

**Professional European and Worldwide Accounts and Tax Advisors**

**OCA Aviation LLC (Branch in Poland)**

**Information Pack and Sign-Up Form**

Services Provided to Contractor

**Self- Employment Company Setup:** Application for NIP (numer identyfikacji podatkowej – tax identification number), registration of self- employment for PIT (Personal Income Tax), social security and VAT is completed and submitted to the relevant tax office in Poland. Details are provided to the contractor and your agency including Certificate of registration for PIT and VAT and with ZUS (social security system). .

**Breakdown of your monthly income** Your agency will send OCA Aviation a breakdown of your monthly income in arrears by a date to be agreed but not later than the 7th of the month following the calendar month end. These will be uploaded within 24 hours by OCA Aviation to your Online Account Manager (OAM). Details of your OAM will be issued to your by email upon signing.

**Monthly Invoicing**: VAT Invoices will be raised monthly to your agency on behalf of the contractor and payment by your agency will take place in accordance with your contract with the agency (normally 14 days after receipt of invoice). Deduction of taxes (PIT) and social insurance will be calculated and you will be notified on a timely basis as to how much to pay to the given governmental bank accounts.

**A1 Portable Document** Applications for this certificate is included in our fee and will be applied for when required due to Out of base (OBB) or temporary base transfer.

**Bank Account**: If you do not have a Polish bank account and wish to set one up, we can assist you with this.

Your Contractors structure

**Your Agency and payment dates**:

Your salary will be transferred into your personal bank account within 14 days of receipt of the VAT invoice that OCA Aviation will issue on your behalf..

Please be advised that transfers by your agency can take up to 48 hours to complete.

We highly advise that you setup your direct debits, and other payments to be taken from your bank account after the 25th of the month. This will allow for any issues that may arise in relation to your payment.

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Contractors compliance

**Self-Employed Company Compliance**:   
All monthly returns and annual returns will be completed by OCA Aviation within the given deadlines.

**Personal Tax Returns**:   
A personal annual tax return will be prepared and submitted to the Polish Tax Office online on your behalf. This is including in the monthly fee.

**Tax Clearance and Residency Certificate**:   
This can be provided annually from the Polish Tax Authorities to your agency upon your request.

**Tax Residency Advice**:   
Upon consultation, we will advise you free of charge on your tax residency status if you reside outside of Poland. Depending on the circumstances and country of your tax residency, we **may** be able to assist you in filing a tax return in that country if required. In some case there may be additional charges. However, please note:

***It is the contractors responsibility to ensure their tax compliance in countries where they are tax resident outside Poland are within the terms of the Double Taxation Agreements between that country and Poland.***

Fee Structure

**Fee structure:**

Captains €125 per month

First Officers €100 per month

Cabin Crew € 50 per month .

The fee must be paid by Standing Order to OCA Aviation on a monthly basis in accordance with the timescale of the receipt of your income from your agency.

**There are no set up fees and no initial registration charges to join the Polish tax and social security system (other than any costs incurred by you personally for any documentation that you must provide such as passport photos)**

\*Should flight crew take a temporary base for longer than 3 months under the same contract in another country, then there may be additional administration fees charged



Documents required

**To sign up with OCA Aviation please read and complete pages 6-8 of this document and sign the Terms and Conditions on page 9.**

**Please provide us with the following documentation and then email this, along with your completed sign-up form, back to the original sender.**

1. Copy of in-date Passport (we cannot proceed without this).
2. Copy of Current Social Security ID Card
3. Proof of address.   
   Any **one** of the following documents will suffice, so long as it has your name and address on it:

* Copy of your driver’s licence (with your home address on it)
* Recent bank or credit card statement (no more than 3 months old)
* Recent utility bill (e.g. gas, electricity, landline etc.)
* Copy of recent correspondence from your country’s tax or social welfare authority i.e. Revenue, HMRC, Social Services etc.
* Extract from the population register of your country
* ID card

