



Expatriate Support Services

10 May 2012



Introduction: About us

→ **TGC** Poland • Czech Republic • Slovakia
Full service corporate law firm

By Practice Area

- Tax
- Employment
- Corporate/M&A
- Litigation/DR
- IP
- Insolvency

By Industry

- Energy and Infrastructure
- Banking and Finance
- Real Estate
- Logistics
- Pharmaceuticals
- FMCG



Introduction: About us

- **CA** Poland • Czech Republic • Slovakia
Payroll and HR compliance services

- Largest local independent payroll provider in Poland
- Specialise in large institutions
- Payroll processing – 100,000 payslips per month
- Outsourced HR administration
- HR consulting (outplacement, training)
- Back office business processes outsourcing (bpo)
- www.ca-staff.eu



Introduction: About us

→ **CAPS** Poland • Czech Republic • Slovakia

Residential and Commercial Property Management Services

- Professional and cost-effective property search and management solutions offered to individual and corporate clients
- Sale, rental and purchase of real estate
- Apartment property management
- Property management of commercial and residential properties
- Real estate Investment services
- Mortgage brokerage
- www.caspoland.eu



Introduction: Our regional coverage

- three divisions, one organisation – one point of contact
- 20+ years professional experience
- service centres in Central Europe
 - Warsaw
 - Wrocław
 - Łódź
 - Kraków
 - Bratislava (SK)
 - Prague (CZ)
 - Brno (CZ)
- over 600 clients
- over 390 professional staff



Expatriate Relocation: the challenges

→ **Tax structuring**

- Tax residence issues
- Tax advice and optimization
- Tax filings

→ **Employment advisory**

- Work permit and visa requirements
- Local authority registrations (social and health insurance)

→ **Payroll implementation and handling**

- Local Benefits
- Pension contributions
- Payroll calculation

→ **Relocation**

- Housing
- Travel
- Cross-cultural Training



Our Solution: Tax Structuring

- **Initial tax meeting**
 - In London and/or Warsaw/Prague/Bratislava
 - Tax status identification
 - Tax residency requirements
 - Permanent establishment issues
 - Tax optimisation options
- **Personalised Tax Structuring Report**
 - Provided to both individual and employer
 - Will cover Polish and Czech/Slovak structuring
- **Six month follow-up/review**
- **Tax filing registration and annual returns preparation and filing**



Our Solution: Employment Advisory

- **Employment structuring meeting**
 - After or simultaneous with tax analysis
 - Identify work permit and visa requirements
 - Identify employment documentation requirements
 - Identify local authority registration requirements (social and health insurance)
- **Employment Structure Report**
 - **Drafting Employment Documentation**
 - **Work permit/visa/other residence filing and processing**
 - **Local authority registrations**



Our Solution: Payroll Implementation and Handling

- **Tailored payroll implementation assistance**
 - Employment document collation
 - Payroll authority registration
 - Payroll set-up assistance (either in-house or outsourced)
- **Tailored payroll handling assistance**
 - Local Benefit calculations
 - Pension contribution calculations
 - Statutory and Management Reporting
 - Tailored payroll assistance
 - Full payroll processing support (if required)



Our Solution: Relocation

- **Housing**
 - Residence search
 - Relocation assistance

- **Travel**
- **Cross-cultural Training**



Our strengths

- one point of contact for all services
- established presence in all three countries in the region
- multi-lingual team of professionals
- good regular communication & proactive approach
- complete flexibility in response to client's needs
- track-record of long-lasting client partnerships
- 20+ years of multi-national client service



Our clients





Our clients

Honeywell

 **legrand**®

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Digest





Next steps

- Initial meetings in London and/or Warsaw/Prague/Bratislava
- Identify client's requirements
- Tailor product solutions
- Documentation



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