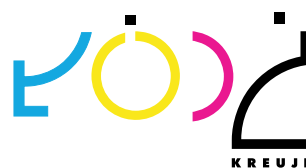




A GUIDE FOR FOREIGNERS

part 3 | stay in Łódź



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First edition

Collected data, legal status as of 13/12/2019

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1

STAY IN LODZ

If you like Lodz very much and you intend to stay here for a long time, you need to consider the issues of legalizing your stay, buying a flat, finding a job or starting your own business.

Legal basis - the Act on Foreigners of 12 December 2013.

You can apply for a temporary residence permit if there are circumstances justifying residence in the territory of the Republic of Poland for a period longer than 3 months. As a rule, a temporary residence permit is granted for a maximum period of up to 3 years.

how to submit the application

The application is submitted by a foreigner applying for a permit in person to the voivode competent for the foreigner's place of residence, no later than on the last day of legal stay in the territory of the Republic of Poland.

If the application is not submitted in person or is sent by post - after delivery of the application to the voivode, the foreigner will be summoned to appear in person within 7 days of the delivery of the summons under pain of leaving the application without examination.

place for submitting documents

Documents should be submitted to the seat of the Department of Citizens' Affairs and Foreigners, located in Lodz at 103 Piotrkowska St., at the window from 5-8 (ground floor) after prior booking of the visit, via website: rezerwacje.lodzkie.eu, in the following hours:

- Mon, Thu, Fri: 8.30-14.30, Tue: 10.00-17.00
- In the case of submitting documents to the registration office of the Foreigners' Department, an employee sets the date of the visit in order to make up formal deficiencies of the application and submit fingerprints.
- In the case of sending the application via the Polish post office, the deadline for supplementing the formal deficiencies of the application, including the submission of fingerprints, is indicated on the summons sent by post to the foreigner. When sending the application by post, send the application by registered mail and be sure to keep the proof of postage.

fees

The stamp duty depends on the purpose of the foreigner's stay in Poland. This is explained in detail in individual tabs on the website udsc.gov.pl/cudzoziemcy/obywatele-panstw-trzecich/chce-przedluzyc-swoj-pobyt-w-polsce/zezwozenie-na-pobyt-czasowy/podstawowe-informacje/.

Standard stamp duty:

- PLN 340 for a temporary residence permit;
- PLN 440 for a temporary residence and work permit.

Fee for issuing a residence card PLN 50.

A minor foreigner who, by the date of submitting the application for a temporary residence permit, has not reached the age of 16, is entitled to a discount in the fee for issuing a residence card in the amount of PLN 25.

The payment can be made directly at the cash desk of the Office or by bank transfer to the account:

- for a residence permit:
City of Lodz Office
Getin Noble Bank S.A. in Katowice, II Branch Lodz 081560 0013 2025 03 055 133 0016
- for a residence card:
Lodz Voivodship Office in Lodz NBP Regional Branch LODZ
88101013710097002231000000

basic documents

- completed application for temporary residence and its copy;
- 4 biometric photos;
- a copy of a valid travel document (in most cases a foreign passport);
- confirmation of payment of stamp duty;
- Appendix N91 (in the case of a temporary residence and work permit);
- and other documents confirming the circumstances indicated in the application, depending on the basis of stay.

grounds for granting temporary residence permits

There are several reasons on the basis of which a temporary residence permit is issued:

- performance of work;
- performance of work in a profession requiring high qualifications;
- performance of work by a foreigner delegated by a foreign employer to the territory of the Republic of Poland;
- running a business activity;
- taking up or continuing full-time studies: first degree, second degree studies and uniform Master's degree studies, or education at a doctoral school;
- conducting research or development work;
- long-term mobility of the researcher;
- completion of an internship;
- participation in the European Voluntary Service program;
- stay with a citizen of the Republic of Poland;
- stay with a foreigner;
- long-term mobility of a researcher's family member;

- circumstances related to being a victim of human trafficking;
- circumstances requiring a short-term stay in the territory of the Republic of Poland;
- extension of stay on the territory of the Republic of Poland due to seasonal work.

residence status after submitting the application

If the application for a temporary residence permit was submitted during the foreigner's legal stay and the application did not contain formal defects or the formal defects were corrected on time, the voivode shall include a stamp in the foreigner's travel document, which confirms the submission of the application. A foreigner's stay is considered legal from the date of submitting the application to the date on which the decision on granting a temporary residence permit becomes final.

time of settling the matter

Due to the obligation to apply for information to the commander of the Border Guard Branch, Regional Police Commander, Head of the Internal Security Agency and, if necessary, also a consul or other authorities, whether the entry of a foreigner into the territory of the Republic of Poland and his or her stay in this territory may constitute a threat to defence or state security or protection of public safety and order, who are obliged to provide the above-mentioned information within 30 days of receiving the request, the decision on granting the permit will be issued only after 1 month from the date of initiation of the procedure. Currently, the waiting time may be up to several months due to the large number of submitted applications

permanent residence permit

A permanent residence permit is granted to a foreigner at his / her request, if he or she has a valid Pole's Card and intends to settle in the territory of the Republic of Poland permanently or has a confirmed Polish origin.

Legal basis: Act on foreigners of 12 December 2013 (Journal of Laws of 2017, no. 2206) together with implementing acts.



how to submit the application

The application is submitted by a foreigner applying for a permit in person to the voivode competent for the foreigner's place of residence, no later than on the last day of legal stay in the territory of the Republic of Poland.

When submitting the application, the foreigner is required to submit fingerprints.

If the application is not submitted in person or is sent by post - after the application has been delivered to the voivode, the foreigner will be requested to appear in person within 7 days of the delivery of the summons, otherwise the application will not be examined.



place of submitting documents

Documents should be submitted to the seat of the Department of Citizens' Affairs and Foreigners, located in Lodz at 103 Piotrkowska St., in room 33 (3rd floor), after booking a visit via the website www.rezerwacje.lodzkie.eu (tab: permanent stay for holders of the Pole's Card) in the following hours: Mon, Thu, Fri: 8.30-14.30 , Tue: 10.00-17.00.

In the case of submitting documents at the registration office of the Foreigners' Department, the employee sets the date of the visit in order to fill in the formal defects in the application and submit fingerprints.

In the case of sending the application via the Polish post office, the deadline for supplementing the formal deficiencies in the application, including the submission of fingerprints, is indicated on the summons sent by post to the foreigner.



fees

The fee for granting a permanent residence permit is PLN 640. Holders of the Pole's Card are exempt from stamp duty for granting a permanent residence permit.

Payment to the account:

City of Lodz Office

Department of Service and Administration

GETIN Bank SA in Katowice II Branch in Lodz

081560 0013 2025 0305 5133 0016

Fee for issuing a residence card PLN **50**.

Time for settling the matter - The procedure for granting a permanent residence permit to a foreigner should be completed no later than within 3 months from the date of its initiation. The waiting time may be longer, e.g. due to missing documents confirming the circumstances indicated in the application.

necessary documents

- application form filled in as instructed and one photocopy of the completed application;
- 4 photos (undamaged, in colour, with good sharpness; dimensions 35 mm x 45 mm; taken not earlier than 6 months before the date of submitting the application).

Note: a foreigner wearing a hat in accordance with the rules of his/her religion may attach to the application a photograph showing him/her in a headgear, provided that the image of the face is fully visible. In such a case, the application shall be accompanied by the foreigner's declaration of affiliation to the religious community;;

- a photocopy of a valid travel document (original available for inspection);

Note: The lack of any of the above-mentioned documents will result in the foreigner being summoned to complete it within 7 days from the delivery of the summons, under pain of leaving the application without consideration.

documents confirming the circumstances indicated in the application

Note: Attaching the documents listed below to the application when submitting it may reduce the amount of official correspondence and shorten the time of handling the case.

- a copy of a valid Pole's Card (original available for inspection);
- documents confirming the intention to stay in Poland permanently.

In the case of applying for a permanent residence permit, on the basis of Polish origin, it is also necessary to present supporting documents, translated into Polish by a sworn translator.

A right to a cash benefit supporting integration

A person who submits an application for a permanent residence permit on the basis of a Pole's Card may apply for a cash benefit!

- the application for granting a cash benefit is submitted to the voivode to whom the application for a permanent residence permit has been submitted;
- the application for granting the cash benefit is submitted within 3 months from the date of submitting the application for granting the permanent residence permit;
- cash benefit is granted for a period of up to 9 months;
- cash benefit is determined in the amount of:

■ in the first 3 months - the equivalent of 50% of the minimum remuneration for work, applicable in the year of submitting the application for granting the cash benefit - for the applicant and their spouse, and the equivalent of 50% of this amount for each minor child remaining under the parental authority of the applicant or their spouse;

■ in the period from the 4th to the 9th month - respectively 60% of the amounts specified above;

- when determining the amount of the cash benefit, only family members of the applicant who stay with them in the territory of the Republic of Poland are taken into account.

buying an apartment

Are you planning to buy your first apartment in Poland?

Before you choose your dream apartment, read the practical guide we have prepared for you. We will try to briefly present the relevant information that you should pay attention to in order to make a safe and best decision for you.

Please read the short glossary first:

PCC3 tax - the tax on civil law transactions is 2% of the market value of the property and is paid at the notary's office when signing the notarial agreement.

The developer condition of the flat - there is no clear definition of the developer condition, because each developer can have their own, but usually the term developer standard is understood as: entrance door, plastered walls, floors made of concrete screed, plumbing and electrical installation, central heating installation with radiators, internal window sills, tiles on the balcony / terrace, finished balustrades.

■ What to look out for when buying a flat?

