

Płock City Hall
Mayor of Płock Proxy for Economic Development
and Active Forms of Unemployment Reducing

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Płock 2004

INVESTOR'S GUIDEBOOK

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I. What everyone should know about Płock

POLAND – THE CENTRE OF EUROPE

Poland's location at the cross-roads of Europe makes the country strategically valuable for economic expansion toward both, the West and the East. From the last few years' perspective, the balance of Polish achievements is outstanding. Poland has become a country open to the world with a liberal economy and clear cut legal system based on European standards.

In experts opinion, Poland's accession to the European Union will further increase the country's investment attractiveness.



PŁOCK – THE CENTRE OF POLAND

Płock is a city with nearly 130 thousand inhabitants. It offers ideal conditions for the largest, nearly 40 million, market in Central Europe.

Płock is a dynamic economic region. It owes its strong position to the Polish Oil Concern – ORLEN S.A. – the biggest plant of chemical sector in Poland and one of the biggest petrochemical concerns in Central Europe. Alongside the oil sector, other entities connected with anticorrosion, installation, insulation and steel construction services are operating very actively. In addition, the economic landscape of the city is supplemented by enterprises operating in the machining, construction, food and clothing branches of industry.

A favorable location, modern infrastructure and local government that is open to new investment are undeniable assets of the city. Here we can find the same ideal environment for making contacts and undertaking common ventures. It is worth mentioning that town also holds second place in terms of income per capita and share of investment in commune spending according to ranking created for Polish cities with “poviat” status.

With the aim of boosting the local economy, the Płock City Hall together with PKN ORLEN S.A. company is currently working on the creation of multifunctional centre – The Płock Technological and Industrial Park. Its mission will be to support the process of transfer and sale of technology as well as the stimulation of innovation with the simultaneous activation of local entrepreneurialism through the creation of ideal condition for running a competitive and effective business.

What determines the investment attractiveness of Płock?

- Location in the heart of Poland,
- Strongly developed business market,
- Huge industrial potential,
- Qualified and skilled workforce,
- Local government that understands the needs of potential investors.

Location

Płock, situated on the Mazovian Plain upon the Vistula River, is one of the most picturesquely located cities in the country. The thousand-year city's history and its well-preserved monuments place Płock among the most distinguished of Polish cities.



Tumskie Hill with XIIth-century Cathedral Basilica

Location, area and climate	
Location	Mazowieckie Voivodship
Total area	88,06 sq. metres
Mean temperature	8 °C
Warmest month	July 18,4 °C
Coldest month	January -2,9 °C
Rainfall	500 mm

Own source of information.

Transport and communication

Płock has great connections to important transportation routes.

Roads: Two main international highways intersect near Płock: NR-1 from Gdańsk to Ostrava and NR-2 from Moscow to Berlin. Construction of two new highways near Płock is to begin in the near future, providing an intersection of A-1 North – South and A-2 East – West as well as a motorway S-10 from Warsaw to Szczecin.

Rail: A railway line passes through Płock. One of the largest international railway junctions is in Kutno, 45 kilometres south from Płock.

Rivers: With the Vistula River at out back door, Płock offers river transport straight to the ports of Gdańsk and Gdynia.

Air Connections: Small planes and helicopters can land directly at the Płock airport. International flights are only 110 kilometres away at „Okęcie” International Airport in Warsaw.

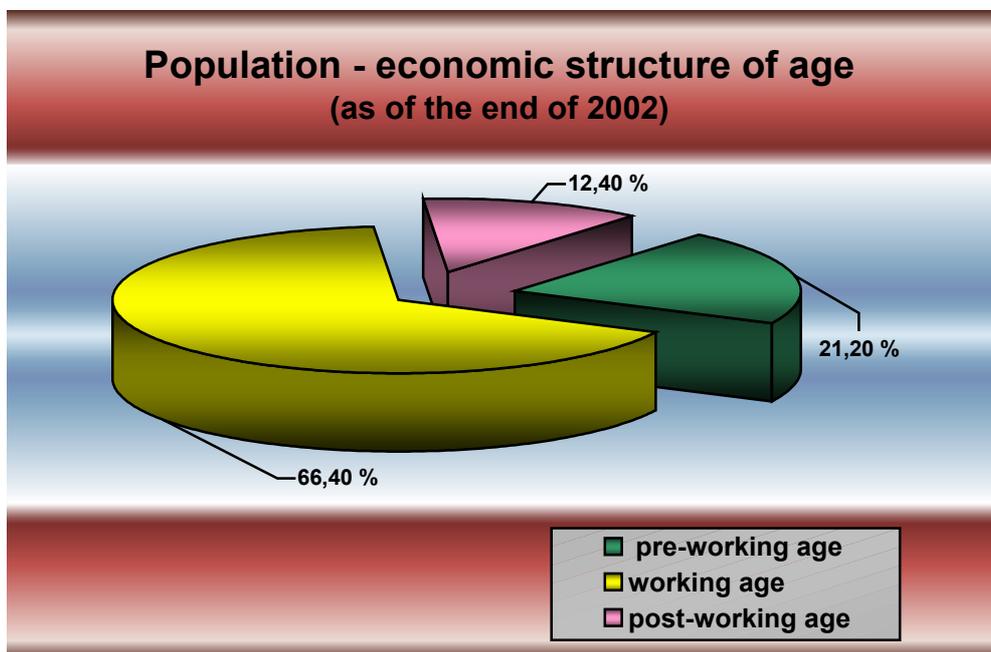


Population

There is a huge economic potential in Płock. Among the total number of inhabitants the vast majority is in working age, able to take a job.

Population (as of 2002)	
Total population	128 208
Population density in sq. m.	1 458
Men in %	48,05
Women in %	51,95

According to Municipal Statistic Fascicle, No. 10, published by Płock City Hall.



According to Municipal Statistic Fascicle, No. 10, published by Płock City Hall.

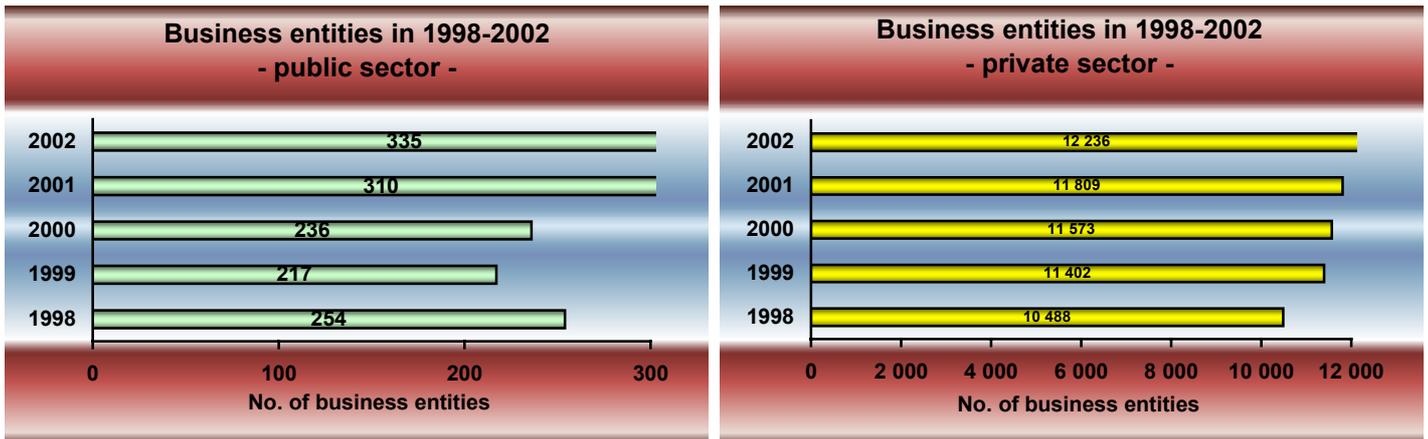
Industrial potential of the city

Local investors:

Number of registered business entities (as of the end of 2002):

All – 12 571

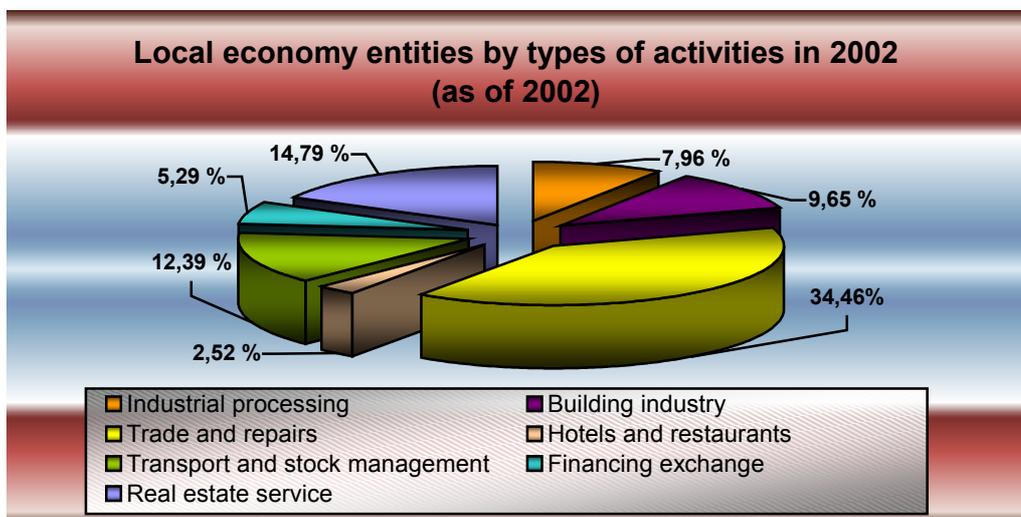
- Public sector – 335
- Private sector – 12 236



