

How to set up a foundation



**First come
an impulse,
an idea, a need**

The founder (or founders) has an idea for a public benefit activity.

- ✓ The founder does not have to be a Polish national (or have their registered address in Poland).
- ✓ Foreign nationals can be in the governing bodies.

Note:

You need to submit all the documents and application forms in Polish.

Step 1.

**Getting ready: documents,
governing board**

Endowment



There is no set amount required to set up a foundation

PLN 500 - 1000
Though it could be less

+ min. PLN 1000
A foundation engaging in business activity

Founding act



The founder's will to set up a foundation is expressed in a founding act made by a civil law notary (min. fee **PLN 100**).

A foundation can also be set up in a last will.

Charter



The founder enacts the charter.

Governing board



The founder elects the governing board.

They may also appoint an audit committee, a council of the foundation (this is not compulsory but it is worth doing it).

Step 2.

**Application to
register with KRS
(National Court
Register)**

Application form

- − Foundation not engaging in business activity: paper form or online
- + Foundation engaging in business activity: online

Paper form (registered letter, submission in person at the KRS)

Forms: KRS-W20, KRS-WK and appendices:

- Notarial act
- Foundation charter (3 copies)
- Founder's resolution on the charter enactment
- Resolutions on electing the governing bodies (governing board, council of the foundation)
- Election of the minister statement
- Correspondence delivery address statements from the governing board members - 1 copy per person (if the address is outside of the EU, please name a Polish agent)

Online (prs.ms.gov.pl)

KRS e-forms (application forms – foundation) and appendices:

- Notarial act
- Foundation charter
- Founder's resolution on the charter enactment
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Documents format:

- scans/photos (original documents in paper form must be sent to KRS within 3 days)
- or electronic documents signed with e-signature (e.g. by using free trusted profile "profil zaufany")

Note:

Application to register must be signed by ALL governing board members (independently of the format).

KRS registration cost

PLN 250 Foundation not engaging in business activity

PLN 600 Foundation engaging in business activity

Registration timescales

 It varies, on average 1-1.5 months

Step 3.

After
the registration
with KRS

Note:

You will receive KRS number together with REGON and NIP numbers. You won't have to apply for them separately.



✓ Centralny Rejestr Beneficjentów Rzeczywistych (Central Register of Beneficial Owners)

Report beneficial owners (governing board) at crbr.podatki.gov.pl/adcrbr within 7 days.

✓ Bank account

At the bank of your choice.

✓ Supplementary data*

You can report it to the revenue office using NIP-8 form within 21 days.

*This is new data, unknown during the registration with KRS, e.g. bank account number.

Let's do it!

You can officially start your activity – you have a charter, KRS number, REGON, NIP, bank account. Now you need the energy and ideas.

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