First of all, remember what the legal requirements are when buying real estate by a foreigner.

- A foreigner does not need to have any legal status to purchase an independent dwelling (or flat). This means that if you want to buy an apartment / garage in Poland, you must have one of the following documents: a visa, residence card, settlement permit or residence permit for EU long-term resident.
- However, to become the owner of a land property (e.g. a house, a plot of land) you need a permit from the Minister of the Interior. Such a permit will be granted on the basis of your application, if you confirm your ties with Poland and guarantee that your acquisition of the property will not endanger the defence, state security or public order. You can prove your ties with Poland if: you have Polish nationality or origin, you have a spouse who is a Polish citizen, you have a residence card or a residence permit for EU long-term resident, you are a member of the management board of a controlled commercial company or you conduct business or agricultural activity in Poland, in accordance with provisions of Polish law.

■ You will not need a permit to purchase land property if:

- at least 5 years have passed since the granting of a permanent residence permit or a residence permit for EU long-term resident;

- you are a spouse of a Polish citizen and you have lived in Poland for at least 2 years since you were granted a permanent residence or a residence permit for EU long-term resident and you want to purchase real estate that will be part of the community property;
- you are a citizen of the Swiss Confederation or of the countries of the European Economic Area.

You can learn more about permits for the purchase of real estate by visiting the website of the Ministry of Internal Affairs and Administration:
www.gov.pl/Web/mswia/uzyskaj-zezwozenie-na-nabycie-nieruchomosci-akcji-udzialow-przez-cudzoziemcow.

- When choosing an apartment, consider what features of the apartment will meet your and your family's needs. In addition to the layout and size, pay attention to the type of property and additional areas, such as a balcony / loggia / terrace, parking space in the underground garage or a storage unit.
- The housing market in Lodz is developing dynamically and, so that nothing surprises you in the future, do a small research and get to know the area where you are going to live. You can find out what will be built in the vicinity of your future apartment by checking the zoning plan, which is available to the public. All you need to do is go to the city hall and ask for such a document or look for information on the rsip.lodzkie.pl geoportal.
- Take into account the differences between primary and secondary market dwellings and the tax consequences thereof. When buying an apartment from the primary market, you have to take into account the distant date of receipt of the property and the expenses related to finishing, because most often it will be a property with a developer standard. On the other hand, apartments from the secondary market will not always meet your expectations, and sometimes they may require a major renovation.

Remember that:

- when buying a property from the secondary market, you will pay the PCC-3 tax. Unlike the secondary market, when you buy real estate from the primary market, you do not pay this tax;
- you can always use the services of a real estate agency and a credit advisor. What's more, you will not pay any commission for the advice of a real estate agent on the primary market and for consultations with a credit advisor. However, when buying a flat from the secondary market, you have to take into account the fee;
- When choosing a property on the primary market, you have the right to obtain an information prospectus from the developer, documents confirming that the developer is not in arrears with payments to the Tax Office and the Social Insurance Institution (ZUS), an excerpt from the National Court Register (KRS) and documents confirming the ownership of the land and a building permit. In turn, on the secondary market, check the owner of the apartment and read the notarial deed and the land and mortgage register before making a decision;
- before buying, check your creditworthiness if you intend to take out a loan and assess whether you have sufficient funds of your own - you will need your own contribution, an employment contract - preferably for an indefinite period, as well as a residence card;
- after buying an apartment, you have to fulfil several formalities: among others, submit an application to the court for entry in the land and mortgage register, pay tax on civil law transactions and submit a tax declaration to the City Hall.

■ Civic Budget uml.lodz.pl/bo/

As part of the civic budget, residents co-decide on public spending in Lodz in the perspective of the next financial year

The rules:

- residents submit projects;
- projects with a positive evaluation are submitted to general and direct voting;
- as a result, projects that have achieved the best result in voting are allocated for implementation until the pool of funds is exhausted - by entering them into the budget resolution.

You can vote too!

■ City Senior Card uml.lodz.pl/seniorzy/projekty/miejska-karta-seniora/

The project is aimed at people over 60 years of age living in the City of Lodz. The holders of the Senior City Card can take advantage of offers, discounts, rebates and promotions prepared for them by institutions and companies by presenting the Card at the points indicated by the project partners. Among the already registered partners there are rehabilitation clinics, restaurants, sports and recreation centres, leisure centres and many others.

Applications are submitted and the Cards are issued at the following locations (information points of the Municipal Office):

- 32 Politechniki Ave.;
- 2b Krzemieniecka St.;
- 153 Piotrkowska St.;
- 100 Piłsudskiego Ave.;
- Lodz Centre for Contact with Residents 110 Piotrkowska St. (entrance from Schiller Passage);
- 47 Zachodnia St.

When submitting the application, the applicant is required to present an identity card. Due to the above, applications sent by post or e-mail are not considered.

■ Lodz Large Family Card uml.lodz.pl/dla-mieszkancow/zdrowie/lodzka-karta-duzej-rodziny/ lodzkie.eu/page/5176,karta-duzej-rodziny

It is an element of social policy implemented by the City of Lodz for large families.

Project goals:

- facilitating large families' access to cultural goods, sports, recreation and services and goods offered by organizational units and institutions of the City of Lodz and other entities;
- promoting a positive image of a large family;
- increasing development opportunities for children and youth growing up in such a family.

In order to submit applications and collect cards, from October 1, 2019, we invite you to the Lodz Centre for Contact with Residents 110 Piotrkowska St.

■ Lodz Barrier Free Card

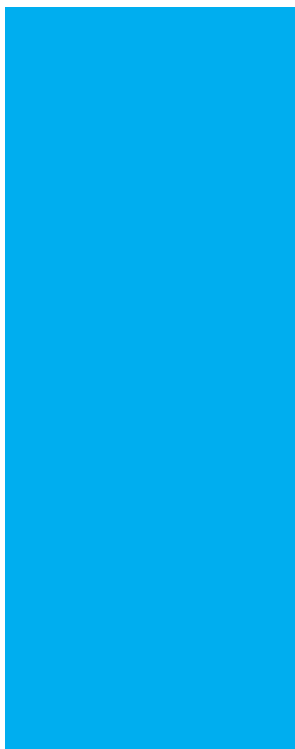
uml.lodz.pl/niepelnosprawni/projekty/lodzka-karta-bez-barier

This project is aimed at people with disabilities living in the City of Lodz. The holders of the Lodz Barrier Free Card can take advantage of offers, discounts, rebates and promotions prepared for them by institutions and companies by presenting the Card at the points indicated by the project partners.

When submitting the application, the applicant is required to present an ID card and the original certificate of disability or degree of disability.

Due to the above, applications sent by post or e-mail are not considered.

Submitting applications and issuing Cards takes place at the Persons with Disabilities Unit at 5 Sienkiewicza St., room 009.





WORK IN LODZ

Polish procedures related to the employment of foreigners seem very complicated at first.

If you understand the basic rules and follow them, you will know what to expect. The whole process is sure to turn out to be a bit easier than it seemed at first.

District Labour Office in Lodz

It is an institution dealing with research and analysis of the labour market, providing information to the unemployed. The institution also deals with professional mediation for jobseekers.

Website: lodz.praca.gov.pl

All information about the services of the District Labour Office in Lodz is available at the helpline number 19524.

District Labour Office

address: 91/93 Milionowa St., Lodz

phone: +48 4225 165 00, +48 4225 166 00

e-mail: loll@praca.gov.pl

Branch of the Labour Office

address: 102/102a Kilińskiego St., 90-012 Lodz

telefon: +48 42 25165 00, +48 42 25166 00

e-mail: lol2@praca.gov.pl

looking for a job

Independent job search can be done via the Internet and the press, which greatly simplifies and speeds up finding a job, and at the same time helps to understand the possibilities of the local labour market, how we see ourselves on the local market and, above all, what kind of job would be right for us.

■ First steps of looking for a job on the Internet

To begin with, you need to prepare a CV. A recruiter spends several dozen seconds reading a CV, so make it concise, clear and contain the most important information (your data, education, work experience). If you attach a photo - keep it formal.

On the Internet you will find websites that will help you create a professional CV:

- cv.pracuj.pl
- uppk.pl/3,uslugi-elektroniczne/l53,kreator-cv/kreator-cv
- canva.com/pl_pl/tworzyc/CV (strona w języku angielskim)

It is necessary to include your consent to use your personal data for recruitment purposes at the end of your CV! Send your CV in PDF format.

If you have a CV in Russian, it is possible for the office to translate it into Polish. The service is free: Zielonalinia.gov.pl/przetlumacz-cv-z-jez.-rosyjskiego

The office (an institution?) also helps to write and correct CVs - also for free.
Zielonalinia.gov.pl/fabryka-cv-26886

• **Oferty.praca.gov.pl - Central Database of Job Offers**

On the portal you can view current job offers. Searching for job offers is very simple in this case, and based on your criteria, you gain access to the offers you are interested in.

Additionally, on the website you can find information on current events related to job search, job fairs and training courses.

An important step is to create an account and display your skills and professional experience to make it easier for future employers to reach you.

• **pracuj.pl**

The website contains job offers, employers' profiles, and information on earnings in various industries. The portal offers the opportunity to create your CV and present yourself to future employers.

• **gratka.pl**

The website is aimed at individual and business customers. In addition to sale and purchase announcements, it includes a category dedicated to job search.

- **linkedin.com**

A professional website for building a network of contacts. It is a very good form of business communication. Each LinkedIn member has their own account and should have their professional experience described. It is important that it is done as interestingly as possible, because there are many employers on the portal who look for their future employees there. By completing your profile and maintaining it regularly, you can gain a lot of contacts in the industry you are interested in. It is a place where people publish various articles, information about conferences, etc.

