

# About us

MARCINIAK company was established in 2006 to continue a prior activity of its partners i.e. Irena Marciniak and Rafał Marciniak. Over the years our Clients were recommending us to others and even now the majority of new orders come from such recommendations.

Year by year we expanded also the package of services offered – and due to an increasing number of Clients we increased employment and own company's resources. **We continue to invest in our personnel, software, and equipment.** Education and professional development of our employees are one of our most important focus points. All board members hold book-keeping certificates issued by a Polish ministry.h.



# Team of Specialists



**We employ a team of professionals from various disciplines: book-keeping, personnel and wages, employee-related affairs, as well as tax advisory services.**

Team's superior is Rafał Marciniak – Tax Advisor (no. 12 341), Marciniak Sp. z o.o. Board President, accountant's certificate of the Polish Republic's Ministry of Finance 24608/2008).

Graduate of the Law Faculty at Adam Mickiewicz University in Poznań, pursuing a PhD dissertation at the Accountancy Cathedral of Cracow University of Economics. Post-graduate studies: Cracow Academy of Economics and Central Institute for Labour Inspection in Warsaw. ESOL BEC Vantage Certificate of the University of Cambridge. Specialist in using contemporary IT solutions in book keeping and tax optimisation.

“ **Education and professional development of employees** is an important approach of our company. ”

# State-of-the-art solutions

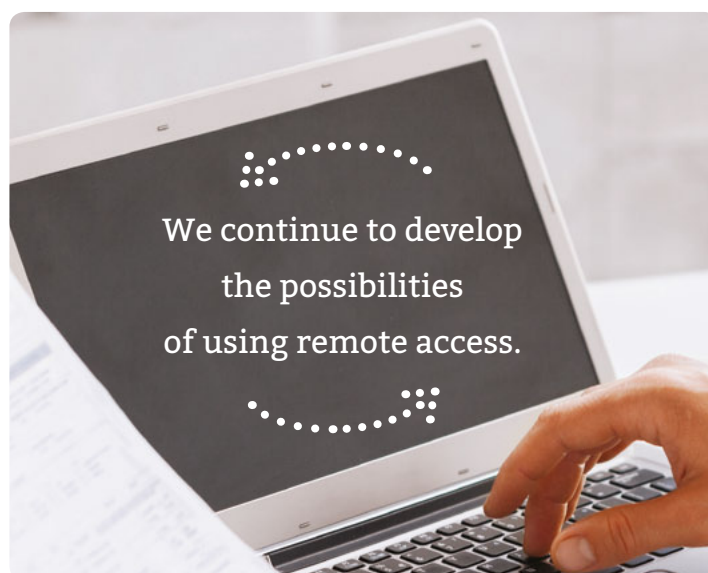
Thanks to IT tools we are vary efficient  
- we devote more time for data analysis.  
Processing of a high number of documents  
is not problematic for us.

We offer **competitive prices but not at the expense of the quality of our services.**

We use state-of-the-art computer tools allowing us to easily and quickly exchange data with a high number of our Client's financial and accounting systems.

**We can combine many different applications** used for trade, cash register, bank and warehouses service.

**We continue to develop the possibility of a remote access** (us to Clients and vice versa). **We have a high-power server room with own emergency feeding, ample space, and fast Internet access.**



**Our Clients are enterprises which are mostly subject to comprehensive book-keeping, and part of them also to balance sheet examination by expert auditors.**

Our clients can at all times have their documentation prepared which is necessary to keep a bank loan, a lease, or for legal form transformation (mergers, take-overs, sale

The service proposed covers all book-keeping, formal and legal aspects of enterprise operation: from a typical book-keeping and personnel and wages to professional tax advisory services.

of company). We are producing documentation necessary at various stages of enterprise's activity: registering, development, bankruptcy and liquidation. At all times, we use our hitherto experience.

