



**DUDKOWIAK
KOPEĆ & PUTYRA**

Investing in Poland

30 years of experience

Your Reliable One-Stop Shop Partner In Polish Investments
Legal | Tax | Accounting | Payroll | Audit

About DKP

Legal | Tax

DKP (Dudkowiak Kopec Putyra) is a recognized Polish Law Firm with over **30 years of experience** on legal market. DKP provides **legal and tax advisory services to foreign investors** and international corporations doing business in Poland. For many years DKP attorneys were repeatedly awarded and distinguished by **Legal500, IFLR1000, Lawyers Global**. DKP provides comprehensive range of business related services incl. but not limited to Investment Advisory, M&A, Employment, Regulatory, incl. Fintech, Contracts, Commercial, Antitrust, Data Protection Litigation and Dispute Resolution.

About DPG

Accounting | Payroll | Audit

DPG (Dudkowiak Putyra Grabowski) is a leading provider of **HR Services, Payroll, Accounting and Audit Services** in Poland. DPG derives from Eurotax - one of the biggest providers of such services in Western Poland. The Firm is focused on providing services to **foreign investors**.

Recommendations

Distinctions and Awards



The Firm for Investors

- › **30 years of experience**
- › **5 offices** in Poland
- › international **recognitions and awards**
- › **dedicated to foreign investors**
- › **high standards** of work
- › **excellent English** skills
- › affordable **alternative to big 4** companies
- › team of approx. **100 experts**
- › **tax, accounting, payroll and audit** included

Investment Practice of Dudkowiak Kopeć & Putyra Law Firm is one of the oldest practices that in early 90's boosted the Firm to the recent level. For over **30 years** Dudkowiak Kopeć & Putyra is advising to multinational corporations in their investment ventures in Poland. We successfully completed numerous **greenfield projects** consisting of establishment of new centers and production plants in Poland, as well as **brownfield projects** consisting of acquisition of whole companies or selected departments of companies operating in production, IT, e-commerce, banking, energy, mining, aviation, food, automation and others.

Investment Practice advises foreign investors on e.g. :

- choice of form (asset vs share deal)
- commercial and corporate structure
- business plan and total cost
- due diligence
- financing
- securities / collaterals
- regulatory framework
- tax effects
- representation & negotiation of acquisition deals

In 2023, 2021 and 2017 our Firm was selected by **Legal500** as **M&A and Commercial Law Firm in Spotlight**. In 2021 we were awarded by Corporate INTL as International Business Law Firm of the Year in Poland. Our litigation team was named as Best Litigation Law Firm in 2022 and 2021 by the Lawyers Global. In 2016 and 2014 we were awarded as M&A Law Firm of the Year in Poland by Acquisition International Magazine.



Michał Dudkowiak

Barrister at Law
Managing Partner

Why Poland?

Poland is a perfect place for investment and business expansion. The Polish economy will expand by 0.3 percent in 2023, 2,4% in 2024 and 3,7% in 2025.

- › 40 mln Consumer Market
- › Reboosting Economy
- › Access to European Markets
- › Relatively Low Cost Employment
- › Well-educated Local Workforce
- › Independent and Stable Currency
- › Biggest Beneficiary of EU Budget
- › Location at the very Heart of
- › Europe Record low Unemployment
- › Rate Membership in NATO

The 2022 Ernst & Young European Attractiveness Survey shows that Poland leaped to **9th place in top 20 European destination countries by FDI projects**. According to Economic Survey for 2021 made by OECD, economic growth in Poland remains strong and the unemployment rate is at a record low level. Investors consider our country as **one of the most attractive investment destinations in Europe**. Tourists, in turn, are enchanted by Polish hospitality and friendliness, Poland's cultural heritage and the country's natural wealth. Poland's **40-million strong consumer market** is one of the biggest in Europe. The country's favourable localisation, in the centre of Europe, where the main communication routes intersect, make it possible to export goods to all European countries and thus reach over 500 million consumers. Poland's major trade partners are, among others, Germany, France, Hungary, Ukraine, Spain and China.

Well-educated Polish economists, engineers, IT specialists and scientists are highly sought and appreciated employees who find employment in IT companies, R&D

centres and scientific institutes. Every year a greater number of graduates leave Polish universities, among them graduates from faculties which are most popular among companies investing in advanced technologies. In the academic year 2020/2021 **Polish higher education institutions generated 293,000 graduates**. The number of people starting doctoral studies is on rise. The Polish economy undergoes a significant growth which has **solid institutional foundations** and draws heavily on the country's democratic mechanisms thanks to which the country's economic system is considered to be the **best and most transparent economies among all the post-socialist states**. All the factors together with the country's international safety guaranteed by Poland's membership in **NATO and the EU** make Poland a credible and important business partner for foreign investors. Among the most important challenges to be faced by the country in the foreseeable future there are issues connected with the adoption of the single European currency and all criteria which the country has to meet in order to enter the eurozone.

Guidebooks for Investors

You are still considering whether to choose our Firm as your prime provider?

If you are a foreign investor maybe this will convince you!

Check out our extensive guidebooks in English for foreign investors prepared by our experts.

Just click on the links provided on the right hand side and experience communicative materials designed especially for foreigners investing on Polish market. .

