

How to procure aid?

The aid application procedure is simple. We will help you prepare the necessary documents. We will send you a decision on aid within 30 days of your submission of the application.

#### 4 STEPS TO TAX RELIEF

##### STEP 1: Contact us

We recommend that you start by contacting our office. This will enable our staff to support you with key information, pre-assess project eligibility (e.g., whether the given type of activity is subject to aid), as well as to discuss the procedure and many other important aspects of aid.

##### STEP 2: Prepare and submit an application for aid

The next step is to apply for aid. The application form should be accompanied by:

an extract from a land and building register as well as a map of the investment property in question from the land and building register;  
information sheet presented when applying for aid other than aid in agriculture or fishery, de minimis aid or de minimis aid in agriculture or fishery

financial statements for the preceding 3 financial years, prepared in accordance with accounting law

current company deed/articles of association

Additional documents to be appended to the aid application form:

Written commitment to place a prominent investment notice (sign) at the investment site

Written commitment to submit quarterly reports

Consent for the processing of personal data for the purposes of the Company's marketing, in particular – consent for the data to be published on the website [wmsse.com.pl](http://wmsse.com.pl)

Company's certificate of no tax arrears

Company's certificate of no social security (ZUS) arrears

An application form with appendices is available under [Downloads](#)

### STEP 3: Processing of application

Once submitted, the application is processed under administrative procedure. If necessary, you may be called to supplement the application.

### STEP 4: Issuance of the decision on aid

If your application meets all formal requirements and eligibility criteria, you will receive a decision on granting aid for your new investment. The decision will specify:

its validity period

type of business activity concerned

the site of the new investment (including land/building registry information for the property)

completion date for your investment

the conditions you need to meet

Once the decision is granted, you can commence your investment project and enjoy your tax credit!

For more information, please contact us

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