

About Vistra Poland

Poland

Poland is the largest economy in Central and Eastern Europe and the sixth biggest economy on the continent. It was the only country in Europe that strengthened its position in times of the global crisis. World class companies often choose Poland for their investment destination in Europe due to its business friendly climate, central location and highly-skilled workforce at competitive price.

Good condition of Polish economy, dynamic development, as well as various forms of tax allowances and subsidies for investors increase Poland's attractiveness. CEOWORLD magazine ranked Poland second best country in the world to invest in or do business for 2018, and seventh in the "Most Startup Friendly Countries in the World, 2019" ranking.

Well-educated Polish graduates are highly sought-after on the market and they easily find employment within international companies. Polish universities educate specialists with expertise in various areas, however more and more young people choose to gain technical knowledge and become engineers, IT specialists or scientists, highly valued in the whole of Europe.

Vistra Poland

Vistra Poland was established in 2004 in Warsaw. The company has grown to become the leading independent provider of trust, corporate, compliance, and fund services in the Central and Eastern European region (CEE).

The company pioneered shelf company services in Poland and has helped over 2,000 businesses enter the CEE region, many of whom retain its services for company administration, management reporting, accounting, payroll and local compliance.

Current clients include multinational corporations, property investment funds, private equity funds and high net worth individuals.

Core Solutions

Vistra Poland offers a comprehensive range of solutions that can be delivered either on an individual basis or in combination to suit each client's specific requirements.

We offer the highest professional standards and have close working relationships with the major audit and law firms. In this way, we ensure that client's assets and operating entities entrusted to our management are compliant with local legislative and reporting regulations.

In 2019 Vistra Poland obtained the ISAE 3402 (International Standards on Assurance Engagements) Type II certificate for Accounting and HR & Payroll departments. We assure the highest quality of services and the appropriate level of controls and security allowing for efficient risk management of processes which has been tested by an independent auditor.

- **Shelf Companies**

Vistra's shelf company service offers flexibility in when to enter the market and how to operate going forward. Our shelf companies are fully established, operational entities. The solution facilitates a quick and efficient transfer of ownership to commence business activities. After sale support is available for corporate secretarial needs such as updates or changes to the courts and other reporting bodies.

- **Accounting and Management Reporting**

Our clients enjoy a high level of professional service, delivered by qualified, experienced staff, with each client benefitting from a flexible approach to meeting their needs. We serve all types of entities from start-up investments right through to large multinational businesses with multiple entities. Our team includes specialists in the areas of Polish tax law, corporate structures, experienced in the IT, real estate, energy and shale gas sectors, along with German and Spanish desks. In addition to local reporting, we can provide services for accounting under US GAAP or IFRS standards. Other reports can be tailored to a client's specific requirements.

To respond to the growing needs from our clients, Vistra is now offering access to a unique all-in-one document capture solution combining purchase to pay business functions, business process and document management functionalities.

- **HR & Payroll**

Our Human Resources & Payroll department offers an overall solution for control, reporting and compliance with local legislative requirements. Thanks to our functional HR & Payroll portal, operational efficiency of the client's enterprise is improved and most importantly – all data and communication is treated in strictest confidence and in accordance with the Personal Data Protection Act.

- **Management and Domiciliary**

Vistra offers professional services for ongoing administrative, domiciliary and fiduciary requirements. Where local management and control are required for administrative or tax purposes, we have experienced directors to fulfil fiduciary roles.

- **Corporate Secretarial Services**

Regulations and legislative frameworks for company administration in our region require diligence and strict attention to local process. Compliance with local commercial codes, accounting acts and tax legislation is a minimum requirement. Omissions or errors can expose investors to the risk of financial penalties or corporate governance issues. Vistra's corporate secretarial service offers an outsourced solution to essential tasks that require local expertise and knowledge.

- **Fund Administration**

Vistra Fund Services Poland is the market leader in asset valuation and accounting for institutional investors. The core business is specialised accounting services to regulated open and closed funds and other special purpose vehicles used for investment purposes.

- **Projects and Outsourced Interim Staff**

Clients often require additional resources or skills to carry out a project work or to cover extended periods of absence. Vistra Poland provides flexible solutions with professional staff to complete specific tasks or secondment to a client's office. We have qualified professional accounting staff to cover the full range of interim positions in an accounting department, including Finance Director, Chief Accountant and Independent Accountant. Seconded assignments can be tailored to meet client's needs; full time, a few weeks, or ongoing support at critical periods such as month/year end compliance and reporting.

Other

- **Apostille**

An apostille is a certificate that is attached to an official document to verify that the signature, seal or stamp appearing on the document is genuine. The competent authority that issues apostilles in Poland is the Ministry of Foreign Affairs (Ministerstwo Spraw Zagranicznych, MSZ).

Vistra offers same day apostille service at the MSZ for documents that can be apostilled without prior certification.

- **Legalisation**

Legalisation is a governmental act by means of which a consular officer certifies the genuineness of the signature or seal of the MSZ official who has issued an apostille. Legalisation process is driven by Convention of 5 October 1961 Abolishing the requirement of legalisation for foreign public documents. Although the Convention clearly lists detailed information in regards of the overall requirements, each country established its own procedure to meet Convention standards. In Poland, documents may require prior authentication before they can be legalised by the MSZ. Degree certificates or diplomas must be authenticated by the Polish National Agency For Academic Exchange (Narodowa Agencja Wymiany Akademickiej, NAWA). Public documents, documents drafted by local Notary Public must be authenticated by local Court of Justice before they can be apostilled by the MSZ in Warsaw. We can assist with obtaining such authentication at our regional offices when required.

Legalisation process can be a time consuming, frustrating and costly endeavor. Vistra Poland legalisation service have been carefully structured to facilitate a quick turnaround at foreign missions in Warsaw.

Contact

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