Lodz, 25 August 2020

RANGE OF SERVICES

Bearing in mind our cooperation within the partnership with the Lodz Special Economic Zone, I would like to present the range of services that the Law Firm "Chudzik i Wspólnicy Radcowie Prawni" (in Polish: *Kancelaria "Chudzik i Wspólnicy Radcowie Prawni" sp. p.*) may provide to entities from Belarus that will want to conduct business activity in Poland.

This document contains:

1. Range of the proposed services
2. Profile of the Law Firm
5. References – they trusted us

I am convinced that the quality of our services and many years of experience in the field of representation and consulting in establishing subsidiaries in Poland by foreign companies will allow us to carry out your company's orders on time and at a high legal level.

Should you have any questions regarding the range of our services or want to make an appointment, please contact me at my mobile phone number: +48 607 940 617 or by e-mail: noemi@chudzik.pl.

Sincerely yours,
Noemi Chudzik
legal adviser/partner

1. **Range of the proposed services**

As part of the cooperation we propose:

I. Comprehensive legal services related to starting business activity in Poland, in particular:

a) Advice on the choice of the most advantageous legal form of business activity.
b) Drawing up suitable articles of association and representing partners during the conclusion of the articles of association, which means that there is no need for the partners to be present in Poland.
c) Registration of the company with the Registry Court and the Central Register of Beneficial Owners, obtaining the Tax Identification Number (NIP) for the company.
d) Obtaining the Civil Registration Number (PESEL) and electronic signature for members of the Management Board.
e) Making the registered office address available to the company at the initial stage of its operation.
f) Legal support for the process of obtaining a permit to operate in the Lodz Special Economic Zone.
g) Obtaining work and residence permits in Poland for workers from Belarus. Obtaining a residence permit for workers' family members.

II. The services are provided by:

a. Partner, i.e. legal adviser Noemi Chudzik, Mateusz Chudzik – substantive supervision over the service
b. Account Manager (experienced specialist) with knowledge of all matters of a given Client
c. A team of experienced specialists who handle the Client's cases operationally

III. Wide range of legal assistance provided on an ongoing basis, including:

a. Ongoing legal and tax consultations
b. Keeping corporate records required by law
c. Drawing up legal opinions, drafting contracts
d. Verification of existing labour law documents and civil-law contracts
e. Participation in negotiations on contracts concluded by the company
f. Informing about important changes in the law concerning the Client's industry
g. Effective debt collection

IV. Possibility to provide additional tax advisory services, e.g.:

a. Requests for individual interpretations
b. Representation before tax authorities, administrative courts
c. Tax audits

2. **Profile of the Law Firm**

CHUDZIK i WSPÓLNICY Radcowie Prawni sp. p.:

- over a dozen years of experience in providing legal services for business
- a dynamic team of specialist lawyers
- services provided in Polish, English and German

The Law Firm's specialization

LEGAL CONSULTANCY	TAX OPTIMISATION	REAL ESTATE
• comprehensive service for entrepreneurs • labour law • company law (corporate, transformations, mergers and acquisitions) • business contracts • litigation	• tax optimisation • transfer pricing • representation in tax matters	• building code • legal audits of real estate (due diligence) • reprivatisation claims

Examples of completed projects:

- representation and consulting in establishing subsidiaries in Poland by companies based in Belarus, Germany, South Korea, Denmark, Ireland, the Netherlands – services provided in a foreign language
- support for the process of obtaining permits to operate in Special Economic Zones and ongoing support for companies operating in such zones
- negotiating trade contracts, including:
    - lease contracts (e.g. in shopping malls) and others
    - for construction projects
    - investment contracts
- comprehensive service in the field of labour law and employee affairs, including obtaining work permits, trials concerning harassment at work (successfully representing the defendant employer)
- several dozens of transformations carried out for the purpose of, among others:
    - tax optimisation
    - changes in the ownership structure of the entity
    - minimising business risk

More information can be found on our website at www.chudzik.pl.

5 References – they trusted us.

The Law Firm is a partner of the Lodz Special Economic Zone.