According to Municipal Statistic Fascicle, No. 10, published by Płock City Hall

Local economy is dominated by industrial processing and building industry:

- Main economic sectors:
 - petrochemical industry
 - food industry
 - machine industry
 - clothing industry
- Number of joint-venture companies – 65
- Number of foreign enterprises – 8



According to Municipal Statistic Fascicle, No. 10, published by Płock City Hall

Predominant Polish entrepreneurs:

PKN ORLEN S.A. – petrochemical sector

PERN PRZYJAŻŃ S.A. – petroleum pipeline transport

ZAKŁAD ENERGETYCZNY PŁOCK S.A. – power generating

IZOKOR PŁOCK S.A. – insulation, anticorrosion, general construction

NFTOREMONT-NAFTOBUDOWA Sp. z o.o. – mechanical, construction, anticorrosion and insulation sectors

CENTROMOST – construction of inland ships, steel structures

PŁOCKIE PRZEDSIĘBIORSTWO ROBÓT MOSTOWYCH S.A. – construction sector

WEKTRA BUD - construction sector

MOSTOSTAL PŁOCK S.A. – manufacturing and assembly of steel structures

Largest foreign entrepreneurs:

BASELL ORLEN POLYOLEFINS Sp. z o.o. – chemical sector, production of polypropylene and plastic goods (Dutch capital)

CNH POLSKA Sp. z o.o. – manufacturer of agricultural machines (international capital)

LEVI STRAUSS POLAND – clothing sector (US capital)

HERO POLSKA – food industry (Swiss capital)

PONZIO POLSKA Sp. z o.o. – producer of aluminium building systems (Italian capital)

LEAR CORPORATION POLAND Sp. z o.o. – producer of muffing materials for cars (US capital)

AUCHAN POLSKA Sp. z o.o. – retail trade (French capital)

CHAMPION – retail trade (French capital)

OBI – trade of garden and building equipment (German capital)

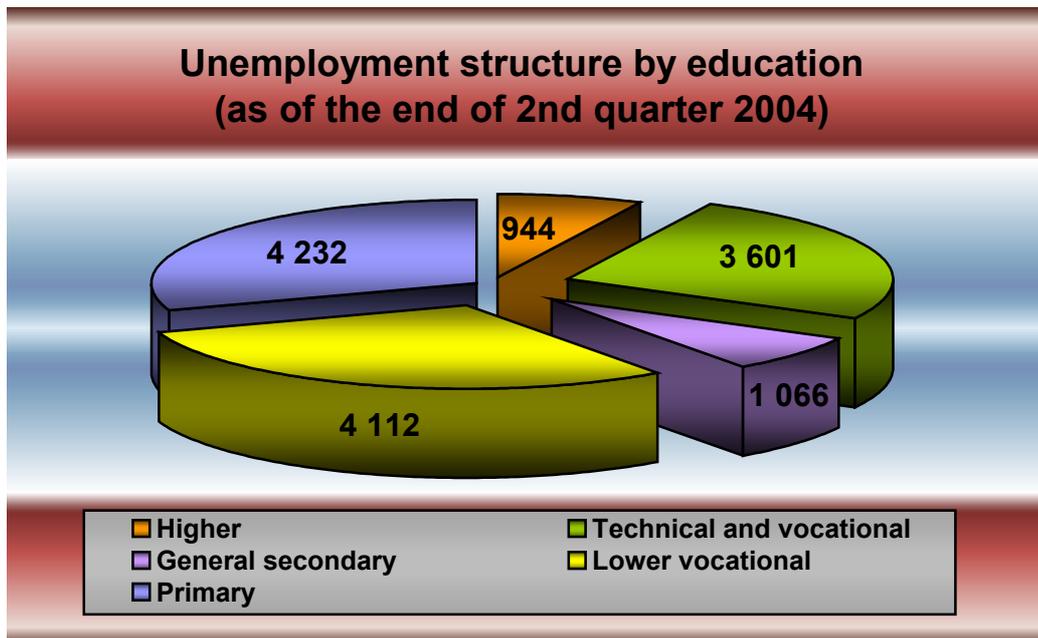
NOMI – building materials trade (English capital)

KAUFLAND – retail trade (German capital)

Unemployment

Rate of unemployment				
As of	31.XII.2001	31.XII.2002	31.XII.2003	30.VI.2004
	12 890	14 064	13 981	13 955
Poland	19,40%	20,00%	20,00%	19,60%
Mazowieckie Voiv.	14,40%	15,20%	15,10%	15,10%
Płock District	22,10%	23,20%	23,70%	30,40%
Płock City	18,50%	20,30%	20,40%	20,40%

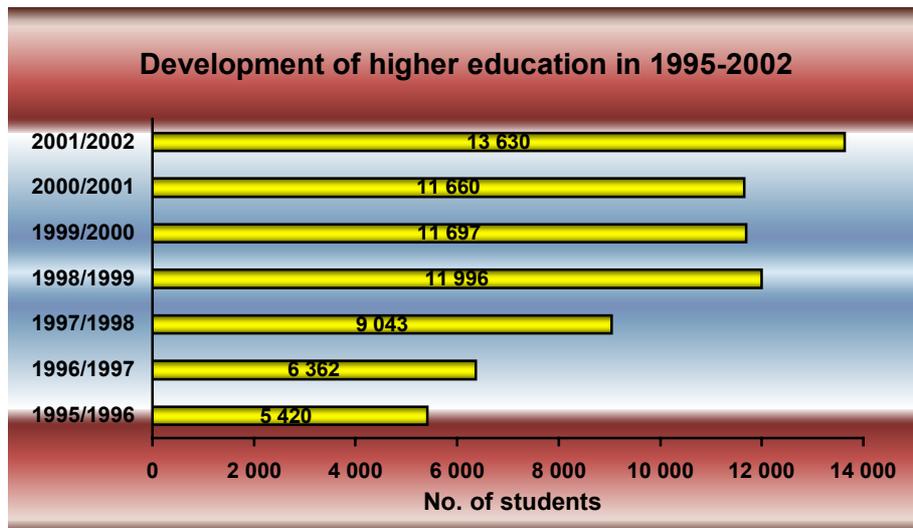
According to County Employment Agency in Płock



According to County Employment Agency in Płock

Education

Four prestigious colleges educate future employees. Warsaw Technical University – School of Technical and Social Science offers technical education specializing in construction, mechanics, machine construction, environmental engineering and chemical technology. Specialists in economics, management and marketing are trained at the private school, Paweł Włodkowic College. The State-owned Higher Vocational School trains future teachers, computer scientists, English and German teachers. Complementary master's studies can be also completed at Warsaw University's regional campus in Płock.



According to Municipal Statistic Fascicle No. 10 published by Płock City

Structure of higher education in 2002/2003	
Specialization	No. of students
Philology of Foreign Languages	594
Informatics	1 311
Economy / Management	4 373
Mechanics and machine construction	618
Chemical Technology	467
Environmental Engineering	461
Construction	638
Other (e.g. Pedagogics, History of Arts, Physical Education, Theology)	2 594