- **mlodziwlodzi.pl/praca-i-kariera- Youth in Lodz**

The program of the city of Lodz is aimed at facilitating the process of searching for and obtaining a job by young people. The website contains news on the labour market and information about employers.

It is worth checking your future employer in the National Register of Offices of Economic Entities stat.gov.pl/regon or in the National Court Register krs-online.com.pl. These are places where you have basic information about the employer, his data and a brief description of the company.

You can also try to search for opinions about a potential employer on the Internet. On the gowork.pl portal, in the "opinions about employers" tab.

Another option of looking for a job is to use the help of an employment agency. It is worth checking the agencies - whether they are known on the market and respected. This will help to avoid wasting your time and ensure that you will not be taken advantage of.

- Search for agency reviews via the Internet, use social media profiles to search for as much information as possible.
- pay attention to agency workers - do you feel that they are professional and qualified?
- with which companies does the agency work? Smaller, bigger, market leaders?
- check the agency in the Register of Employment Agencies (KRAZ) www.kraz.praca.gov.pl;
- information about the agency is also provided by employees of voivodeship labour offices (WUP), contact details of WUP are available on the website of the Portal of Public Employment Services: psz.praca.gov.pl/wybor-urzedu

■ **Applications helpful when looking for a job:**

- pracuj.pl
- [linkedin](http://linkedin.com)
- gratka.pl



taking a job

Performing work in accordance with the law is very important both from the point of view of the foreigner and the entity entrusting him with the performance of work. A foreigner who performs work contrary to the provisions may be punished with a fine of not less than PLN 1000 and a decision obliging him to return to the country of origin. An entity entrusting a foreigner with illegal performance of work is exposed to misdemeanour or criminal liability.

A foreigner coming to Poland, e.g. for work purposes, should ensure that his stay is legal.

The employer's task is to obtain documents that will entitle the foreigner to work in Poland and allow him/ her to issue a visa or a temporary residence permit, so that they can perform their work.

The employer is also obliged to keep copies of documents confirming the legal stay of the foreigner in Poland.

Foreigners are entitled to work in Poland if they:

- reside legally and have a work permit, unless it is not required;
- have a temporary residence and work permit or a temporary residence permit in order to perform work in a profession requiring high qualifications.

Note: A foreigner may not work in Poland if they are staying on the basis of:

- a visa issued for the purpose of tourism, arrival for humanitarian reasons, due to state interest or international obligations;
- temporary residence permit granted pursuant to Art. 181 paragraph. 1 of the Act of 12 December 2013 on Foreigners, i.e. due to circumstances requiring a short-term stay of a foreigner on the territory of Poland.

obligation to obtain a work permit for a foreigner

A foreigner has the right to work in Poland if:

- resides legally in the territory of Poland and has a work permit or is exempt from the obligation to have a work permit;
- has a temporary residence and work permit or a temporary residence permit in order to perform work in a profession requiring high qualifications.

But there are **limitations**. A foreigner is not authorized to work if he/ she:

- stays on the basis of a tourist visa, for reasons of state interest or international agreements;
- is staying on the basis of a temporary residence permit due to circumstances requiring a short-term stay of a foreigner on the territory of Poland (Article 181 paragraph 1 (2013)).

But under what circumstances does a foreigner need a work permit and what is it?

It is a decision which entitles a legally residing foreigner to perform work under the conditions specified in the permit. The document is issued by the voivode at the request of the entity entrusting the performance of work.

But a permit is not required when a foreigner:

- has the status of a family member of an EU / EEA / Swiss citizen;
- enjoys international protection;
- has a permanent residence permit;
- holds a permit for a long-term resident of the European Union;
- has a residence permit for humanitarian reasons;
- has a tolerated stay permit;
- is a spouse of a Polish citizen with a temporary residence permit granted in connection with entering into marriage;
- has a temporary residence permit for the purpose of family reunification;
- has a valid Pole's Card;
- is a graduate of Polish upper secondary schools, full-time university studies or full-time doctoral studies at Polish universities;
- is a full-time student of studies in Poland or full-time participant of doctoral studies in Poland.

■ Statement

Citizens of Ukraine, Russia, Belarus, Georgia, Armenia and Moldova are an exception - their access to the labour market is facilitated. By means of a written contract and a written statement of the entity (confirming the performance of work registered in the relevant district labour office), they can perform work for a period of 6 months within the next 12 months.

In order to obtain a visa for the purpose of performing work, it is necessary to attach to the application a work permit or a written declaration of the employer about the intention to entrust work, if a permit is not required. Such documents can be obtained by the voivode at the employer's request. The permit specifies the employer, position or type of work, the lowest salary, working hours and the period of validity of the permit. There are also situations in which permits are not issued, for example, if the foreigner has been punished for certain crimes or entered in the register of undesirable foreigners in Poland or does not meet certain conditions.

■ Work permits vary and, depending on the type of procedure and criteria, the issuing process differs. A company applies for a work permit!

Type A - for people whose work is located in the Republic of Poland. A foreign worker must be paid not less than a local worker in a similar position. The permit is issued for a period of up to 3 years, but may be shorter in voivodship regulations.

Type B - can be obtained by a person who works on the management board of a company entered in the register of entrepreneurs. Issued for a period of up to 3 years, but if the enterprise employs more than 25 people, you can apply for a permit for 5 years.

Type C - can be applied for by a person working for a foreign employer who is posted to the territory of the Republic of Poland for a period of up to 30 days in a calendar year.

Type D - for a foreigner who will perform work for a foreign employer who does not have a branch or other form of organized activity in the Republic of Poland and is delegated for a temporary and occasional purpose.

Type E - for a foreigner who takes up work for a foreign employer, posted to the territory of the Republic of Poland for a period longer than 3 months within the next 6 months for a purpose other than the B, C, D permit.

■ **Documents to be submitted when applying for a work permit:**

- completed application for a work permit for a foreigner on the territory of the Republic of Poland;
- statement of no criminal record, signed by a natural person who is the entity entrusting the performance of work or acting as the body of an organizational unit which is the entity entrusting the performance of work.
The indicated declaration may not be signed by the person who is the representative in the case;
- original of the information from the Starost (head of the district) referred to in Art. 88c paragraph 1 point 2 of the Act, issued not earlier than 180 days before the date of submitting the application, and in cases justified by the Starost - 90 days before the date of submitting the application - if it is required.

■ **Photocopies of the documents listed below together with the originals for authentication i. e.:**

- valid ID card or valid travel document or other valid identity document - if the entity entrusting the performance of work by the foreigner is a natural person;
- a copy of all completed pages from the valid travel document of the foreigner to whom the application relates;
- articles of association - if the entity entrusting the performance of work by a foreigner is a limited liability company in organization or a civil law partnership, or notarial deeds on establishing the company;
- a document drawn up by the user's employer, confirming the agreement on the referral of a foreigner by a temporary employment agency - if the entity entrusting the work is this agency;
- proof of payment;
- documents confirming that the foreigner meets the requirements for job applicants by the entity entrusting the performance of work, as specified in the information from the Starost on the impossibility of satisfying the employer's staffing needs;
- documents confirming the fulfilment of the qualification requirements and other conditions in the event of the intention to entrust a foreigner with work in a regulated profession;
- a document from the relevant register confirming the legal status and form or nature of business conducted by the foreign employer - only in the case of an application for a type C, D or E permit;
- a copy of a declaration of the amount of income earned or loss suffered by the entity entrusting work to a foreigner as a taxpayer of corporate income tax in the tax year preceding the submission of the application - only in the case of an application for a type B permit;
- documents confirming the employment status for the year preceding the application - only in the case of an application for a type B permit;
- documents confirming the circumstances referred to in Art. 88c paragraph. 4 point 2 of the Act - if the condition for issuing the permit is to prove these circumstances - only in the case of an application for a type B permit;
- information about the current employment status in the entity entrusting the performance of work to a foreigner, if the party applies for a permit for a period exceeding 3 years - only in the case of an application for a type B permit;
- an agreement under which the service on the territory of the Republic of Poland is or will be provided - only in the case of an application for a type D permit;
- documents confirming the occurrence of the circumstances referred to in Art. 88c paragraph. 8 of the Act;
- documents confirming the connections referred to in Art. 88 point 3 of the Act.

FEES:

PLN 50 - if the entity entrusting work to a foreigner intends to employ the foreigner for a period not exceeding 3 months;

PLN 100 - if the entity entrusting work to a foreigner intends to employ the foreigner for a period longer than 3 months;

PLN 200 - if the employer intends to delegate a foreigner to Poland in order to provide an export service.

In the case of submitting an application for the extension of the work permit of a foreigner, the entity entrusting the work to the foreigner shall make a payment in the amount of half of the above-mentioned amounts, respectively.

The payment should be made to the account:

Lodz Voivodship Office in Lodz
NBP Regional Branch LODZ
88101013710097 00223100 0000

In the title of the transfer / payment, please enter:

that it concerns an application for a permit / extension of a work permit and the name and surname of the foreigner for whom the permit is to be issued.

Place where you can apply for a work permit:

Lodz Voivodeship Office in Lodz
Department of Citizens' Affairs and Foreigners
Passport Unit
103 Piotrkowska St, 90-425 Lodz, room 11
phone: +48 42 66 417 48
fax: +48 42 66 417 03
e-mail: praca.cudzoziemcy@lodz.uw.gov.pl

If a foreigner is staying legally and the purpose of the stay is to perform work, then he or she may apply for a temporary residence and work permit or a temporary residence permit in order to perform work in a profession requiring high qualifications. Permits are issued by the voivode.

