

TGC Nominees

Shelf Company

How to purchase a shelf company in Poland

We can provide you with a shelf company in Poland so that you can commence business immediately.

1. Introduction

We set out below background information on how to purchase a shelf company from us. This information is intended to be useful to you at the early stages of setting up in Poland however it is not comprehensive.

2. Purchasing a shelf company

We normally have a number of companies that are set up and ready to be purchased so that you can start business immediately. You purchase the company by buying its shares.

(a) Timeframe: 1-2 days

(b) Costs: Please ask us to provide a competitive fee estimate.

(c) Documents required:

- Power of attorney so that we can represent you in Poland
- Specimen signature of each new director for the company

These documents should be signed before a notary public. We can prepare drafts of these documents for you.

We require details of the purchaser and the new directors as follows:

- Directors: full name, residential address, date of birth, parents' first name, passport details (number, date of issue and expiry, country of issue, and copy of the photograph page)
- Personal Shareholder: same as for a director (above)
- Corporate shareholder: full name, registered address, registration number, and copy of Commercial Registry Extract, or Chamber of Commerce Extract, or Certificate of Incorporation (plus any change in name)

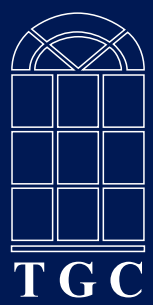
3. What you get

You will get the following:

- A standard Polish limited liability company established and ready to do business
- Registration with the Polish tax authorities (NIP and VAT) and the statistical office (REGON)
- A bank account with a major bank in Poland
- Appointment of new directors
- Accounts up to date of sale
- Registered address up to date of sale
- Filing of tax declaration and payment of stamp duty on sale

Our fees do NOT include registration of the new shareholder and directors at the court.





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4. Other services

We are also able to provide a wide range of services to ensure that you can start doing business immediately including:

- Accounting with **Baker Tilly Poland** (www.bakertillypoland.eu)
- Payroll with **Contract Administration** (www.ca-staff.eu)
- Changing shareholders, directors, constitutional documents and / or registered address
- Providing an annual registered address for clients who use Baker Tilly Poland for accounting services
- If you wish to purchase land then a shareholders resolution approving the purchase is required
- Company secretarial administration and compliance
- Legal services through TGC Corporate Lawyers (www.tgc.eu)

We are also able to provide all other types of legal entities including partnerships and sole trader.

5. Other useful information

Further information that we trust is useful to you at this stage:

- Only one director is required
- You can also have a Euro bank account
- Our shelf companies have 1,000 shares divided into Pln 50 each
- The new directors don't have to come to Poland as they can sign all documents and send them to us. The shareholder does not have to come to Poland. The shareholder can be represented on the basis of a power of attorney to sign the share sale agreement and changes to the founding deed of the company (if required).
- Please read our FAQs.

6. Next steps

- **Step 1 - Contact us – please confirm you wish to buy a shelf company by contacting us:**

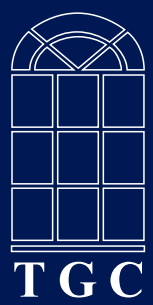
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- **Step 2 - Power of attorney and specimen signatures**

Once we have received the funds and details of the purchaser (whether personal or corporate) then we will send you the power of attorney and the form for the director's specimen signature to be notarised.





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Shelf Company Checklist

Please confirm the following information to us:

Tick the box

- Details of directors
- Details of personal shareholders
- Details of corporate shareholders
- Power of attorney¹
- Specimen signature of director¹
- Will a new director be in Poland?
- Do you require any additional services?

Do you have any other comments?

¹These documents should be signed before a notary public