**Specialist issues are developed by a tax advisor or a lawyer.**

# Professionalism and advisory services

Our services do not limit only to providing book-keeping and personnel services.

best solutions  
**w 100**  tailored  
to Client's  
needs

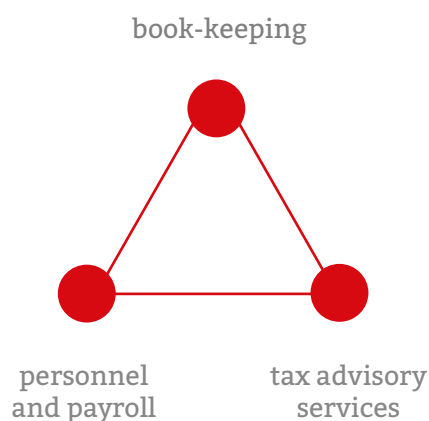


We act believing that book-keeping is one of the more important enterprise components. Therefore, we are always looking for best solutions which will be adjusted to actual needs of an individual Client.

We are constantly analysing the varying situation and proposing new solutions. This is why our Clients can concentrate on what is most important: development of their companies.

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## Special work methods



**Contrary to our competitors, all Client cases are executed not by a single person but always by a team of at least three (chief accountant, personnel and wages specialist, and independent accountant).**

Such service organisation provides our Clients with services corresponding to work of their internal financial and accounting department.

**Basic book-keeping services are supplemented with tax advisory services, whereas personnel services with OHS.**

We cooperate with numerous expert auditors and law offices.

# We go beyond patterns

For our Clients, we skillfully use the combination of our experience and individual approach. This combination helps to develop a good accounting policy and tax strategy adjusted to an individual company.



## We avoid patterns which could limit Clients' development.

There is a number of methods to present data in financial reports - you need to know how to choose the most optimum one. This is crucial in case of enterprise assessment made by a bank, by insurers, or by companies organising public tenders, in reports of credit information agencies, and in many other situations. Moreover, this has a real impact on taxes and overall standing of an enterprise

## International

Dynamics of hitherto business makes enterprises increasingly to go beyond the borders of a single country.

Currently, our every other Client has cooperated with foreign companies or runs its business abroad. Part of our Clients are entities with foreign capital.

Entrusting us with book-keeping or personnel and wages one can be sure that we are ready for challenges you will need to face following cooperation with foreign companies or presence on foreign markets. **We provide numerous practical solutions which have already been applied by our other clients.**

“ Every second client of ours cooperates with foreign companies or runs business abroad. ”



# Individual approach

Cooperation with a Client starts from reviewing all his/her affairs and assessing Client's situation so as to apply the best work methods for his/her business from the start.

- **We treat each Client individually** and propose solutions that will be fully adjusted to his/her company's specifics, employment level, turnover, and most importantly to organisational needs of an enterprise.
- We do not follow any patterns.
- Our service starts and ends with advising. Our priority is to fix common goals and to execute them accordingly.
- Our **priority is to fix common goals and to execute them accordingly.**
- We change priorities of our services depending on our Client's varying needs.



# Tax advisory services

We propose a service model developed in big corporations.

Our Clients are offered not only standard book-keeping and personnel services but also comprehensive tax advisory services covering:

- 📊 **optimisation of tax liabilities,**
- 📊 **conducting of fiscal proceedings (reimbursements, reliefs, redemptions)**
- 📊 **representing tax payers before tax authorities and administrative courts of law.**



# Partnership and experience

For more than 15 years we have been running book-keeping for many companies, very much different in their activity profiles.

Our Clients also benefit from utilising our experience gained when providing services to other partners.

We have our ready-made methods developed in the past years, so we don't have to experiment and act on a "last minute" basis.

We share the experience gained equally with our partners.

\* **Additional service**  
– reimbursement of income tax  
for people working abroad.



## Partners and cooperating companies

We operate based on our own knowledge and experience, but also on the knowledge and experience of our partners. This is why the benefit for you is double.

When working for a Client, we use reliable business contacts and **knowledge of specialists from various disciplines:**



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