A temporary residence and work permit is a type of a uniform permit for foreigners who intend to start or continue work in the Republic of Poland for a period longer than 3 months. **The foreigner them self applies for a temporary residence and work permit!**

How to submit an application:

The application is submitted by a foreigner applying for a permit in person to the voivode competent for the foreigner's place of stay, no later than on the last day of legal stay in the territory of the Republic of Poland.

When submitting the application, the foreigner is required to submit fingerprints.

If the application is not submitted in person or is sent by post - after delivery of the application to the voivode, the foreigner will be summoned to appear in person within 7 days of the delivery of the summons, otherwise the application will not be examined.

■ **Place of submission of documents**

Documents should be submitted to the seat of the Department of Citizens' Affairs and Foreigners, located in Lodz at 103 Piotrkowska St., at windows from 5-8 (ground floor) after booking the visit via the website rezerwacje.lodzkie.eu, in the hours: Mon, Thu, Fri: 8.30-14.30, Tue: 10.00-17.00.

In the case of submitting documents at the registration office of the Foreigners' Department, the employee sets the date of the visit in order to supplement the formal deficiencies in the application and submit fingerprints.

In the case of sending the application the Polish Post, the deadline for supplementing the formal deficiencies in the application, including the submission of fingerprints, is indicated in the summons sent by post to the foreigner.

Fees:

Stamp duty **PLN 440** payment to the account:

City of Lodz Office

Department of Service and Administration

Management Bureau

GETIN Bank SA in Katowice

II Branch in Lodz

081560 0013 2025 0305 5133 0016

Fee for issuing a residence card **PLN 50**

payment to the account:

Lodz Voivodship Office in Lodz NBP

Regional Branch LODZ

88101013710097 00223100 0000

Remember to attach the confirmation of payment to the application.

■ **Time for settling the matter:**


Due to the obligation to apply for information to the commander of the Border Guard Branch, Regional Police Commander, Head of the Internal Security Agency and, if necessary, also a consul or other authorities, whether the entry of a foreigner into the territory of the Republic of Poland and his or her stay in this territory may constitute a threat to defence or state security or protection of public safety and order, who are obliged to provide the above-mentioned information within 30 days of receiving the request, the decision on granting the permit will be issued within the time limit indicated in the received notification.

Necessary documents:

- new application for a temporary residence permit;
- Appendix No. 1
- foreigner's declaration;
- four photos (35 mm x 45 mm, undamaged, in colour, with good sharpness, taken not earlier than 6 months before the date of submission of the application);
- a photocopy of a valid travel document (original available for inspection), in a particularly justified case, when the foreigner does not have a valid travel document and it is not possible to obtain it, they may present another document confirming identity;
- documents confirming the foreigner's qualifications indicated in the information provided by the Starost;
- documents confirming qualifications in the case of performing work in a regulated profession.

This document is not required if:

- the profession that the foreigner performs as part of the work entrusted to him or the type of work that is entrusted to him is included in the list referred to in art. 10 sec. 4 point 1 of the Act of April 20, 2004 on employment promotion and labour market institutions;
- the foreigner had a work permit or a residence and work permit for the same employer in the same position immediately before submitting the application;
- the foreigner meets the conditions specified in the regulations issued under Art. 90 sec. 5 of the Act of April 20, 2004 on employment promotion and labour market institutions;
- the foreigner meets the conditions for exemption from the obligation to have a work permit, specified in separate regulations;
- the work involves the performance of functions by a foreigner on the management board of a legal person subject to entry in the register of entrepreneurs, whose shares or stocks are not owned by the foreigner.

 **Note:** Lack of any of the above-mentioned documents will result in the foreigner being summoned to complete it within at least 7 days from the delivery of the summons, under pain of leaving the application without examination.

Documents confirming the circumstances indicated in the application:

- in the case of fulfilling the conditions of exemption from the obligation to have a work permit - a document confirming the fulfilment of these conditions (e.g. Pole's Card, Polish university diploma, Polish secondary school graduation certificate);
- if information from the Starost is attached - documents confirming that the foreigner has the qualifications indicated by the employer in the information from the Starost;
- a document confirming the possession of a secured place of residence (e.g. registration certificate);
- employment certificate from the last employer (if the foreigner has previously performed work for another employer);

- PIT returns on the amount of the foreigner's income for the last tax year or a relevant certificate from the Social Insurance Institution, or other documents to certify a source of stable and regular income sufficient to cover the cost of living for oneself and dependent family members (for a single person - PLN 701 net monthly, for a person in a family - PLN 528 net per month);
- documents confirming health insurance (NFZ - National Health Fund or private insurance);
- if the performance of work in the territory of the Republic of Poland consists in the performance by a foreigner of a function in the management board of a legal person subject to entry in the register of entrepreneurs, whose shares or stocks are not owned by the foreigner or acting as a proxy - documents confirming that the entity entrusting the work meets the relevant conditions - temporary residence permit for the purpose of conducting business activity;
- entry in the KRS (National Court Register) or CEIDG (Central Register and Information on Economic Activity) of the employer, in the case of a civil partnership - civil partnership agreement.

A temporary residence permit for the purpose of performing work in a profession requiring high qualifications is issued to a foreigner who justifies a stay in the territory of the Republic of Poland for a period longer than 3 months and when the purpose of the foreigner's stay in the territory of the Republic of Poland is to perform work in a profession requiring high qualifications. The foreigner himself applies for a temporary residence permit for the purpose of performing work in a profession requiring high qualifications!

■ How to apply:

- the application is submitted by a foreigner applying for a permit in person to the voivode competent for the foreigner's place of stay, no later than on the last day of legal stay in the territory of the Republic of Poland;
- when submitting the application, the foreigner is required to submit fingerprints;
- you submit an application for a temporary residence permit in person, not later than on the last day of legal stay on the territory of the Republic of Poland;
- if the application is not submitted in person or is sent by post - after delivery of the application to the voivode, the foreigner will be summoned to appear in person within at least 7 days from the delivery of the summons, under pain of leaving the application without examination - the date with an indication of a specific date and time can be found in the letter sent by post office!
- if you submit the application on time and there are no formal deficiencies or you supplement the formal deficiencies within the indicated deadline, your stay will be legal from the date of submitting the application until the date on which the decision in this matter becomes final;
- if you apply for the suspension of the procedure for granting a temporary residence permit, your stay at that time will not be considered legal.

Note: Placing a stamp on the travel document does not entitle the foreigner to travel within the territory of other Schengen countries, while the foreigner may travel to the country of origin.

Place for submitting documents

Documents should be submitted to the seat of the Department of Citizens' Affairs and Foreigners, located in Lodz at 103 Piotrkowska St., at windows no. 5 - 8 (ground floor), after booking a visit via the website rezerwacje.lodzkie.eu, in the hours: Mon, Thu, Fri: 8.30-14.30, Tue: 10.00-17.00

In the case of submitting documents at the registration office of the Foreigners' Department, the employee sets the date of the visit in order to supplement the formal deficiencies in the application and submit fingerprints.

In the case of sending the application via the Polish Post, the deadline for supplementing the formal deficiencies of the application, including the submission of fingerprints, is indicated in the summons sent by post to the foreigner.

Fees:

Stamp duty **PLN 440**

payment to the account:

City of Lodz Office

Department of Service and Administration

Management Bureau

GETIN Bank SA in Katowice

II Branch in Lodz

081560 0013 2025 0305 5133 0016

Fee for issuing a residence card **PLN 50**

payment to the account:

Lodz Voivodship Office in Lodz

NBP Regional Branch LODZ

88101013710097002231000000

Time for settling the matter:

Due to the obligation to apply for information to the commander of the Border Guard Branch, Regional Police Commander, Head of the Internal Security Agency and, if necessary, also a consul or other authorities, whether the entry of a foreigner into the territory of the Republic of Poland and his or her stay in this territory may constitute a threat to defence or state security or protection of public safety and order, who are obliged to provide the above-mentioned information within 30 days of receiving the request, the decision on granting the permit will be issued within the time limit indicated in the received notification.

Necessary documents:

- application for a temporary residence permit;
- four photos (35 mm x 45 mm, undamaged, in colour, with good sharpness, taken not earlier than 6 months before the date of submission of the application);
- a photocopy of a valid travel document (original available for inspection), in a particularly justified case, when the foreigner does not have a valid travel document and it is not possible to obtain it, he may present another document confirming identity;
- proof of stamp duty - PLN 340;

■ **Documents confirming the circumstances indicated in the application:**

- Information of a Starost competent for the main place of work by the foreigner about the inability to meet the employer's staffing needs, on the basis of the registers of the unemployed and job seekers or about the negative result of the recruitment organized for the employer, issued not earlier than 180 days before submitting the application, if it is required;
- in the case of meeting the conditions of exemption from the obligation to have a work permit - a document confirming the fulfilment of these conditions (e.g. Pole's Card, diploma of graduation from a Polish university);
- a document confirming higher professional qualifications (a document certifying completion of higher education or confirmation of at least five years of professional experience at a level comparable to the level of qualifications obtained as a result of graduating from university);
- a document confirming compliance with the qualification requirements and other conditions in the event of the intention to work in a regulated profession;
- consent of the competent authority to occupy a specific position, practice a profession or conduct other activity, if the obligation to obtain it before concluding a contract results from separate provisions;
- documents confirming health insurance;
- a document confirming that you have a guaranteed place of residence;
- home employment contract, civil law contract - concluded for a period of at least 1 year.