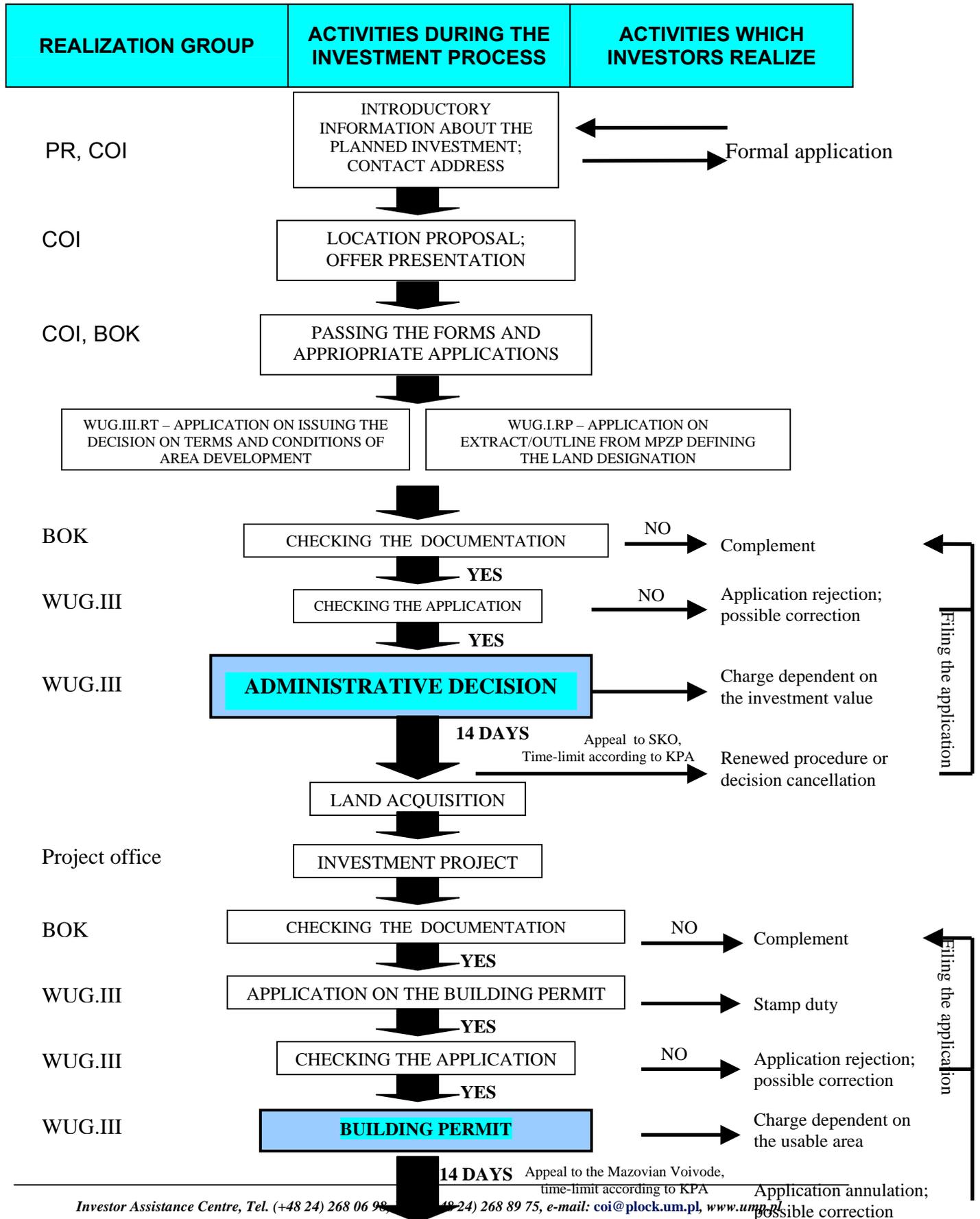
According to Municipal Statistic Fascicle No. 10 published by Płock City

II. Economic projects of Płock Commune

- PŁOCK INDUSTRIAL AND TECHNOLOGICAL PARK
- CENTRE OF EUROPEAN CULTURE WITH THE BOULEVARD OF NATIONS AND CULTURES UPON THE VISTULA RIVER
- BUILDING OF SECOND BRIDGE THROUGH VISTULA RIVER IN PŁOCK
- BUILDING OF ACCESS ROAD TO THE SECOND BRIDGE THROUGH VISTULA RIVER IN PŁOCK
- BUILDING OF PŁOCK NORTH RING ROAD
- RECONDITIONING OF EXISTING RAILWAY AND ROAD BRIDGE THROUGH VISTULA RIVER IN PŁOCK
- BUILDING OF SEWAGE TREATMENT „EAST” WITH MAIN DRAINS
- DEVELOPMENT OF SEWAGE TREATMENT “MASZEWO” AND MODERNIZATION OF MAIN INTERMEDIATE PUMPING STATION “JASNA”
- ARRANGEMENT OF RAIN WATER ECONOMICS ON THE HOUSING ESTATE „BOROWICZKI” IN PŁOCK – I STAGE
- PŁOCK DATA COMMUNICATIONS PLATFORM „E-URZĄD” – I STAGE
- RENOVATION OF TENEMENT HOUSE BY THE STARY RYNEK 15 STREET WITH INFRASTRUCTURE AND SITE PLANNING
- RENOVATION OF TENEMENT HOUSES BY THE STARY RYNEK 21 AND 23 STREET WITH INFRASTRUCTURE AND SITE PLANNING

Precise details about the above projects are available at the Płock City Hall website: www.ump.pl

III. Steps the investor should take during the investment process.





CONTACT:

Płock City Hall
 Stary Rynek 1
 09-400 Płock
 opening hours: 7.30 – 15.30; Wednesdays: 9.30 – 17.30
www.ump.pl

POLISH ABBREVIATIONS:

- PR – Mayor of Płock Proxy for Economic Development and Active Forms of Unemployment Reducing,
 Tel. (+48 24) 367 15 84
- COI – Invesror's Assistance Centre – Tel. (+48 24) 268 06 98, Fax (+48 24) 268 89 75, e-mail:
coi@plock.um.pl
- BOK – Customers' Service Office – Architecture and Town Planning, Tel. (+48 24) 367 15 95, Fax (+48 24) 367 15 98,
 e-mail: bok8@plock.um.pl
- WUG.I.RP – Department of Architecture and Town Planning , Town and Country Planning Section, Tel. (+48 24) 367 14 49
- WUG.III.RT – Department of Architecture and Town Planning, Section of Area Development, Tel. (+48 24) 367 14 46
- WUG.III – Department of Architecture and Town Planning, Section of Architectural and Construction Administration, Tel. (+48 24) 367 14 64
- MPZP – Local Development Plan
- SKO – Self-Governing Appeal Committee
- KPA – Administrative Code
- PINB – District Inspector's Office of Civil Supervision , Tel. (+48 24) 262 30 47

Activities realised by investor during the investment process

Stage	Steps the investor should take:	Steps the Plock City Hall should take:	Barriers
1. Making a contact with Mayor of Plock Proxy for Economic Development and Active Forms of Unemployment Reducing.	<ol style="list-style-type: none"> Investor delivers material about the planned investment; files it at the given official, Investor gives contact address 	<ol style="list-style-type: none"> COI official gives information about the land. When investor does not indicate the location, COI official prepares the investment offer for the planned investment venture. Official issues the application form on terms and conditions of area development for lands included in MPZP (also for lands not included in MPZP), encloses information about land's legal status and documents which should be attached to the application. COI official gives additional information about the economic and social situation in the city and region of Plock. <p>Time-limit: 1 day or within 7 days in case of any difficulties.</p>	1. It is necessary to obtain the suitable information and prepare appropriate investment offers (only when investor does not indicate the location or the investment offer is not valid).
<p>Contact: Mayor of Plock Proxy for Economic Development and Active Forms of Unemployment Reducing – Tel. (+48 24) 367 15 84; ul. Stary Rynek 20; 09-400 Plock Investor's Assistance Centre – Tel. (+48 24) 268 06 98, Fax (+48 24) 268 89 75, e-mail: coi@plock.um.pl, www.ump.pl</p>			
2. Preparation and filing the application on issuance the decision on terms and conditions of area development (regarding lands without MPZP)*	<p>Investor covers the cost of fundamental map. Investor files the application form and pays a fiscal charge. The following should be attached to the application:</p> <ul style="list-style-type: none"> - investment description (written and graphic form), - agreement or conditions and terms of technical terminal. 	<ol style="list-style-type: none"> BOK official helps in filling the application form and gives instructions, COI official helps in the obtainment of a current map – gives information on map makers and orders map for consultative purposes.. COI official files the application with maps and other possible documents with BOK. 	There is a possibility to deliver maps by the Plock City Hall for consultative purposes but they won't be useful during the process of filing the application on building permit.
<p>Contact: Investor's Assistance Centre – Tel. (+48 24) 268 06 98, Fax (+48 24) 268 89 75, e-mail: coi@plock.um.pl, www.ump.pl Customers' Service Office – Town Planning and Architecture – Tel. (+48 24) 367 15 95, Fax (+48 24) 367 15 98, e-mail: bok8@plock.um.pl</p>			
3. Issuance of the decision on terms and conditions of area development*	Investor pays the fiscal charge for decision to be issued	<ol style="list-style-type: none"> WUG.III official: <ul style="list-style-type: none"> - checks the application form in terms of formal and essential content, - eligible person makes a decision project, - makes an arrangement of the project decision in accordance with the Law on Town and Country Planning and Area Development and Law on Environment Protection, - supports investor's activities in case of a need of conflict solution between parties of administrative proceedings, - supports investor's activities in gaining the appropriate arrangements and opinions, WUG.III official issues decision. <p>Time-limit: as short as possible, depends on period of gaining the appropriate arrangements and opinions.</p>	Service of other co-ordinative units
<p>Contact: Investor's Assistance Centre – Tel. (+48 24) 268 06 98, Fax (+48 24) 268 89 75, e-mail: coi@plock.um.pl, www.ump.pl WUG.III – Department of Architecture and Town Planning, Tel. (+48 24) 367 14 46, (+48 24) 367 14 64</p>			

