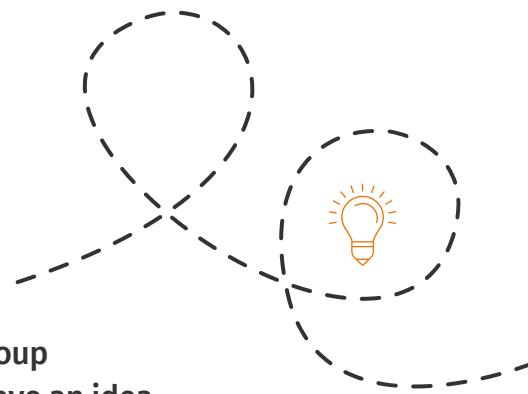


How to set up an association registered with KRS



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

They propel a group of people who have an idea for a public benefit activity.

✓ Foreign nationals with their registered address in Poland may create associations (they may be founding members).

✓ Foreign nationals without their registered address in Poland may join an associations they may not create it).

✓ Foreign nationals can be in the governing bodies.

Note:

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

Step 1.

**Founders'
meeting**

The founders (min. 7 people) gather to set up an association: they create and enact a charter, elect the governing bodies.

Documents from the founders' meeting – appendices to the registration application:

- list of the founding members;
- minutes from the meeting;
- resolutions from the meeting (on creation of the association, charter enactment, election of the governing board and audit committee).

Step 2.

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

Application form

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

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

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

- documents from the founders' meeting (2 copies);
- 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 – association) and appendices:

- documents from the founders' meeting;
- 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).

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

0 PLN Association not engaging in business activity

600 PLN Association engaging in business activity

Czas rejestracji



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 activities – you have a charter, KRS number, REGON, NIP, bank account. Now you need the energy and ideas.

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