■ **A temporary residence permit may be granted to a foreigner on the basis of a seasonal work permit. The company applies for a seasonal work permit!**

Seasonal work is work performed for a period not longer than 9 months in a calendar year in the following sectors: agriculture, horticulture, tourism, as part of activities recognized as seasonal, specified in the executive regulation of the Minister of Family, Labour and Social Policy on the subclasses of activity according to the PKD classification (Polish Classification of Activities), in which seasonal work permits of a foreigner are issued.

Such a permit may be granted to a foreigner who:

- came on the basis of a visa to perform seasonal work or under the visa-free regime;
- has a seasonal work permit or an extension of a seasonal work permit;
- has a source of stable and regular income;
- has health insurance;
- has secured a place of residence in Poland.

Procedure:

- the foreigner's seasonal work permit is issued at the request of the entity entrusting the work to the foreigner;
- the decision is issued by the Starost with jurisdiction over the seat or place of residence of the entity entrusting work performance;
- the employer submits an application for a seasonal work permit at the district labour office (PUP) competent for his seat or place of residence (the seat applies to a legal person, e.g. an enterprise, and the place of residence to a natural person);

- in the application, the employer specifies, among others, the proposed remuneration of the foreigner, working time or the number of working hours per week or month, the type of contract being the basis for the work and the period of validity of the permit. When submitting the application, the employer also attaches a proof of payment in the amount of PLN 30;
- if the permit concerns a citizen of a country other than listed in the regulation (i.e. other than Armenia, Belarus, Georgia, Moldova, Russia or Ukraine), the application should be accompanied by information on the result of the so-called labour market test;
- a seasonal work permit is issued if the amount of remuneration, which will be specified in the contract with a foreigner, is not lower than the remuneration of employees performing in the same period of time work of a comparable type or on a comparable position;
- a seasonal work permit is issued for a specific foreigner;
- during the validity period of the permit, it is possible to perform any seasonal work, not only the work indicated in the permit.

In a situation where the foreigner is already in Poland: the Starost verifies the application and issues a permit or refuses to issue a permit within 7 days or up to 30 days, if explanatory proceedings are required. If the verification was negative, the Starost refuses to issue a seasonal work permit.

In a situation where a foreigner will just apply to enter Poland for seasonal work:

- the Starost verifies the application and enters it into the register of applications for seasonal work or refuses to issue a seasonal work permit. Entry in the register takes place within 7 working days from the date of receipt of the declaration, unless an explanatory procedure is conducted - then the entry takes place within 30 days. By entering the application into the register, the Starost shall issue to the entity entrusting the performance of work to a foreigner a certificate confirming that the application has been entered in the register of seasonal work applications;
- the entity entrusting the performance of work provides the foreigner with a certificate of entry of the application for a seasonal work permit to the register of applications for seasonal work. This certificate serves as the basis for issuing a visa for the purpose of performing seasonal work or, in the event that a foreigner enters without a visa, serves as a confirmation of the purpose of entry into the territory of the Republic of Poland;
- upon the foreigner's arrival, the employer informs the district labour office about this fact, presents a copy of the foreigner's passport and provides his/ her address of residence on the territory of the Republic of Poland. After fulfilling the above-mentioned obligation, the Starost issues a seasonal work permit;
- a foreigner may work while waiting for a seasonal work permit, i.e. after the entity has informed the office about the foreigner's arrival.

A work permit in Poland entitles one to work only on the territory of the Republic of Poland.

When employing a foreigner, the employer is obliged to:

- check whether they have a valid residence permit;
- make copies of the residence permit and keep it during the period of work of the foreigner;
- enter into a written contract under the terms of a work permit;
- present the contract to the foreigner before signing, in a language he / she understands;
- provide one copy of the work permit in writing to the foreigner;
- inform about activities aimed at granting or renewing the permit and decisions on the permit;
- notify the voivode within 7 days if the foreigner does not start work within 3 months or breaks it for a period longer than 3 months or ends it earlier than 3 months before the expiry of the work permit.

When employing a foreigner on the basis of a work permit, the employer has the same obligations as towards a Polish citizen:

- report within 7 days from the date of commencement of work to the social and health insurance and to pay monthly contributions to the Social Insurance Institution in the appropriate amount (not applicable to a specific task contract);
- calculate, collect and pay advances for income tax;
- comply with the provisions of the Labour Code.

You can legally employ a foreigner who is not a citizen of EU Member States, EEA or Switzerland, provided that the following conditions are met:

- obtaining a work permit or an issued declaration on entrusting work, which will be entered in the register of statements of the district labour office, or obtaining a temporary residence and work permit by the foreigner them self;
- the foreigner legally resides on the territory of the Republic of Poland;
- the basis for residence allows you to work.

Citizens of EU / EEA Member States and Switzerland are exempt from the obligation to have a work permit, visa or temporary residence permit in Poland.

The employer may entrust work to a foreigner without the need to obtain a work permit, if he has in the Republic of Poland:

- refugee status;
- subsidiary protection;
- permanent residence permit;
- long-term resident's permit for a resident of European Union;
- permission to stay for humanitarian reasons;
- consent for tolerated stay or benefits from temporary protection in Poland;
- applies for international protection and has a valid certificate issued by the Head of the Office for Foreigners.

Foreigners are also exempt from the obligation to have a work permit in other situations:

- have a valid Pole's Card;
- are spouses of a Polish citizen (they have a temporary residence permit in connection with getting married);
- are students of full-time studies in the Republic of Poland or participants of full-time doctoral studies in Poland;
- are graduates of Polish post-gymnasium schools, full-time higher education studies or full-time doctoral studies at Polish universities, research institutes of the Polish Academy of Sciences or research institutes;
- are teachers of foreign languages;
- they are sportsmen (they perform work up to 30 days in a calendar year for an entity based in Poland).

If a foreigner is a citizen of Ukraine, Belarus, Russia, Moldova, Georgia or Armenia, instead of a permit, he or she may receive a declaration on entrusting work to a foreigner, if the work will be performed for no longer than 6 months in the next 12 months. To obtain it, it must meet certain conditions:

- submit to the district labour office a written declaration of entrusting work to a foreigner;
- have the declaration entered by the labour office in the register of declarations;
- the work must be performed under the conditions specified in the declaration;
- the job is not regarded as seasonal work.

In seasonal work, from 2018 onwards, it is possible to obtain a permit for all third-country nationals. The purpose of obtaining the permit includes various types of farming, animal husbandry and breeding activities, as well as accommodation and catering services. A seasonal work permit is issued for a specified period of time, which cannot be longer than 9 months in a calendar year.

A foreigner who intends to stay in Poland and work in Poland for more than 3 months may obtain a temporary residence and work permit. Such a permit entitles the foreigner to stay and work. The foreigner them self applies for such a permit. To obtain such a permit, a foreigner must have health insurance, a source of stable and regular income. At the same time, the foreigner must have a place of residence in the territory of the Republic of Poland. In the event of a job loss, a foreigner must notify the voivode who granted the permit in writing within 15 working days. The voivode may also withdraw the permit in the event of a change of position or reduction of remuneration, if the permit has not been changed.

A temporary residence and work permit may not be withdrawn if the foreigner has lost their job, but:

- notified the voivode of this in writing or the notification was not received by the voivode for reasons beyond the foreigner's control;
- the period of unemployment did not exceed 30 days;
- such period occurs not more than once during the validity of the permit.

Please note that a foreigner may look for a new employer within 30 days.

Remember that employees do not independently deal with formal issues related to health, social or other insurance - the employer must register employees for insurance, and then settle and pay contributions!

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types of contracts on the basis of which work can be started

The employer may employ a foreigner both on the basis of an employment contract and a civil law contract

The employment contract indicates such elements:

- identification of the employer and employee;
- indication of the type of contract and the date of its conclusion;
- type of work;
- remuneration corresponding to the type of work;
- date of commencement of work;
- working time, i.e. the size of the job.

The most common employment contracts are:

- fixed-term contracts
- contracts for an indefinite period.

■ A fixed-term contract is concluded for a predetermined period of time specified by the employer and the employee, which means that it is a contract that is valid for a specified period of time.

■ An employment contract for an indefinite period may be terminated by agreement of the parties on a date agreed by the parties. If the employee or the employer wants to terminate this type of contract, they must notify the other party in writing. The employer is also required to state the reason for the termination of the contract.

Civil law contracts are most often used when the employer does not plan to hire an employee on the basis of an employment contract, but wants them to perform specific activities or perform clearly defined tasks.

The most popular civil law contracts are:

- contract of mandate;
- contract for specific work.

■ **A contract of mandate** consists of ordering a specific work to be performed by the employee within a specified period of time and payment of the agreed remuneration for this work. Within its framework, the contractor undertakes to perform certain activities for the principal. A contract of mandate is therefore a due diligence contract. The parties to the contract include in the contract the type of activities, their scope, organizational framework and remuneration - the amount included in the contract is the gross amount.

■ **A specific work contract** is a contract for the performance of a "work", that is, a clearly defined task that produces a specific product. Thus, a specific work contract is a contract of the result. The work (product) must be clearly defined and be at least partially material.

A foreigner is insured in the country where he or she will work. Compulsory health insurance applies to employees and persons with an agency, mandate or other contract to which the provisions of the contract apply.

Nationals of foreign countries whose residence is not permanent and who are employed in: foreign diplomatic representations, consular posts, missions, special missions, international institutions, are not compulsorily insured unless international agreements state otherwise.

Determining which type of insurance a foreigner is subject to depends on the employment contract and the possession of other titles to cover social insurance. In the case of an employment contract, retirement, disability, sickness, accident and health insurance is compulsory. In the case of a contract of mandate, health insurance is voluntary, if social contributions are mandatory. The employer is also obliged to pay contributions to the Labour Fund and the Guaranteed Employee Benefits Fund for the employee.