Guides for Investors in English

- > [Corporate Law Guide](#)
- > [Employment Law Guide](#)
- > [Employment Termination Guide](#)
- > [Taxes Guide](#)
- > [Litigation Guide](#)
- > [Debt Collection Guide](#)
- > [Antitrust and Competition](#)
- > [Property Investment Guide](#)
- > [FinTech Guide](#)
- > [Business Registration Guide](#)
- > [Criminal Law Guide](#)
- > [Immigration Guide](#)
- > [Inheritance Guide](#)

Legal Services

Leading Law Firm Dedicated to Foreign Investors

Our Law Firm has over 30 years of experience on legal market. We focus on providing legal and tax advisory services to foreign investors and international corporations doing business in Poland. For over years our attorneys were awarded and distinguished by Legal500, IFLR1000, Lawyers Global. We provide comprehensive range of business related services incl. but not limited to Investment Advisory, M&A, Employment, Regulatory, Contracts, Commercial, Antitrust, Data Protection Litigation and Dispute Resolution.

Practices

- > Corporate
- > M&A
- > Contracts and commercial
- > Employment and Labor Law
- > Litigation
- > Debt Collection
- > Antitrust and Competition
- > Data Protection
- > Regulatory, including Fintech
- > Public Procurement
- > IP and copyrights
- > Tax

Industries

- > NGO , Aid & Development
- > IT / E-commerce
- > Trade, International Trade
- > Energy & Environment
- > Mining
- > Banking / Payment Services
- > Insurance
- > Telecommunication
- > Food & agriculture
- > Sports
- > Automotive
- > Aviation
- > Software development
- > International trade
- > Construction
- > Energy & Environment
- > Real estate
- > IT / e- commerce

Accounting Services

Outsourcing of Accounting

Accounting and bookkeeping are most usually outsourced services in Poland as they turn out to be very challenging for newcomers to Polish market. Polish financial regulations are complicated and often counter-intuitive, they tend to surprise with severity and deviations from international standards. Specific forms of tax reporting require dedicated Polish software. Frequent changes in legislation and reporting rules require deep specialization and experience. Outsourcing of accountancy would allow you to focus on business operations, rather than lose them on administration.

Accounting

- › Implementation of bookkeeping policy
- › Introducing accounting methodology
- › Compliance verification of invoices, bills
- › Running accounting books & ledgers
- › Issuance of internal VAT invoices
- › Preparation of VAT returns
- › Preparation of CIT returns
- › Transaction tax and Property tax reporting
- › NBP (National Bank of Poland) reporting
- › Notification about stock-taking duties
- › Preparation of annual financial statements
- › Representation before public authorities and in tax inspections

Accounting Administration

- › Uploading and processing bank transfers
- › Maintaining general ledger
- › Maintaining purchase and sale records
- › Maintaining fixed assets ledgers
- › Preparation of internal, tailor-made statements and summaries

Accounting and Tax Advisory

- › Trainings regarding accounting regulations
- › Updates and alerts regarding changes in law
- › Guidebooks
- › Access to experienced Tax Advisors

Payroll Services

Outsourcing of Payroll

Outsourcing of Payroll to reliable provider in Poland allows your company to save lots of time and avoid number of recurring expenses incl. software upgrades (to reflect Polish mandatory functionalities), obtaining electronic signatures, training staff to use governmental HR and Social Security portals, as well as regarding Polish Employment and Immigration Laws.

Payroll Processing

- › Pay-slips preparation
- › Issuing bills for civil law contracts
- › Registering employees in ZUS
- › Contributions calculations and reporting
- › Tax advances calculations and reporting
- › Sickness reporting for ZUS
- › Annual ZUS reporting
- › ZUS RMUA
- › Annual employee tax reporting PIT-11
- › PIT-8AR annual tax returns
- › Issuing salary certificates
- › PFRON reporting DEK-I-0, DEK-Z and DEK-R
- › Statistical reporting (GUS) GUS Z-03, Z-06

HR Administration

- › Maintaining employees' personal files
- › OHS trainings monitoring
- › Medical checks monitoring
- › Employee leaves monitoring
- › Employees onboarding
- › Issuing employment certificates
- › Issuing salary certificates
- › Obtaining tax residency certificates

HR & Employment Advisory

- › Trainings regarding employment regulations
- › Updates and alerts regarding changes in law
- › Employment Guidebooks and Handbooks
- › Access to experienced Employment Attorneys

Team

Joint forces of DPG and DKP enable to provide **comprehensive legal, tax, accounting and HR** services to the most demanding clients.

Team of approx. **100 experts** in various fields includes: attorneys, barristers, solicitors, tax advisors, certified auditors and patent attorneys. Accounting and Payroll services are provided by experienced accountants and HR officers.

Everyday work with international corporations makes our experts sensitive to **communication in English** and particularly skilled in explaining complexities of the Polish legal environment.

Leaders



Michał Dudkowiak
Legal
Managing Partner



Piotr Putyra
Legal
Managing Partner



Alicja Myśluk Landowska
Employment
Senior Counsel



Justyna Zajączkowska
Payroll
Counsel



Marek Grabowski
Audit
Managing Partner



Katarzyna Rupp
Tax
Partner



Monika Huzarska
Tax
Partner



Benjamin Wojtkowiak
Accounting
Counsel



**DUDKOWIAK
KOPEĆ & PUTYRA**



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