4. Decision implementation*	Investor may negotiate with the party that is appealing in order to retract the appeal	<ol style="list-style-type: none"> 1. Time-limit: 14 days from date of decision obtainment by all parties of proceedings. 2. In case of appeal to Self-governing Appeal Committee the time-limit lengthens up to 2 months. 3. In case of repeal and passing the case to re-examination or in case of decision overturning – WUG.III official proceeds in order to issue the decision after the ruling obtainment 4. WUG.III official helps in solution the existing problem. 	Lack of an agreement between the parties of the administrative procedure that are appealing.
<p>Contact: Investor's Assistance Centre – Tel. (+48 24) 268 06 98, Fax (+48 24) 268 89 75, e-mail: coi@plock.um.pl, www.ump.pl WUG.III – Department of Architecture and Town Planning, Tel. (+48 24) 367 14 46</p> <p>*Attention! The following stages: <ul style="list-style-type: none"> - preparation and filing the application form on issuance of the decision on terms and conditions of area development, - issuance of the decision on terms and conditions of area development - implementation of the decision on terms and conditions of area development are passed over when land being in the sphere of investor's interest is included in MPZP.</p>			
5. Real property acquisition	Investor acquires land	<ol style="list-style-type: none"> 1. In case of real property sale owned by the commune: <ul style="list-style-type: none"> - WUG.I official prepares the appropriate Ordinance of the mayor of the city or the Resolution of the City Council in order to dispose real property owned by the commune by means of tender, - Prepares the tender and conducts all necessary activities, 2. When investor acquires land from private person COI and WUG.II official give all necessary legal information regarding this type of land acquisition. Time-limit: necessary to prepare and conduct tender procedure during the disposal of the real property owned by the commune. 	<ol style="list-style-type: none"> 1. City Council in Płock disagrees about acquisition of real property owned by commune. Tender procedure will be renewed and negotiations between commune and investor will be started when number of required participants of tender procedure is insufficient. 2. No agreement with private person that owns the real property.
<p>Contact: Investor's Assistance Centre – Tel. (+48 24) 268 06 98, Fax (+48 24) 268 89 75, e-mail: coi@plock.um.pl, www.ump.pl WUG.I – Section of Town and Country Planning, Tel. (+48 24) 367 14 53, (+48 24) 367 14 49 WUG.II. – Department of Geodesy, Cadastre and State Treasury Property Management Tel. (+48 24) 367 14 67, (+48 24) 367 14 74</p>			
6. Projecting	When decision on terms and conditions of area development is obtained and rights to land are settled, investor prepares project and building documentation.	<p>Before filing the application on building permit, WUG.III official makes sure if the building documentation is complete. Time-limit: necessary to prepare project and complete building documentation – depends on investor.</p>	None
<p>Contact: Investor's Assistance Centre – Tel. (+48 24) 268 06 98, Fax (+48 24) 268 89 75, e-mail: coi@plock.um.pl, www.ump.pl WUG.III – Department of Architecture and Town Planning, Tel. (+48 24) 367 14 62</p>			
7. Preparation the application on building permit	Investor files the application and pays the fiscal charge.	<ol style="list-style-type: none"> 1. BOK official helps in filling the application form and gives the appropriate instructions, 2. Investor files the application form with building documentation with BOK. Time-limit: 1 day 	None
<p>Contact: BOK – Customers' Service Office – Architecture and Town Planning, Tel. (+48 24) 367 15 95</p>			

8. Issuance of the building permit	Fiscal charge for the decision to be issued	<p>WUG.III official:</p> <ol style="list-style-type: none"> checks the application form in respect of formal and legal procedure summons in order to complete the application form within 7 days – in case of shortage checks the investment documentation in respect of material and legal shortage in case of shortage in documentation issues the decision indicating material and legal shortage, decision includes the summons to complete the documentation as short as possible if regulations do not require it, executes the co-ordinations in range of historical protection, if regulations do not require it, executes the procedure regarding the planned venture which may effect on the environment, if legal regulations do not require it, specifies the procedure parties and summons them to acquaint with the evidences in the administrative proceedings. <p>During the procedure WUG.III official explains problems, indicates solutions, conducts consultations in order to make the procedure more understandable. Time-limit: as short as possible, depends on period of administrative activities.</p>	<ol style="list-style-type: none"> Co-ordinative and consultative units service, Building documentation attached to the application is not complete.
<p>Contact: Investor's Assistance Centre – Tel. (+48 24) 268 06 98, Fax (+48 24) 268 89 75, e-mail: coi@plock.um.pl, www.ump.pl WUG.III – Department of Architecture and Town Planning, Tel. (+48 24) 367 14 62</p>			
9. Implementation of a decision on building permit		<ol style="list-style-type: none"> Time-limit: 14 days from the date of the decision acceptance by all parties of the procedure, In case of appeals to Mazovian Voivode – time-limit up to 2 months, In case of repeal and passing the case to re-examination or in case of decision overturning – WUG.III official proceeds in order to issue the decision after the ruling obtainment. 	Lack of agreement with the parties of the procedure that are appealing.
<p>Contact: Investor's Assistance Centre – Tel. (+48 24) 268 06 98, Fax (+48 24) 268 89 75, e-mail: coi@plock.um.pl, www.ump.pl WUG.III – Department of Architecture and Town Planning, Tel. (+48 24) 367 14 62</p>			
10. Construction works start-up	Filing the daily record of the construction works into register	<ol style="list-style-type: none"> BOK official helps in filling the application regarding the registration and purchase the daily record of construction works, WUG.II official registers the daily record of construction works when decision on building permit is decisive. Time-limit: 3 days 	None
<p>Contact: BOK – Customers' Service Office – Architecture and Town Planning, Tel. (+48 24) 367 15 95 WUG.II. – Department of Geodesy, Cadastre and Management of the State Treasury Property, Tel. (+48 24) 367 14 67, (+48 24) 367 14 74</p>			
11. Construction works			
12. Investment acceptance	Filing the investment acceptance with the District Inspector's Office of Civil Supervision	Official of the District Inspector's Office of Civil Supervision accepts the construction works.	<ol style="list-style-type: none"> Construction works are not finished, Object to be accepted does not fulfil the technical and building conditions.
<p>Contact: District Inspector's Office of Civil Supervision, Tel. (+48 24) 262 30 47</p>			

IV. Information important for the investment process in Płock

1. Undertaking and conducting a business activity

Legal basis:

The principal act governing business activity in Poland is the Business Activity Law of 19 November 1999 (Journal of Laws No 101, item 1178 with further amendments).

In accordance with article 2 item 2 of the act an entrepreneur is a physical or legal person or a non-incorporated commercial law enterprise which professionally in its own name undertakes and conducts a business activity, as well as partners in civil law company within the scope of the business activity conducted by them.

Business start-up

From 1 January 2001 an entrepreneur decided on starting a business activity must first register in the Register of Entrepreneurs. The principles of registration are defined by the following acts:

- **on National Court Register of 20 August 1997 (Journal of Laws No 121, item 769 with further amendments)**
- **introducing the act on National Court Register of 20 August 1997 (Journal of Laws No 121, item 770 with further amendments).**

The entry into a register is made on the application of the entity unless a special regulation permits for registration by virtue of the office. The application into the register is made on the official form with all required documents. An application not made on an official form, incorrectly filled or incorrectly paid for shall be returned to the applicant without any summons to correct the mistakes (art. 19 of the act on National Court Register). In accordance with article 19a of the act on National Court Register, the application is accompanied by copies of signatures, authenticated by a notary or made in front of a judge or a specially authorized court employee, of people authorized to represent the entity (this procedure applies also in case of change in authorized persons representing that entity).

A business activity that requires a license obtainment is defined by the principles of the Business Activity Law dated 19 November 1999.

Pursuant to the article 14 item 1 **a license** is required for following type of activity:

- 1) exploring or recognition the useful minerals deposits, mining the useful minerals from deposits, non-tank substances storage and waste storage in the ground, also in the underground headings,
- 2) production and sales of explosives, weapon, ammunition and goods for military or police purposes,
- 3) production, processing, storage, transfer, distribution and sales of fuel and energy,
- 4) guarding or property protection,
- 5) air transport,
- 6) highways or expressways building and using or only using the toll roads (highways) and expressways to which regulations on toll roads are applied,
- 7) railway lines management and railway transport,
- 8) radio and television programs broadcasting.

License is issued (refused, changed or recalled) by the minister with his specific competence with relation to the subject of business activity to be licensed. The validity of the license lasts not shorter than 2 and not longer than 50 years (according to the article 15).

Application for the license should contain the following (pursuant to the article 177 of the Law referred above):

- 1) designation of the entrepreneur (office and address),
- 2) number in the Entrepreneur's Register,
- 3) specification of the type and range of the business activity to be licensed,
- 4) information specified in the provisions of the separate laws.

The entrepreneur who is going to undertake a business activity in the line to be licensed may also apply for a promise of given license. Granting a license may depend on fulfilling the conditions of running business operation to be licensed. Validity duration of the promise lasts not shorter than 6 months.