■ **PIP (National Labour Inspectorate)** is a state institution that controls the implementation of labour law provisions concerning, for example, occupational safety or health. If an employee has any doubts as to the employer's compliance with the law, he or she may apply to PIP for advice in the field of labour law. As a result of a complaint, an inspector may intervene and take legal measures.

PIP's tasks include:

- control of compliance with labour law;
- compliance with the provisions on the employment relationship, remuneration, working time, etc.;
- control of employment of young people and people with disabilities;
- control of the legality of employment;
- prevention and reduction of hazards in the work environment;
- control of employee records;
- prosecuting offenses against employee rights;
- control of compliance with the obligation to conclude PPK (Employee Capital Plans) management contracts and PPK management contracts;
- monitoring compliance with the provisions of the Trade Act;
- the right to bring legal actions.

District Labour Inspectorate in Lodz lodz.pip.gov.pl
address: 123 Kościuszki St., 90-441 Lodz
phone: +48 42 636 2313
e-mail: kancelaria@lodz.pip.gov.pl

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ZŁOTYCH

NBP





3

ESTABLISHING A COMPANY IN POLAND

If you want to start your own business, you must first consider a few things, such as: type of company, funding, business plan, information on the details of running your own business.

Before you decide to start your own business, consider:

- * in which field you want to work, what will the business preparation and development plan look like, whether it will pay off;
- * ask experienced entrepreneurs about the specifics of running a business;
- * choose the form of activity (business or company);
- * find capital.

■ **Economic activity**, according to the Journal of Laws 2004 No. 173 item 1807 is a gainful production, construction, trade, service activity, as well as the search, identification and extraction of minerals from deposits, as well as professional activity carried out in a continuous and organized manner.

The group of migrants who have the opportunity to run a business include:

- persons with a permanent residence permit;
- residence permit for EU long-term resident;
- for a temporary stay for the purpose of family reunification;
- for temporary residence on the basis of a residence permit for EU long-term resident;
- temporary stay of a family member of a foreigner who has a residence permit for EU long-term resident;
- temporary stay in order to undertake or continue full-time university studies or full-time doctoral studies in Poland;
- temporary stay and they are married to a Polish citizen living in Poland;
- people with refugee status;
- persons with subsidiary protection;
- persons with a tolerated stay permit;
- people who benefit from temporary protection in Poland;
- people with a Pole's Card.

Foreigners, other than the above-mentioned persons, may undertake and conduct economic activity only in the form of a company.

■ A sole proprietorship is a simple type of business and can be set up by an individual. Such activity does not require a minimum capital, and the entrepreneur is responsible for the liabilities resulting from running the activity with all his assets.

Accounting depends on taxation: if it is on general principles, then accounting is simplified, with a lump sum a lump sum register is necessary, and with a tax card there is no accounting obligation.

The entrepreneur has the exclusive right to represent the business and the company name must include the applicant's first and last name.

To start a business, you must obtain an entry in the register of entrepreneurs in the Central Register and Information on Economic Activity. When registering on-line, you must have an electronic signature – for how to obtain it, see part 1 of the guide for foreigners in Lodz, entitled “First steps” in chapter 4 “e-PUAP” on page 16. The waiting time for business registration can be extended up to 30 days, if you do not immediately submit the relevant documents confirming your residence status, which entitles you to start a business - these are scans of your decisions, residence cards and passports.

limited liability company

■ A limited liability company is the most popular form of company in Poland. It is a suitable form of activity, e.g. for partners who want to maintain direct supervision over the company's affairs and limit the risk only to their contribution (no liability with personal property).

If you are not authorized to establish a business, you can set up a limited liability company. Limited liability companies have legal personality, which may be created by one or more partners. Its founders may be natural or legal persons, regardless of their citizenship and place of residence. The minimum share capital is PLN 5,000. When establishing a company, you must attach a statement that the company is a foreigner and provide addresses for service of partners and representation.

In the case of a company, full accounting is required - i.e. a foreigner must use the services of an accounting office.

Establishing a company does not take much time, everything can be done using the S24 platform. In order to set up a company on-line, each of the partners must have a trusted profile (see the first part of the guide for foreigners in Lodz entitled "First steps" in chapter 4 "e-PUAP" on page 16 for how to obtain it), by which documents and applications are signed. The stamp duty at the registration of the company is PLN 351 and is payable upon sending a set of documents, completed and signed, to the court.

taxes in the company



Each entrepreneur must pay and settle taxes when running a business. However, with a limited liability company a CIT declaration is submitted.

PIT is a direct personal income tax, and the subject of taxation is a natural person who obtains income. PIT is collected both from Polish residents and from people who do not have Polish tax residence.

To settle PIT, you need to prepare and submit an annual tax declaration. Such a declaration is a condition for the payment of tax or a refund of overpayment.

To effectively settle PIT pay attention to:

- correctness of the form;
- indication of revenue, expenses, income, amount etc.;
- signature;
- if you are settling for the first time, it is worth consulting an accountant.

On the website podatki.gov.pl you can find information about the types of taxes, their specificity, as well as the rights and obligations of taxpayers.

Information on tax settlement can be obtained at: lodzkie.kas.gov.pl/lodzki-urzad-skarbowy-w-lodzi

Lodz Tax Office

address: 85 Kościuszki Ave. 85,90-436 Lodz
telephone: +48 42 253 05 00
e-mail: lodzki.us@mf.gov.pl

First Tax Office in Lodz- Bałuty address:

47 Zachodnia St., 91-066 Lodz
phone: +48 42 253 56 00
e-mail: 1us.lodz.baluty@mf.gov.pl

Second Tax Office

Lodz- Bałuty address: 105 Św. Teresy St.,
91-222 Lodz
phone: +48 42 253 40 00
e-mail: 2us.lodz.baluty@mf.gov.pl

First Tax Office

Lodz- Górna address: 10 Wróblewskiego
St., 93-578 Lodz
phone: +48 42 25 88 100
e-mail: 1us.lodz.gorna@mf.gov.pl

Second Tax Office Lodz- Górna

address: 10A Wróblewskiego St.,
93-578 Lodz
phone: +48 42 258 82 00
e-mail: 2us.lodz.gorna@mf.gov.pl

Tax Office Lodz- Śródmieście

address: 9/11 Dowborczyków St.,
90-019 Lodz
phone: +48 42 253 06 00
e-mail: us.lodz.srodmiescie@mf.gov.pl

Tax Office Lodz- Widzew address: 7

Papiernicza St., 92-312 Lodz
phone: +48 42 275 08 00
e-mail: us.lodz.widzew@mf.gov.pl

bookkeeping

When running your own business, you need to consider accounting.

Simplified accounting can be used by one-person business activity. This is possible when the operating income for the previous year is not more than EUR 2,000,000. Simplified accounting does not require keeping full books of accounts and comes in three variants: Revenue and Expense Ledger, Recorded Lump-sum and Tax Card.

■ The revenue and expense ledger is based on keeping a document that records all corporate revenues and expenses on the basis of which the tax amount is calculated. Enterprises using the revenue and expense ledger do not pay tax for those accounting periods in which they do not generate a profit.

■ A lump sum on registered revenues consists in the fact that the taxpayer pays a fixed tax rate, the amount of which depends solely on the type of activity performed.

■ The Tax Card is based on paying a fixed amount of tax liability, regardless of the amount of income obtained. The amount of tax depends on the type of business, the number of people employed and the number of residents living in the town where the business is conducted.

■ Full accounting is provided for limited liability companies and for entrepreneurs who have exceeded net revenues from the sale of goods, products and financial operations of EUR 2 million converted into PLN at the average exchange rate announced by the National Bank of Poland on the first business day of October of the previous year.

Full accounting allows you to record revenues and expenses, calculate the amount of tax liabilities, and obtain a complete picture of the company's financial situation. As part of full accounting, the following documents apply: general ledger, subsidiary ledgers, list of assets and liabilities, or a statement of turnover and balances.

social security

Social insurance includes retirement, disability, accident and sickness insurance.

Compulsory retirement, disability and accident insurance, but exempt from sickness insurance, applies to an employee:

A person is subject to compulsory pension, disability and accident insurance, but not sickness insurance:

- if they perform an agency contract, contract of mandate or a contract for the provision of services or cooperate in the performance of these contracts;
- if they conduct non-agricultural activity or cooperate in carrying it out;
- if they are a clergyman.

A person is subject to compulsory pension and disability insurance, but not sickness and accident insurance:

- if he or she receives a maternity benefit or an allowance in the amount of maternity benefit or is on parental leave and is not entitled to a pension or disability pension or other titles to compulsory social insurance;
- if he or she receives a carer's benefit, a special carer's benefit or a benefit for a guardian;
- is a member of the supervisory board and receives remuneration for performing this function.

When operating in Poland, you can only have social insurance in one country at a time. This must be the country of residence or the country where the centre of your business interests is located. In order to determine in which country a significant part of the activity is carried out, attention must be paid to turnover, working time, number of services or income. The document that states where contributions should be paid is the A1 Certificate. If you conduct business in accordance with the rules applicable to Polish entrepreneurs, you can arrange insurance at ZUS.

ZUS-zus.pl

1st Branch in Lodz

address: 2 Zamenhofa St. 90-431 Lodz

territorial range: the City of Lodz - districts: Śródmieście, Polesie, part of Widzew, Communes- Andrespol, Nowosolna

2nd Branch in Lodz oddział w Łodzi

address: 7/11 Kilińskiego St., 98-220 Zdunska Wola

territorial range: City - Zdunska Wola, Communes - Buczek, Lask, Sedziejowice, Szadek, Widawa, Wodzierady, Zapolice, Zdunska Wola

There is no need to register with the social security system when providing cross-border services. You must obtain an A1 certificate from the insurance institution in your home country.