Personal Information required

**Please fill in the form below by typing into the boxes. Then email this, along with the above requested documents, back to the original sender.**

|  |  |
| --- | --- |
| 1. First Name 2. Middle Name 3. Surname 4. Sex (Male/Female): |  |
| 1. Home Address: |  |
| 1. Telephone No: |  |
| 1. Email Address: |  |
| 1. Date of Birth: |  |
| 1. Nationality: 2. Place of Birth |  |
| 1. Marital Status | Single Married Separated |
| 1. Position and Crew Code | Cabin Crew Captain First Office |
| 1. Social Insurance Number/Tax Identification Number of the country (or countries) where you are a national:  E.g. PESEL number., UK National Insurance Number., Codice Fiscale, Spanish DNI number, Irish pps number.   Country: Number:    \* Please attached a scanned copy of documentation showing these details | |
| 1. Passport Expiry Date: |  |
| 1. Mother’s First Name: |  |
| 1. Father’s First Name |  |

Banking Information required

**Please ensure accuracy when filling out this section, as incorrect digits can result in payments being delayed or misdirected.**

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| --- | --- |
| 1. Name of Bank account holder: |  |
| 1. Name of bank: |  |
| 1. Bank Address: |  |
| 1. IBAN no: |  |
| 1. Swift/BIC code: |  |

**Queries about any of the above information or requirements can be addressed to the sender, or to** **support@ocaaviation.com**

Terms and Conditions

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| The following are the **Terms and conditions** of the agreement and application to become a client of OCA Aviation whose office is situated at: Unit K23, Drinan Enterprise Centre, Swords Enterprise Park, Feltrim Road, Swords, Co Dublin, Ireland and Concept Tower, ul. Grzybowskiej 87, 00-844 Warszawa, Warsaw  Poland  *(PRINT YOUR NAME ON THE LINE BELOW)* |
| *Here in after referred to as the Client.*  The Terms and Conditions represent an agreement between the OCA Aviation and the Client whereby OCA Aviation agrees to supply the services described in the above document and is subject to the same terms and conditions, subject to any changes specified.  The Client is engaged by OCA Aviation in the capacity of Self-employed contractor.  OCA Aviation will undertake all the registration process as a Self-employed contractor for Personal With-holding Tax (PIT), Social Security and VAT and ensure all Revenue and legislative requirements are complied with including submission of Revenue returns, Accounts and annual Tax Returns in Poland. However, the responsibility of ensuring these returns are submitted all rest, in accordance with Polish Civil Law, with you the Client*.*  The Client will not have any recourse to a grievance procedure with OCA Aviation. The Client shall not at any time during or after the period of service with OCA Aviation divulge or use any confidential information concerning the business or interest of the Client, except where specifically required by your contract with your agency (Warsaw Aviation) All documentation and other property belonging to OCA Aviation must be returned upon completion or termination of the contract to the OCA Aviation.  Under no circumstances will OCA Aviation be liable for loss of profits, whether direct or indirect, or any indirect or consequential damage whatsoever.  The OCA Aviation fee for this service to you as a Contractor as per the terms is set out above on the Fee Structure on page 5 of this document. as per page 5 of this document. Where there is no income in one particular month no fee will be charged. OCA Aviation reserves the right to adjust its payment terms. All clients will receive 30 days written notice of any fee adjustment.  Signed (*Typed signature will suffice):*  At place:  Date: |

Contact information

All enquires, and signups should in the first instance email us at:

[support@ocaaviation.com](mailto:support@ocaaviation.com)

Telephone: +353 1 8928088

**IRISH OFFICE**

OCA Aviation,  
Unit K23, Drinan Enterprise Centre,  
Feltrim Road, Swords,  
Co Dublin,  
Ireland

**POLAND OFFICE**

OCA Aviation  
Concept Tower  
ul. Grzybowskiej 87  
00-844 Warszawa  
Warsaw  
Poland

Facebook: <https://www.facebook.com/ocaaviation>

Twitter: <https://twitter.com/OCAAviation>

Website: [www.ocaaviation.com](http://www.ocaaviation.com)