Upon the issuance or change of the license, and also upon the issuance of the promise, applicant pays the stamp duty. The amount of charge is defined in the regulations on the fiscal duties.

2. Steps taken during the process of starting and conducting a business activity in Płock:

Step 1

Płock City Hall

Customers' Service Office – station no 2

Business Activity Register

ul. Zduńska 3

09-400 Płock

Tel. (+48 24) 367 15 92

The entrepreneur may conduct a business operation after the entry into the Entrepreneur's Register. In case of a legal persons the register is lead by National Court Register.

Entrepreneur' Register of Mazowieckie Voivodship is lead by:

Economic Court in Warsaw

ul. Barska 28/30

02-315 Warsaw

Tel. (+48 24) 822 46 60 or 570 50 80, 570 55 58, 570 55 11 (-17).

Entrepreneur's Register of natural persons is lead by village chief officer or town mayor with regard to entrepreneur's place of residence by the entry into the Business Activity Register.

The application for an entry into the Business Activity Register is filed in the **Customers' Service Office** at the Płock City Hall (address as above).

Application forms are free of charge and are available at the station no 2 of Customers' Service Office or at the official website of the Płock City Hall (www.ump.pl).

The only enclosure to the application is the copy of document evidencing the payment in the amount of 100 PLN to the account of Płock City Hall, BANK PEKAO S.A. I Oddział w Płocku No. 65124031741111000028907170. If an application refers to the change of the entry, a fee is paid in amount of 50 PLN. A fee may be paid at the Płock City Hall pay-office near the Customers' Service Office.

The entrepreneur should have the identity card with place of residence in it. In the time of filing the application (after the formal check and registration) the entrepreneur is informed about the documents receipt time-limit and further steps necessary to start a business activity.

Step 2

District Statistic Office, ul. Otolińska 21, room 107.

After getting a certificate about the entry into the Business Activity Register, the entrepreneur is obliged to make an official application in the District Statistic Office in order to obtain a REGON statistic identification number.

Step 3

BANK

The entrepreneur is obliged to effect and accept payment through the bank account when other entrepreneur plays a role of the transaction party and one amount of dues and obligations is over 3.000 EURO or an equivalent of 1.000 EURO, when total amount of those dues and obligations in the previous month is over 10.000 EURO.

Step 4

Revenue Office, ul. 1-go Maja 7B

With all necessary documents (entry into the Business Activity Register, REGON, Bank Account) the entrepreneur makes an official application in the Revenue Office in order to fil a tax obligation and fix the appropriate form of taxation.

Step 5

Social Insurance Company, ul. Jachowicza 1 and ul. Piłsudskiego 2B.

The entrepreneur is obliged to apply for an insurance obligation within 7 days after the business activity start-up.

Moreover

The entrepreneur is obliged to obtain the permission from other provided by the law institutions issuing all necessary permits for conducting a business activity.

Detailed information on starting and conducting a business activity may be obtained at the Płock City Hall in the **Section of Business Activity Register - Customers' Service Office**, **Tel. (+48 24) 367 15 92**.

3. Acquisition of real property owned by the State Treasury or territorial self-governing units

Real property owned by the State Treasury or territorial self-governing units may be:

- sold,
- exchanged,
- renounced,
- given to perpetual usufruct,
- tenanted,
- leased,
- lended,
- given to long-term management,
- may be burdened by the limited property laws as a non-monetary contribution (in kind) to the company,
- delivered as a equipment to a newly established government,
- delivered as a property of the a newly established foundations,
- subject of donation.

*Detailed description of the usufructuary rights
is available at the Plock City Hall website:*

www.ump.pl

4. Acquisition of real property owned by the commune

Real property owned by the commune is sold in compliance with the provisions of the law on Real Property Management dated 21 August 1997 (Journal of Laws No 115, item 741 with further amendments) and the executorial provisions.

Real property sale owned by the commune

The following are major conditions for either selling or giving in perpetual usufruct a real property:

1. Regulated legal status,
2. The permission of the City Council or the Mayor of the City to sell the given real property in the form of a resolution and the announcement on the planned sale.

Documentation before the decision taking:

1. Legal and geodesic documentation,
2. Land development project,
3. Maps for legal purposes including a geodesic division project,
4. Town planning expertise,
5. Estimate survey of the real property value,
6. In case of historical buildings an expertise of the Regional Conservator of Historical Buildings.

Documents after the decision taking:

1. Resolution of the City Council or Ordinance of the Mayor of the city with permission to sell a real property and how it may be done,
2. Ordinance of the Mayor of the City with regard to terms and conditions of selling real property and establishment the Tender Board.

An intention to sell a property or give it in perpetual usufruct is announced by publicising the list of properties.

A list of properties is given to public by exhibiting it on the board in the Płock City Hall for the period of 21 days. There is also an official announcement in the local newspaper on the display of the list.

The list contains the following information:

1. Designation of the real property according to the Land and Mortgage Register and Land Register,
2. Area of real property,
3. Description of real property,
4. Destination of the real property in the local development plan,
5. Period of time after which the development of the property should be completed,
6. Price of the real property,
7. Interest rates on charges for perpetual usufruct,
8. Charges for using, renting or leasing the property,
9. Dates on which payments should be made,
10. Principles of updating charges,

11. Information on the intention to sell, give in the perpetual usufruct, rent or lease the property.

Procedure of selling real property

A real property owned by the commune may be either sold or given to perpetual usufruct only through the public tender procedure.

However, there are certain strictly determined exclusions to which this principle does not apply.

Some of these exclusions are provided by the law on real property management in article 37 clause 2, others result from certain specific laws.

The principles of holding tenders are provided in the Ordinance of the Council of Ministers dated 13 January 1998 with regard to specific principles and procedures of holding tenders for selling real property owned by either the State Treasury or commune (Journal of Laws No 9, item 30 with amendments Journal of Laws No 7, item 80).

Regulations of holding tenders in order to sell or give to perpetual usufruct a real property owned by the Płock Commune were implemented by the Resolution of the Płock City Board dated 28 May 1998 (No 510/II-A/98).

Tender procedure

Tenders are held in the following forms:

1. oral public tender (auction) – unlimited or limited,
2. written unlimited or limited tender.

Both, land properties with buildings or without buildings and housing premises, may be a subject of tender procedure. Natural and legal persons, if they make an offer and pay a tender deposit in the fixed amount and on due date, may participate in the tender.

With regard to 1st clause above. Participation in the oral tender is conditioned by filling the following:

- a) information about an offerer (name or name of the company including an excerpt from the court register or register of businesses),
- b) a receipt of paying a tender deposit,
- c) a representation that an offerer read the tender terms and conditions and accepts them without any reservations.

With regard to 2nd clause above an offer in the written tender should contain the following.

- a) information about an offerer (name or name of the company including an excerpt from the court register or register of businesses),
- b) a price offered – not lower than an initial price,
- c) a receipt of paying a tender deposit,
- d) a representation that an offerer read the tender terms and conditions and accepts them without any reservations,
- e) information on how the land will be developed and for what purpose it will be used,
- f) information on how other additional terms and conditions of the tender will be satisfied,
- g) date of the offer,
- h) other information as required under the terms and conditions of the tender.

Tender procedure – a decision-taking diagram

A list of real property	- at the seat of the City Hall, available for a period of 21 days including an announcement in the local newspaper on the display of the list.
Press announcements	- minimum 14 days before the tender date. Offers are accepted at least 3 days before the tender date.
1st tender	- with the initial price fixed by the mayor of the city
2nd tender	- in case the 1 st tender is ineffective.
Negotiations	- in case the 2 nd tender's result is negative.
Notarial deed of sale	- based on the report of the tender/negotiations.

An offer for negotiations should contain the following:

- a. information about an offerer (name or name of the company including an excerpt from the court register or register of businesses),
- b. the price offered,
- c. information on how the land will be developed and for what purpose it will be used ,
- d. date of the offer.

Non-tender procedure

A real property is sold by means of a non-tender procedure if:

- a. it is transferable to a person who enjoys the priority right to acquire it pursuant to article 34 of the law on real property management,
- b. a transfer is made between the State Treasury and a territorial self-governing unit or between such units,
- c. it is sold on principles stipulated under the article 68 clause 1 point 2 of the law on real property management,
- d. transfer of property occurs by donation,
- e. it is sold to a perpetual usufructuary,
- f. parts of the real property necessary for an improvement of an adjacent real property management being owned or given to perpetual usufruct to a person who intends to purchase a certain part are subject to sale if they may not be sold as separate real property,
- g. it is intended as a non-monetary contribution (in kind) to the company or equipment in a newly established state company and self-governing legal person or as a property used in the course of the foundation establishment,
- h. it is transferable on behalf of the person managing a special economic zone in which it is located.

Non-tender procedure – a decision-taking diagram

- WUG.I***
- putting a list of real property at the seat of the City Hall available for a period of 21 days including an announcement in the local newspaper on the display of the list.
 - reconciliation report.
 - notarial deed of sale.