4

CULTURE

traditions and holidays

- Epiphany (January 6)
- Valentine's Day (February 14)
- Carnival
- The drowning of Marzanna
- Palm Sunday
- Holy Week
- Easter
- Pentecost
- Corpus Christi
- Saint John (Kupała Night, Sobótka) (June 23)
- All Saints (November 1)
- All Souls' Day (November 2)
- St. Andrew's Day (night of November 29-30)
- St. Nicholas' Day (December 6)
- Christmas Eve (December 24)
- Christmas (December 25)
- New Year's Eve
- New Year

non-working days

- January 1st - New Year's Day
- January 6th - Epiphany Day
- First day of Easter (movable holiday)
- The second day of Easter (i.e. Easter Monday, a movable holiday)
- May 1st - Workers' Day (Labour Day) Święto Państwowe
- May 3rd - 3rd of May National Holiday (3rd of May Constitution Day)
- The first day of Pentecost (movable holiday, but always on Sunday)
- Corpus Christi Day (i.e. the liturgical feast of the Most Holy Body and Blood of the Lord, movable holiday, falls on Thursday)
- August 15th - Assumption of the Blessed Virgin Mary
- November 1st - All Saints
- November 11th - National Independence Day
- December 25th - First day of Christmas
- December 26th - The second day of Christmas

culture for foreigners

Lodz is described as a city of four cultures. In the nineteenth century, there was a huge development of Lodz related to the textile industry. New residents were coming to Lodz looking for work. In 1815, less than 1,000 people lived in Lodz, in 1915 it was as many as 600,000 inhabitants (600 times more!). Not only Poles came to Lodz, but also immigrants from various parts of Europe. The new inhabitants brought various religions and customs with them. Apart from Poles, the most important part of society were Jews who came to Lodz not only from other Polish cities, but also from abroad. The Jews were a wealthy group that dealt with trade and crafts. They also owned factories and banks.. Qualified professionals, mainly from Germany, were brought to Lodz. Among the new residents, there were also Russians occupying clerical positions.

Currently, nearly 1/5 of the inhabitants of Lodz are foreigners, mostly from behind the eastern border. The city undertakes various actions to help them integrate and get to know Lodz.

festivals and multicultural events



■ Festival of 4 Cultures

The Lodz of Four Cultures Festival has been organized since 2010 and is a continuation of the Festival of Dialogue of Four Cultures created by Witold Knychalski in 2002. It is an event that combines elements of music, theatre, literature, film and visual arts. It is aimed at a very wide audience of all ages. The name of the festival refers to four cultures that have influenced the history of Lodz: German, Jewish, Polish and Russian. The idea was born out of the historical dialogue of cultures that had been going on in Lodz for many decades. But now it is expanding its idea to other fields and cultures that are present in the city. On the one hand, the festival aims to show the potential of the artistic community in Lodz, and on the other, by inviting guests from Poland and abroad, it aims to co-create new cultural events of not only local, but national and international importance.

4kultury.pl

■ International Festival of Youth Creativity "Folk Inspirations"

organizer: Foundation for Promotion and Support of Creativity Convivo date: July
folkoweinspiracje.pl

An international event popularizing the heritage of folk and traditional cultures in the work of young artists from the Lodz region, Poland and abroad in the field of dance, music, photography and design. The idea of the festival is to present and promote, especially among young people, the richness of the cultural traditions of various nations and ethnic groups in the world.

folkoweinspiracje.pl

■ International Folklore Workshops

organizer: Widzew Cultural Centre, Youth Culture Centre

A series of concerts, parades and workshops in Lodz and the Lodz Region of folk groups from around the world. The program also includes intergenerational folk dance workshops, an art and photo competition, family picnics, intercultural integration meetings, lectures, music concerts and fashion shows inspired by folk culture. Organized since 1989.

wdk.pl/index.php/glowne-imprezy/miedzynarodowe-warsztaty-folklorystyczne



other festivals and the most interesting cultural events in Lodz

■ Festival of Lodz

Several hundred thousand people celebrate the birthday of Lodz. Lodz residents and guests from all over Poland have fun at numerous concerts on Piotrkowska Street. During previous editions, numerous trips, festivals, shows and celebrations in Aquapark were popular. Lodz also does not forget about its new residents. In 2019, several thousand Ukrainians had fun at the Kozak System concert.

The next Festival of Lodz (Birthday of Lodz) will take place from 24 to 26 of July 2020.

■ Festival of Light in Lodz

Since 2011, Light.Move.Festival. has been changing the image of the Lodz downtown for three October evenings. Streets, squares and parks wake up illuminated by a riot of colours, come to life with a dynamic play of lights, and above all - they charm the viewer with a glow hidden during the day. LMF attracts hundreds of thousands of guests from Poland and abroad to Lodz and consistently builds the brand of the best festival of light in Poland. During the 2019 event, Lodz was visited by as many as 550,000 people, enchanted with modern art and unusual installations in the spaces of a modern city.

Large-format shows in 2D / 3D mapping technology carried out on the facades of eclectic buildings in Lodz, artistic illuminations of tenement houses located along the main streets, audiovisual performances in post-industrial areas and countless spatial installations are only a part of the rich program of each edition of the LMF. And apart from that, concerts, scientific conferences and an amazing atmosphere.

■ **Transatlantyk Festival**

Outstanding world cinema and music. Legendary and young artists, representatives of all film and music professions, hundreds of screenings, as well as numerous music events.

The Transatlantyk Festival in Lodz is an artistic platform which, through music and film, creates stronger connections between society, art and the environment, inspires discussions on current social issues. It is a recognized international festival of a new generation, which builds its identity by combining a sophisticated offer addressed to the film industry with a widely available education and social activation program.

The founder and director of the Festival is an outstanding composer, Oscar winner - Jan AP. Kaczmarek

transatlantyk.org

■ **Fotofestival**

Fotofestival was established in 2001 as one of the first photographic events in Poland. This festival of photography in Lodz gathers 20,000 people annually to present various forms of photography, it is also a forum for discussions about art and society and a platform for exchanging experiences between artists and audiences. The workshops are accompanied by lectures and discussion panels.

The 19th International Festival of Photography in Lodz will be held from 4-21 June 2020 fotofestiwal.com/2019

■ **Lodz Design Festival**

The Design Festival is the most important international event in Central and Eastern Europe dedicated to the art of design. It presents design in its various forms - from industrial design, through art and craft design, to graphic design, architecture and fashion. It also supports novice designers, giving the best of them a chance to win a prize of PLN 20,000.

lodzdesign.com

■ **Soundedit**

The International Music Producers Festival is a place of annual meetings of the most outstanding music producers and sound engineers. It is also concerts, workshops, discussions and the unique award of the Man with a Golden Ear.

■ **Lodz Disco Fest**

Top dance music stars. Polish and foreign artists on one stage. lodzdiscofest.pl

■ **Festiwal Komiksu i Gier**

The largest event of this type in Central and Eastern Europe. It is an opportunity to meet the most famous comic book creators. It is also a time for shopping at exhibition stands, participation in workshops, game tournaments and visiting exhibitions. The 30th edition of the festival, organized in 2019 in the Expo-Lodz hall in Lodz, was visited by over 20 thousand people.

komiksfestiwal.com

■ Cinergia Festival

The European Cinema Forum is the only festival in Poland devoted exclusively to European filmmaking. The program includes a review of new European cinema, meetings with filmmakers and actors, and competitions for the best Polish and European debut, as well as the Kamer-TON: Polish film song competition.

■ Art and design

Lodz City of Arts. City Energy Festival.

International Small Graphic Forms Triennial, Poland - Lodz.

International Triennial of Textiles

Lodz Young Fashion

■ music and dance

International Festival and Competition of Musical Individualities "Tansman Festival"

Summer Jazz Academy - Polish and World Jazz Legends

Festival Geyer Music Factory

Lodz Choir Festival "Cantio Lodziensis"

International Lodz Tango Salon Festival

Adi Jazz Festival

Festival of Dance Collisions

Lodz Ballet Meetings

Regional Music Festival for Children and Youth "Staff of Dreams"

Lodz Dance Confrontations

■ film

European Cinema Forum - Orlen Cinergia

Media Festival "Man in Danger"

Puchalski's Nature Film Festival

Summer Film Festival "Polówka"

Festival of Film Art Critics "Camera Action"

■ Theatre

International Festival of Pleasant and Unpleasant Arts
Festival of Theatre Schools
Summer Scene
International Festival Theatrical Carousel
Touch the Theatre
National Festival of One Actor Theatres MonoFest
International Theatre Festival Retroperspektywy
Off North Festival
Sewing room.DOK
Sewing room of culture
The Henryk Ryl Festival of Preschool Theatres
Theatre of the Youth Festival / National Review of Children's and Youth Theatres
"Dziatwa"
National Confrontations of Youth Theatres "More than Theatre"
AnimArt International Festival of Animation Art

■ Literature

Story Festival - Stories
Pulse of Literature Festival in Lodz

■ Interdisciplinary

The Lodz of Four Cultures Festival
The International Festival of Comics and Games in Lodz
Freedom Games
Lodz as the City of Women
"My art - my life". Review of the artistic work of people with disabilities
Provincial Festival of Abstainers' Creativity "Hope - lead"
Cruise on Bergamuty - children's film song festival
Twardojańskie Days - the Lodz Festival of Father Jan Twardowski's work
cultural institutions

There are 20 museums in Lodz, including the Central Museum of Textiles, known on a European scale, the only Museum of Cinematography in Poland, Museum of Animation, Museum of Book Art and Museum of Art with the largest collections of contemporary art.

