



# A team of professionals specialized in all aspects of accounting, payroll and administration

Since 2001, we have been supporting international companies in entering the Polish market in many different industries.

Our flexible approach towards each client allows us to find the best possible solutions for their businesses in Poland.





When it comes  
to outsourcing  
your accounting,  
it's good to have a  
partner you can trust

In 2022, the total turnover of businesses  
of our clients exceeded 408 018 808 PLN.

For our clients our team manages payroll  
for over 2120 employees monthly.



We provide insurance of civil responsibility  
for the amount of 250 000 EUR (accounting),  
250 000 EUR (HR), 250 000 EUR (tax consultancy).

The security of our systems is ensured by the  
renowned Nessus Vulnerability Assessment.



Entrust your  
business to  
the team of  
experienced  
professionals





# Accounting

With our support, you can freely decide on the shape of cooperation, because we specialize in a wide range of administrative and accounting services



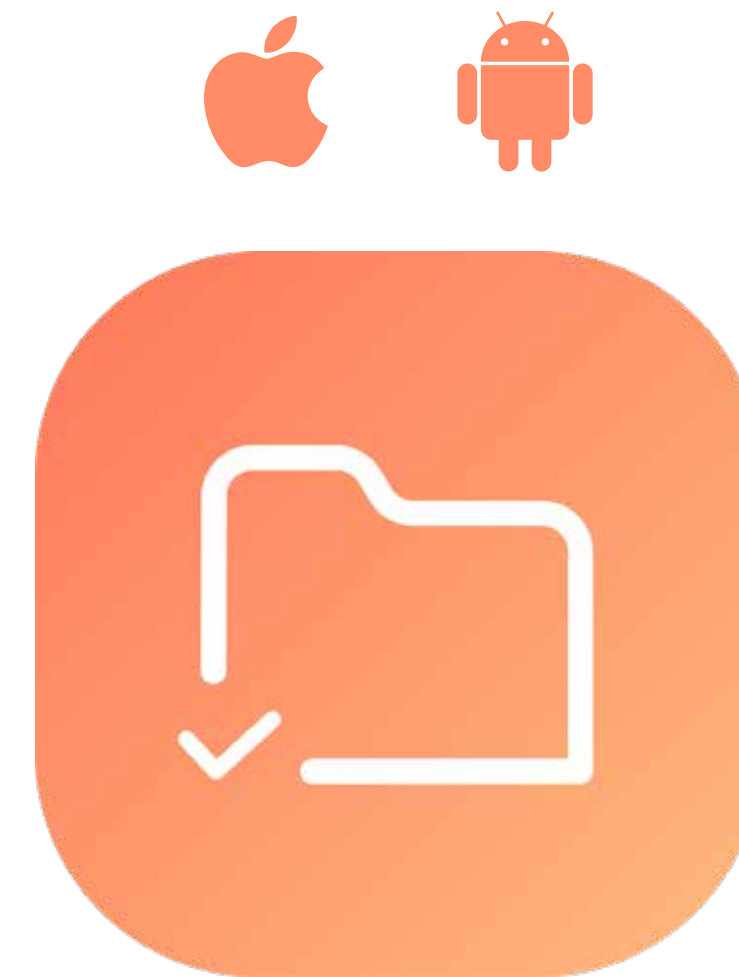
Barbara Bagnowska  
Tax advisor

- 1 Bookkeeping services
- 2 Preparation of tax declarations  
CIT, VAT, WHT
- 3 Preparation of financial statements
- 4 Reporting according to the client's requirements  
formats, deadlines, procedures
- 5 Cooperations with auditors
- 6 Assistance during controls  
Tax Office, Tax Audit Office, Social Insurance Institution, National Bank of Poland
- 7 Registration of supplier invoices in the bank



An online invoice processing app available to our clients.

Upload and approve your financial documents from any place and any device. Download our mobile app available on iOS and Android operating systems.



InFlow



1

Login to InFlow and upload your documents

2

Process them for pre-accounting with a click of a button

3

ARPI will review the documents and notify you about their status

4

Approve your documents for accounting via mobile app

- 1 Creating of the Accounting Policy
- 2 Creating of Corporate Chart of Accounts
- 3 Creating and optimizing existing accounting procedures
- 4 Support during financial and accounting system implementations
- 5 Advice on the amounts to be paid in preliminary taxes, provisional taxes, VAT or other payments to the authorities including relevant dates



# Payroll

We effectively manage employment of more than 2120 employees per month. Effective HR and payroll management requires perfect knowledge of the Labor Code.



Joanna Kępińska  
Payroll Team Leader

- 1 Calculation of the remuneration according to applicable regulations
- 2 Preparing and sending payrolls and statements of payments for civil law agreements
- 3 Preparing and sending particular tax returns  
DRA, RCA, RZA, RSA, PIT-4R, IFT-1R, PIT-11, PIT-8AR
- 4 Keeping records of remuneration for employees  
sick absence, maternity grants, rest
- 5 Issuing certificates of the incomes obtained
- 6 Delivering data and providing explanations in the course of inspection  
ZUS, Tax Office, State Labour Inspection Office, Labour Office



- 1 Keeping and updating of the personnel files for the employees including preparation of employment contracts or other documents to specify employment relationship
- 2 Fulfilling obligations concerning registration and information with respect to the employees  
ZUA, ZZA, ZWUA
- 3 Determining of the rights and the time of rest leaves
- 4 Issuing certificates of employment
- 5 Preparation and filling of required reporting to local authorities

## 1 Introductory package

Assistance in choosing an employee representative and the PPK provider, coordinating the conclusion of the contract with the PPK provider, preparation of required documents, assistance in completing documents concerning declarations

## 2 Acting as an authorized entity

Collecting declarations related to the management of PPK, system administration of the financial institution selected by the customer, including declarations in the iPPK system, concluding contracts on behalf of and for the benefit of participants, loading of registration and contribution files within the statutory deadlines, contacting if in case of need to make corrections

## 3 Payroll activities

Loading of data concerning employee status regarding PPK to the HR and payroll system, calculation of contributions for PPK, generating files for the iPPK system



## Other services

We have provided support to international businesses entering the Polish market since 2001. Take advantage of our experience in selecting the best solutions for business development.



Daria Mitas, LL.M.  
Lawyer

- 1 Management Board requirements analysis and appraisal of the current tools
- 2 Preparing and implementation of the reporting tools due to the client's requirements
- 3 Analysis of the budget implementation and variation to budget
- 4 Reporting in UBW and related activities
- 5 Preparation of the annual corporate income tax return including related documents and filing to the authorities in line with local requirements



- 1 Interim CFO and Financial Controllers
- 2 Current processes analysis to recognize risks and bottleneck
- 3 Coordination of the setting up of the accounting and controlling departments
- 4 Cost-effectiveness solutions

- 1 Accounting integration – adopted accounting principles integration
- 2 Chart of accounts integration – changes in current or creating the new chart of accounts
- 3 Management accounting integration – adjustment to current or proposal of new management reporting
- 4 Process integration – analyzing, model and managing of key processes



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Our comprehensive guide will provide you with the best solutions to achieve your business goals.

Gain extensive knowledge about the crucial regulations specific to the Polish market. Let us lead your company in the right direction.

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# Contact us

Get in touch with us  
and let us prepare an  
offer tailored to your  
current needs.