*WUG.I – Polish abbreviation of the Department of Town Planning and Architecture

Lease of real property owned by the commune

Legal basis for leasing real property owned by the commune is provided by the law dated 21 August 1997 on Real Property Management (Journal of Laws No 115, item 741).

Vacant municipal lands in the area of Płock designed for lease (unless respective investments are made) are listed as lands designed for a lease. The lists are announced to public and displayed on the announcement boards at the seat of Płock City Hall for 21 days, providing information on the City's offer.

Tender regulations are specified in the exhibit incorporated in the resolution of the Płock City Board No 510/II – A/98 dated 28 May 1998.

Proceedings related to the lease of a real property

If a person is interested in a certain offer listed on the announcement board a written application should be filed within the period of time and in the place specified in the announcement.

Those who are interested in other properties than listed may file the application describing the area (extract from a register map or hand-made sketch), purpose and lease period.

The area indicated in the application shall be evaluated as to the form of its ownership and the ownership status as well as prospects for developing it and other details are established.

Decision on leasing a given area is issued by the City Council or Mayor of Płock.

Mayor of Płock, authorised by the City Council, decides on leasing real property owned by the Płock Commune for a period over 3 years (he also chooses the leasing procedure).

According to the regulations a real property may be leased:

- a) for commercial purposes – lands of a total area of 1000 square metres for 10 years,
- b) for parking lots as well as for production and storage purposes – lands of a total area up to 5.000 square metres for 10 years,
- c) under cultivation – lands of a total area up to 5, 00 hectares for 5 years.

Issues related with land leasing are handled by: Section of Property Sales in the Department of Strategic Planning at the Płock City Hall.

5. Information regarding tender preparation

Unlimited oral tender

Advertisement for tender is announced to public at least 2 weeks before its fixed time-limit. It contains the following information:

- on form of disposal (sale or giving to perpetual usufruct),
- on time and place of tender,
- on the amount of tender deposit as well as on the time-limit and place of its payment,
- on way of fixing the dues in virtue of perpetual usufructuary,
- on place where additional terms and conditions of tender may be obtained,
- on consequences of evading the conclusion of an agreement to sale the real property or giving to perpetual usufruct the land property.

Orders are organized at the seat of the Płock City Hall.

The unlimited oral tender is intended to get the highest price. The price attained during tender is the purchase price for real property acquisition into the ownership. It is also the basis for fixing the dues in virtue of perpetual usufructuary. A tenderer, appointed in consequence of the auction, as a real property buyer, will be informed about the place and time-limit of the agreement to sale conclusion or perpetual usufructuary establishing in 21 days from date of the tender decision.

Limited oral tender

Limited oral tender procedure is defined by the principles referred above.

That form of the procedure is used:

- for persons having specific rights to acquire a real property which resulted from the law dated 21 August 1997 on Real Property Management, or from separate laws,
- for persons living or having a seat in given locality, region or voivodeship,
- when important public interest is involved,
- when tender conditions may be fulfilled only by the limited number of persons.

Tender advertisement contains information on form of the tender (limited) and type of the limits. Persons intended to participate in tender should fill documents evidencing the fulfilment of conditions.

Unlimited written tender

Advertisement for tender is announced to public at least 2 weeks before its fixed time-limit. It contains the following information:

- on form of disposal (sale or giving to perpetual usufruct),
- on time and place of tender,
- on the initial price,
- on possibilities, time-limit and place of filing the written offers,
- on place where additional terms and conditions of tender may be obtained,
- on the amount of tender deposit as well as on the time-limit and place of its payment,
- on way of fixing the dues in virtue of perpetual usufructuary,
- on consequences of evading the conclusion of an agreement to sale the real property or giving to perpetual usufruct the land property,
- on reservation that the suitable unit has a right to close the tender without choosing one of the given offers.

In case of filing the equivalent offers the Tender Board organises an additional oral tender, limited to the offerers which made those offers and informs them about the time-limit of the

additional limited oral tender. Tender Board also allows them to acquaint with the content of the equivalent offers. During limited oral tender offerers give following oral advances of the price placed in the equivalent offers until there are no further advances (in case of triple calls). A tenderer who has won a tender is informed about the time-limit and place of the notarial deed conclusion in 21 days from the day of closing the tender.

Limited written tender

Limited written tender procedure is defined by the principles referred above. That form of the procedure is used when the tender conditions are fulfilled by the limited number of persons. Tender advertisement contains the information on form of the tender (limited) and type of the limits. Tender Board checks whether the offerers fulfil the tender conditions and qualifies for the participation in tender.

The appropriate procedure to be applied depends on decision of the tender organiser.

6. Organisational principles of granting public orders

General information

Legal grounds for granting public order is the Law of Public Orders dated 29 January 2004 (Journal of Laws of 9 February 2004, No 19, item 177).

The procedure on granting public order at the Plock City Hall begins at suggestion of the substantial department. Then the Tender Board is established by the director of the Department of Public Orders.

Tender Board in the composition of at least 3 persons:

- chooses the order procedure:
 1. unlimited tender
 2. limited tender
 3. negotiations with announcement
 4. negotiations without announcement
 5. order at free hand
 6. inquiry for price
 7. electronic auctions
- prepares Specification of Important Conditions of Order,
- explains the principles of the Specification of Important Conditions of Order,
- negotiates with suppliers and contractors,
- makes the opening of bids,
- evaluates whether the contractors fulfil given conditions,

- makes a motion to exclude the contractors or reject the offers,
- evaluates offers being subject to rejection,
- prepares the proposal of choosing the best bid,
- prepares and analyses reported protests and prepares the answer to protest.

Basic activities:

1st stage

1. Establishing the Tender Board,
2. Preparation of the Specification of Important Conditions of Order,
3. Preparation of the announcement about the procedure's beginning,
4. Putting the announcement in the Public Orders Bulletin (procedure over 60.000 EURO),
5. Putting the announcement in the internet and on the announcement board at the seat of the Płock City Hall,
6. Passing the Specification of Important Conditions of Order to the Customers' Service Office, station no 8 ul. Zduńska 3, in order to give it to the offerers.

2nd stage

1. Opening of bids,
2. Bids expertise,
3. Proposal of choosing the best bid,
4. Approval of the documentation from the procedure by the mayor of Płock,
5. Announcement of the procedure's result on granting public order,
6. Activities tended towards an agreement conclusion.

Additional Information:

All information regarding the offer preparation are contained in the Specification of Important Conditions of Order for offerer.

Information regarding procedures over 60.000 EURO may be obtained from the Public Orders Bulletin (www.uzp.gov.pl), while under 60.000 EURO from the Płock City Hall website (www.plock.um.pl).

Additional information may be obtained directly in the Department of Public Orders at the Płock City Hall, Stary Rynek 1, tel. 367 15 77.

7. Exclusion of farm (and forest) lands from agricultural (forest) production

Issues related to the exclusions of farm and forest lands are governed by the law dated 3 February 1995 on protection of farm and forest lands (Journal of Laws of 1995 No 16, item 78 with further amendments).

The law stipulates that lands designated as idle lands in the Land Register may be used for non farm and non-forest purposes; in case there are no such lands other lands of the lowest cultivation category are used for that purpose.

Proceedings related to the exclusion of farmlands from agricultural production

The classification of farm and forest lands for non-agricultural or non-forest purposes is made in the local development plan drawn up in accordance with the provisions of the area development. The exclusion of agricultural production from any particular farmlands that were earlier destined for non-farming purposes in the development plan is made only after a decision permitting to make such an exclusion is given.

The decision should be made before the investor obtains the permission to begin a construction project.

Soil of mineral origin, class I-III and all organic lands made of peat and decay soil are subject to the exclusion.

It is the investor who applies for excluding the land located in the area of Płock from agricultural production, thus initiating the proceedings in respect of thereof. Application should be filed with:

Płock City Hall, Department of Town Planning, Architecture and Geodesy, Section of Geodesy and Cadastre, 09-400 Płock, ul. Zduńska 3, Tel. +48 (24) 367 14 89, Fax +48 (24) 367 14 36

The following documents should be enclosed to the application:

- a decision about terms and conditions of the land development,
- evidence stating the right to dispose of the real property,
- a plan of the area development including the soil and cropland classification,
- an agreement on purchasing the land for the specific investment or an expert's expertise providing information on the land value at market prices,
- an excerpt from the Land Register.

The person, who obtained a permission to exclude lands from production, has to fulfil certain obligations, which are specified in the decision issued. In particular, such a person is obliged to make a defined payment and then pay annual charges.

Payments and annual charges related to the land excluded from agricultural production

There are exceptions from the rule of paying charges, and in case of forest lands also the rule of a single indemnity. Such an obligation is not imposed in the event of the exclusion of small plots of land from the agricultural and forest production for housing purposes:

- up to 0,05 hectares in case of one-family house,
- up to 0,02 hectares, for every dwelling, in case of multi-family house.

Payments and annual charges depend on the investment area, class of bonus in respect of the land subject to exclusion, origin of land and type of cropland.

The charges are established based on a coefficient, provided in the table of law on protection of farmlands and forests.

