for our South Korean clients.
- Our Customer Service department operates a multinational Help Desk that provides daily assistance with tax and accounting matters to our partners in four languages: English, Korean, Chinese and Polish.
- We cooperate with over 600 foreign and Polish clients.



Welcome to TIAS

— TIAS Accounting and Legal Offices



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