The charge calculated on the basis of the above mentioned coefficient is expressed in a certain amount, equivalent to the value of one ton of rye grain, announced by GUS (Main Statistic Office). The charge, calculated according to the said formula is then decreased by the value of the land according to its market price in a given place and on the date on which the actual exclusion of the land from agricultural production occurs. The charge is paid as a single amount of money within 60 days after the date on which a decision with respect thereof becomes final and valid.

The annual charges, resulting from the use of the land excluded from the agricultural production for non-agricultural and non-forest purposes, amount to 10% of the charge. They are expressed in tons of rye grain and are subject to every year valorisation based on the price of one ton of grain, used in the agricultural tax assessment for the first six months of a given year. The person is obliged to pay such annual payments for 10 years and the deadline is 30 June.

Other obligations that investor must meet when changing the classification of the farm and forests lands

The Law on Protection of Farm and Forest Lands provides for the possibility to impose an obligation on an investor to remove the surface of the humus soil layer and use it to improve the value of the farmland soil classified as category I, II, IIIa,

IIIb, III, IVa i IV and peat lands.

If a land, in relation to which a decision to exclude it from agricultural production is taken, is subject to sale, an obligation to pay an annual charge is assigned to the buyer. The seller is obliged to notify the buyer accordingly.

ATTENTION!

The principles of excluding lands from agricultural production as discussed above refer to all investors (domestic and foreign alike), regardless of their legal status.

Similarly, the issues of excluding forest lands and areas of national parks are governed by the same law (on Protection of Farm and Forest Lands). However, proceedings and decisions with respect thereof are conducted and taken by other institutions. The institutions competent in dealing with exclusions of lands from forest production in Łódź is **Director of Regional State Forest Management, 90-237 Łódź, ul. Matejki 16.**

Tel. +48 (42) 631 79 00, Fax +48 (42) 631 79 82.

8. Acquisition of real property by citizens and entrepreneurs outside the European Economic Area

The principle act governing the acquisition of real property by citizens and entrepreneurs outside the European Economic Zone in Poland is the law dated 24 March 1920 on the Purchase of Real Property by Foreigners (last amendment made in 1998).

Within the meaning of the law, a **foreigner** is:

- a natural person who is not a holder of Polish citizenship,
- a legal person having a registered office abroad,
- a legal person having a registered office in the territory of Poland controlled directly by persons referred to above.

A foreigner may acquire the land, building or housing property.

According to the definition, a real property acquisition is the acquisition of the property ownership or its perpetual usufructuary right on the grounds of every legal event.

Those legal activities which do not transfer the property ownership right onto foreigner, such as: preliminary agreements, agreements with the effects put under obligations (orders to acquire real property) and agreements on acquiring limited real rights (e.g. lien, mortgage, usufructuary, servitude), are not included in the law.

Permissions

A permission of the Minister of Internal Affairs and Administration is required from the foreigner who is going to acquire a real property or to be in possession of stock and shares. Permission to acquire a real property refers to purchase either the property ownership or perpetual usufructuary right. It does not refer to co-operative possessional right to premises.

Permission is not necessary in case of real property acquisition by means of succession by persons entitled to the statutory succession.

Exemptions from the obligation to obtain the permission:

- acquisition of separate dwelling,
- living in Poland for at least 5 years from the date of obtaining a permanent residency card (it is also a period when foreigner may apply for citizenship),
- marriage to a Polish citizen and living in Poland for at least 2 years from the date of obtaining a permanent residency card (in case if the real property will constitute the joint statutory property of husband and wife),
- the acquisition of a real property if on the date of acquisition a foreigner is entitled to the statutory succession after the property's seller has been its owner or perpetual usufructuary for at least 5 years,
- acquisition of non-built real property in urban zones not larger than 0,4 hectares.

Moreover, considering the adaptation period for law of the European Union, the Council of Ministers may specify cases, other than above mentioned, where permission is not necessary. Council of Ministers may also extend the area limits of the real property to be acquired, but not more than 3 times.

Regulations on the extended area limits are not applied to the real property located in the border zones and agricultural lands of an area over 1 hectare.

Under the present regulatory environment, a foreigner is not required to possess the permission of the Minister Of Internal Affairs and Administration at the stage of entering a tender and submitting an offer to acquire a real property.

Irrespective of the above, a foreigner who intends to acquire a real property may apply for an assurance that such permission will be issued, the so-called **promise**.

THE PROMISE issued by the Ministry of Internal Affairs and Administration

The promise is valid for 6 months after its issuance.

A fee for issuing the promise is 83 PLN (Journal of Laws No 82 of 1996).

The promise may also be given at the request of the founders of a legal entity that according to the established criteria is regarded as a foreigner.

An application to Ministry of Internal Affairs and Administration to be granted a permission to acquire a real property in Poland by foreigners should contain the following:

Application of a natural person

1. Description of the person acquiring a given real property – full name, date and place of birth, citizenship, place of residence (address including the zip code).
2. Indication as to the relationships between the applicant and Poland (e.g. Polish nationality or origin, permanent residence in Poland, a spouse to a Polish citizen).
3. Detailed description of the real property to be acquired – the precise address, area and type, including all its components (e.g. buildings), number of the land register entry, if only some plots of land under the same mortgage are acquired, numbers of the plots of lands subject to the acquisition should be provided.
4. Full name (name of the company) of the persons selling a given real property, their place of residence (registered office), zip code.
5. A legal form of a transaction relating to the real property acquisition, e.g. agreement of sale, donation, perpetual usufruct right, etc.
6. Explanation indicating the purpose of the real property acquisition.

The following should be attached to the application for permission:

1. Copies of documents evidencing the applicant's relationship with Poland,
2. A copy of the passport,
3. A written declaration of the real property sellers about their will to sell the property to an applicant, including the form of sale and amount for which the property will be sold,
4. The current excerpt from the Land and Mortgage Register established for the real property subject to sale (obtained not earlier than 6 months beforehand),
5. An excerpt from the Land Register,

6. A certificate from the competent communal office about the property designation in the local development plan, including the number and dates of the City Council's resolution with respect thereof,
7. A written power of attorney if an applicant acts through a duly authorised representative and the address of such a representative,
8. Telephone and fax numbers of an applicant and duly authorised representatives,
9. Stamp duties in the amount of 5.00 PLN on the application and 0,50 PLN on each exhibit enclosed as well as 15 PLN on a power of attorney.

Applications should be filed with the:

Ministry of Internal Affairs and Administration

Department of Real Properties, Permissions and Licences

Ul. Koszykowa 16, 02-514 Warsaw

Tel. +48 (22) 601 59 98, 601 41 88; Fax +48 (22) 848 97 81

(Monday-Friday from 9.00-12.30, 13.00-15.30)

Handling time

A decision on granting permission by the Minister of Internal Affairs and Administration is taken within 2 months after filling the required documents.

Stamp duties

Upon the issuance of the permission to acquire a real property by natural persons, the applicant pays the stamp duty in the amount of 1,400 PLN (Journal of Laws No 82 of 1996) to:

Mokotów Region Office of the Warsaw – Centrum Municipality

02-517 Warsaw, ul. Rakowiecka 25/27,

or to:

Bank Account of this Office at the BPH S.A. II O/Warsaw

Account Number: 10601015-330000204877

Validity period of the permission issued by Minister of Internal Affairs and Administration

The permission issued by the by Minister of Internal Affairs and Administration is valid for one year after the date of its issuance.

Legal person application:

1. Name of the firm, its registered office and exact address of an applicant including a zip code, object of business, personal details of the Management

Board's members – names, date and place of birth, citizenship, place of residence (exact address).

2. Details concerning the company's shareholders – natural persons (details as above in clause 1) and legal entities (name and address) and their percentage share in the founding capital of the applicant's company, if the applicants shareholder is a legal entity with its registered office in Poland – details as above about its "foreign" shareholders.

3. Detailed description of the real property subject to acquisition – exact address, area and type, including all the components (e.g. buildings), number of the Land Register Entry, if plots of land subject to the acquisition should be provided.

4. Full name (name of the company) of persons selling a given real property, their place of residence (registered office) and zip code.

5. A legal form of a transaction relating to the acquisition of the real property, e.g. agreement of sale, contribution in kind, perpetual usufruct right, etc.

6. Explanation indicating the purpose of the real property acquisition business operation to be run and for Poland out of this business operation.

7. Information on the sufficient funds for the declared business operation and in particular for planned investments.

8. Signature of a person (persons) authorised to represent the applicant.

The following should be attached to the application for permission:

1. Copies of current documents evidencing business activity in Poland, and in particular:
 - A certified copy of entry in the Commercial Register of an applicant – obtained not earlier than 3 months before,
 - A permission of a respective minister to open a representative office (branch) if an application refers to such.
2. A written declaration of the real property sellers about their will to sell their property to an applicant including the form of sale and amount for which the property will be sold.
3. A current excerpt from the Land and Mortgage Register established for the real property subject to sale (obtained not earlier than 6 months before).
4. An excerpt from the Land Register.

5. A certificate from the competent communal office about the property designation in the local development plan, including the number and date of the City Council's resolution with respect thereof.
6. If a real property is acquired with an intention to make an investment – an opinion of the government or self-governing administration bodies.
7. In case of purchasing enterprises:
 - documents substantiating the declared undertaking, including evidence regarding a business run by shareholders abroad (e.g. information from business chambers of a given country, primary banks),
 - documents referring to an enterprise subject to the acquisition (depending on the method and form of acquisition) – a deed of appointing a liquidator, a receiver in bankruptcy assets, a permission of a foundation bodies and employees' councils, announcements about tenders,
8. In cases covered by the foregoing clauses 6 and 7 it is required that additional documents should be submitted: a business plan of the future investment, including information on how the given real property will be used for this purpose, an anticipated level of production, employment and financial expenditures for the investment, including specification of fund channelling (facility extension, machinery, equipment, technology).
9. A written power of attorney if an applicant acts through a duly authorised representative, and the address of such representative.
10. Telephone and fax numbers of an applicant and the duly authorised representatives.
11. Stamp duties in the amount of 5.00 PLN on the application, 0,50 PLN on each exhibit enclosed and 15 PLN on the power of attorney.

Application should be filed with the:

Ministry of Internal Affairs and Administration

Department of Real Properties, Permissions and Licences

Ul. Koszykowa 16, 02-514 Warsaw

Tel. +48 (22) 601 59 98, 601 41 88; Fax +48 (22) 848 97 81

(Monday-Friday from 9.00-12.30, 13.00-15.30)

Handling time

A decision on granting permission by the Minister of Internal Affairs and Administration is taken within 2 months after filling the required documents.

Applications for property located in the area of special economic zones and those filled by investors from OECD (Organisation for Economic Co-operation and Development) countries are considered within 1 month.

Stamp duties

Upon the issuance of the permission to acquire a real property, the applicant pays the stamp duty in the amount of 1,400 PLN (Journal of Laws No 82 of 1996) to:

Mokotów Region Office of the Warsaw – Centrum Municipality

02-517 Warsaw, ul. Rakowiecka 25/27,

or to:

Bank Account of this Office at the BPH S.A. II O/Warsaw

Account Number: 10601015-330000204877

Validity period of the permission issued by the Minister of Internal Affairs and Administration

The permission issued by the Minister of Internal Affairs and Administration is valid for one year after the date of its issuance.

9. Acquisition of real property by citizens and entrepreneurs from countries representing European Economic Area

The principles of real property acquisition by foreigners are defined in the law dated 20 February 2004 with regard to change the law on purchase of real property by foreigners and the law on fiscal duties (Journal of Laws No 49, item 466), which stand from 26 of April 2004. Some of the principles stand from the 1 of May 2004.

It means that from the 1 of May 2004 a permission of the Minister of Internal Affairs and Administration is not required from citizens and entrepreneurs from countries representing European Economic Area. It does not refer to:

1. Agricultural and forest properties – for the period of 12 years from date of Poland's accession to the European Union,
2. The second home – for the period of 5 years from date of Poland's accession to the European Union.

Although the Agreement on the participation in the European Economic Area dated 14 October 2003 has not been signed, on the basis of the European Union Council's decision

No 2004/268/EC dated 30 March 2004 (Official Journal of the European Union No L 130)
Poland is obliged to follow the regulations contained in the Agreement until all needed state procedures regarding its implementation are finished.

**Detailed information on the real property acquisition by foreigners is available on the
official website of Ministry of Internal Affairs and Administration**

www.mswia.gov.pl

V. Administrative units of Płock City Hall helpful in the investment process

Departments and sections of the Płock City Hall

Organizational regulations of Płock City Hall specify the range of activity of the particular departments and sections. Knowledge of activity range of the particular departments and sections related to the investment process will allow for quick and favourable solution of different matters.

More information is available at the Płock City Hall website:

www.ump.pl

VI. Legal Acts

1. The Law of 27 March 2003 on Town and Country Planning and Area Development (Journal of Laws dated 10 May 2003).
2. The Law of 19 November 1999 on Business Activity (Journal of Laws dated 17 December 1999 with further amendments).
3. The Law of 20 August 1997 on National Court Register (Journal of Laws No 121, item 769; item 770 with further amendments).
4. The Law of 21 August 1997 on Real Property Management (Journal of Laws No 115, item 741 with further amendments; Journal of Laws No 9, item 30 with further amendments; Journal of Laws No 7, item 80 with further amendments).
5. The Law of Public Orders dated 29 January 2004 (Journal of Laws of 9 February 2004 No 19, item 177).
6. The Law of 3 February 1995 on Protection of Farm and Forest Lands (Journal of Laws of 1995 No 16, item 78 with further amendments).
7. The Law of 24 March 1920 on Purchase of Real Property by Foreigners (the uniform text in Journal of Laws of 1996 No 54, item 245 amended on 3 February 2001 Journal of Laws of 2001 No 16, item 166).
8. The Law dated 20 February 2004 with regard to change the law on Purchase of Real Property by Foreigners and the law on fiscal duties (Journal of Laws of 2004 No 49, item 466).
9. Regulation of Minister of Internal Affairs and Administration of 26 April 2004 on detailed information and types of documents which a foreigner, applying for a permission to purchase real estate, is obliged to present
10. Ordinance of 3 July 1996 with regard to fiscal duties (Journal of Laws No 82, item 381).
11. Ordinance No 1043/03 of the Mayor of the City of Płock dated 9 December 2003 with regard to fixing charges rates for leasing lands owned by the State Treasury in the area of Płock in 2004.
12. Ordinance No 992/03 of the Mayor of the City of Płock dated 4 December 2003 with regard to fixing rental rates for leasing lands owned by the Płock Commune in 2004.
13. Ordinance No 169/03 of the Mayor of the City of Płock dated 31 March 2003 with regard to means of announcing on time-limit of administrative proceedings in the range of issuance of decision on terms and conditions of area development.
14. Ordinance No 977/03 of the Mayor of the City of Płock dated 2 April 2003 with regard to ratification of the list of usable premises indicated for renting through the written unlimited tender procedure(auction).
15. Resolution No 937/XLVI/01 of the City Council in Płock dated 27 November 2001 on solution of a problem of unemployment in Płock.
16. Resolution No 24/IV/02 of the City Council in Płock dated 16 December 2002 with regard to change the Resolution No 937/XLVI/01 of the City Council in Płock dated 27 November 2001 on solution of a problem of unemployment in Płock changed by the Resolution No 978/XLVIII/01 of the City Council in Płock dated 28 December 2001.
17. Resolution No 335/XVII/03 of the City Council in Płock dated 9 December 2003 on fixing the amount of rates of the transport means tax.
18. Resolution No 18/IV/02 of the City Council in Płock dated 16 December 2002 with regard to examples of application forms regarding subject of taxation necessary to assess and collect the real property, agricultural and forest tax.
19. Resolution No 329/XVIII/03 of the City Council in Płock dated 9 December 2003 on fixing the annual rates of the real property tax and exempts from this tax.
20. Resolution No 23/IV/02 of the City Council in Płock dated 16 December 2002 on fixing the day's rates of marketplace charge in the area of Płock in 2003.
21. Resolution No 510/II-A/98 of the Płock City Board dated 28 May 1998 r. with regard to ratification of the „Regulations of holding tenders in order to sell or give to perpetual usufruct a real property owned by the Płock Commune”.

VII. Institutions issuing opinions, reconciliations, technical conditions and other documents

1. Płock City Hall, Department of Town Planning, Architecture, Geodesy and Cadastre
09-400 Płock, Stary Rynek 1, tel. (48 24) 367 14 51
2. Płock City Hall, Department of Municipal Administration and Environment Protection
09-400 Płock, Stary Rynek 1, tel. (48 24) 367 14 95, fax. (48 24) 367 14 96
3. Revenue Office in Płock
09-400 Płock, ul. 1 Maja 7a, tel. (48 24) 262 55 40
4. Mazovian Voivodeship Office, Representation in Płock
09-402 Płock, ul. Kolegialna 15, tel. (48 24) 262 41 68, fax. (48 24) 264 06 85
5. County Employment Agency
09-400 Płock, ul. Kostrogaj 1, tel. (48 24) 264 12 97
6. Municipal Headquarters of the State Fire Brigade
09-400 Płock, ul. Wyszogrodzka 1a, tel. (24) 366 78 00
7. District Inspector's Office of Civil Supervision
09-400 Płock, ul. Bielska 59, tel. (48 24) 262 30 47
8. Management Board of District Roads
09-400 Płock ul. Bielska 59, tel. (48 24) 262 37 05
9. Provincial Court
09-400 Płock ul. Pl. Narutowicza 6, tel. (48 24) 262 52 44
10. District Court
09-400 Płock ul. Pl. Narutowicza 6, tel. (48 24) 262 52 44
11. Social Insurance Company, Płock Agency
09-402 Płock, Al. S. Jachowicza 1, tel. (48 24) 262 52 71,