Viewers are invited to nearly 20 theatre stages, there are numerous galleries, cinemas, cultural centres and the second largest network of municipal libraries in the country.

All current information about cultural institutions can be found on the website of the City of Lodz Office:

uml.lodz.pl/kultura/instytucje-kultury/muzea
uml.lodz.pl/kultura/instytucje-kultury/teatry
uml.lodz.pl/kultura/instytucje-kultury/galerie
uml.lodz.pl/kultura/instytucje-kultury/kina
uml.lodz.pl/kultura/instytucje-kultury/domy-kultury

■ **Widzew Cultural Houses**

wdk.pl

Foreigners (especially children) are eager to make use of the offer of these Cultural Centres. You need to pay for classes, but the price is affordable.

■ **House of Culture "502"**

address: 18 Sacharowa St., 92-525 Lodz

phone: 48 42 673 35 99

e-mail: admin@wdk.pl

The main goal of the facility is to conduct extensive educational activities in the field of:

- film education (film workshops, film classes at school, meetings with filmmakers);
- theatre education (theatre groups, theatre workshops, theatre presentations, drama lessons);
- art education (art classes, creative workshops, open-air workshops, exhibitions and art competitions);
- dance education (ballroom dance courses, stage dance classes, dance tournaments);
- environmental education (lectures, trips, outdoor actions);
- psychological education (group classes, consultations and individual counselling);
- drug and anti-alcohol prophylaxis (lectures, chats, film screenings);
- music education (learning to play instruments);
- sports activities (gymnastics, yoga, healthy spine school, karate, capoeira);
- learning foreign languages;
- computer literacy courses;
- educational and artistic projects.

Moreover, there are concerts, performances and outdoor events.

■ House of Culture "Ariadna"

address: 1/3 Niciarniana St., 92-208 Lodz

phone: + 48 42 678 47 41

e-mail: ariadna@wdk.pl

The main goal of the facility is to conduct extensive educational activities in the field of:

- regional education (workshops, festivals, conferences);
 - historical education (historical workshops, lectures, meetings);
 - dance education (dance groups, dance confrontations, dance workshops). The activities of the "Ariadna" Cultural Centre are broadly understood animation and cultural education.
- The main aspect of this activity is dance education realized in various age groups. Working in existing dance groups aims at satisfying the interest in dance, familiarizing participants with various types of dance and dance techniques, and showing the ways and possibilities of expression.

■ House of Culture "Widok"

address: 133 Piłsudskiego Ave., 92-318 Lodz

phone: + 48 42 67 492 30

e-mail: Widok@wdk.pl

The Cultural Centre in which the dominant role is played by widely understood artistic education: art, crafts and music.

library

The library is not only shelves with books. In addition to collecting, compiling and making available the book collection, magazines and multimedia (audiobooks), the institution is involved in many other projects:

- Meetings with authors, literary events, exhibitions and concerts.
- Providing readers with space for events prepared by them. The reader can set up a discussion club or carry out an initiative bringing together people with similar interests - the library is an ideal place for such ventures.
- Preparation of classes and workshops for organized groups, including pre-schoolers and schoolchildren; there is also an offer addressed specifically to seniors.

In selected branches, readers can use computer stations equipped with a printer and a scanner. IT courses are also organized.

Gradually, broadband Internet will be made available at each branch.

In addition to books and audiobooks, you can borrow e-books - from the EBSCO database, designed especially for readers of public libraries.

How to join the library?

To join the library you need a valid identity document (ID card, school ID, passport, permanent residence card).

Then you should read the regulations, fill in the registration form and sign the commitment. An adult shall certify for a minor.

The registration form can be filled in at the library's branch or brought with you. In the library you get a library card and you can take full advantage of the offer.

biblioteka.lodz.pl

polish language courses available

If you have just come to Poland and you speak Polish poorly or you want to develop your language skills, or even pass the state exam for a Polish language certificate, then this chapter is written with people like you in mind.

The Polish language can be learned at universities, in private schools or at language courses. Selected courses below.

■ **The School of Polish for Foreign Students of the University of Lodz**

sjpdc.uni.lodz.pl

Courses:

- preparation for the Polish language certificate examination;
- a preparatory course for studies in Poland;
- Polish language courses – many options.

Contact:

phone: +48 42 635 47 00

e-mail: sjpdc@uni.lodz.pl

■ **Language Center of the Lodz University of Technology**

cj.p.lodz.pl/in-english/for-intl-student/polish-courses

Erasmus students can participate in Polish language courses, in which they have at their disposal:

- intensive Polish language course;
- basic Polish A1;
- basic Polish A1 +;
- Polish culture and language;
- Polish A2.

Contact:

phone: +48 426312810

e-mail: cj@adm.p.lodz.pl

■ **Polish language course "POLISH FOR STUDIES" - Social Academy of Sciences**

multi.san.edu.pl

A course for foreign Russian-speaking students. It prepares students for Polish language exams and is available to students from outside the Social Academy of Sciences.

Contact:

phone: +48 780105 780

e-mail: multi@san.edu.pl

■ **Polish language courses for foreigners - University of Economics and Management in Lodz**

sweiz.pl/kursy-i-szkolenia

Offer:

- 8-week course;
- weekend course;
- a 3-week holiday course;
- a course with a medical profile;
- a course with an economic and linguistic profile.

Contact:

phone: +48 42 64230 50

e-mail: rektorat@swseiz.pl

■ **Polish language courses for foreigners - Foreign Language Center MLC**

studium.com.pl/jezyki/polish-for-foreigners

Contact:

address: 59/61 Kościuszki Ave., 90-514 Lodz

phone: +48 42 633 34 36

e-mail: studium@studium.com.pl

■ **Polish language course - POLONUS school**

polonuslodz.com/pl/o-nas

Contact:

phone: +48 795 097 302

e-mail: biuro.polonus-lodz@home.pl

■ **Polish language courses for Russian speakers "GOWORI.PL"**

facebook.com/groups/GoworiPL

Contact:

address: 65 Piotrkowska St., apartment 29, 90-422 Lodz

phone: +48 663 995 285,

+48 663 994 980

e-mail: polski@gowori.pl

■ **NAWOSTOK**

facebook.com/OJRNaWostok

Contact:

address: 80/82 Kościuszki St., 90-437 Lodz

phone: +48 574 682 293

■ **Polish language course for foreigners in Lodz - Be Smart Language School**

besmartlodz.pl/kurs-jezyka-polskiego

Contact:

address: 15 Wapienna St. / 1st floor, 91-087 Lodz

phone: +48 889151137

e-mail: szkola@besmartlodz.pl

■ Polish language courses - Together School

together-school.pl/pl/kursy_polskiego_w_lodzi Kontakt

e-mail: biuro@together-school.pl

phone: +48 730 954 779

Remember that almost all universities require a language proficiency certificate when recruiting.

For adults and adolescents aged 14-17, it is possible to check the level of language competence using the State Certificate Examination in Polish. All foreigners and Polish citizens permanently residing abroad can take the exam.

Detailed information on the certification of Polish as a foreign language can be found on the website certyfikatpolski.pl or on the website nawa.gov.pl/jezyk-polski/certyfikacja

Questions can be sent to the e-mail address: certyfikacja@nawa.gov.pl or by phone:

+ 48 22 390 35 37

NGOs, meeting places, integration events

NGO - what is it? Can I set up an NGO?

NGO is a non-governmental organization whose activities are not focused on making a profit. A characteristic feature of non-governmental organizations is the lack of connections with public authorities. NGOs are primarily foundations and associations.

Non-governmental organizations also include: sports clubs and student sports clubs, organizations operating on the basis of separate regulations, such as the Polish Red Cross, the Polish Allotment Association, hunting clubs, social committees, social cooperatives, chambers of commerce, craft chambers, groups such as neighbourhood clubs or support groups, self-help groups.

Are you going to set up an organization or are you running an existing one? Are you going to hire employees? Do you think about paid services or business activity? Do you have doubts about taxes and accounting?

Familiarize yourself with the website opus.org.pl

The OPUS Centre conducts training and advises. Several hundred social activists take advantage of the assistance annually. They receive help in implementing projects, learning about issues in the field of law, accounting and fundraising, and registering organizations. The OPUS Centre supports activists from informal groups, explains the applicable procedures and advises where to meet partners and allies for planned activities.

■ **Coworking for NGOs. Free work space and conference rooms.**

The OPUS Centre invites you to use the free COWORKING space.

The offer includes:

- rooms for individual work;
- cabinets for documents and your belongings;
- meeting rooms;
- mailing address in the city centre;
- conference room (up to 50 people);
- wi-fi, office and presentation equipment (projector, TV screens);
- constant contact with the advisors of the OPUS Centre.

The offer is addressed to non-governmental organizations that do not conduct business or paid activity, but plan to economise, and for informal groups planning to register in the form of PES (Social Economy Entities). Recruitment is ongoing, until there are no places available.

Contact: phone: +48 42 207 73 39, +48 509 899 449

e-mail: Lco@opus.org.pl

or in person: 8/10 Narutowicza St.

■ **OPUS Centre**

opus.org.pl

Contact:

address: 8/10 Narutowicza St., 90-135 Lodz

phone: +48 509 899 449

e-mail: opus@opus.org.pl

■ **The Marek Edelman Dialogue Centre**

centrumdialogu.com

The Marek Edelman Dialogue Centre is an institution established in 2010. Its goal is to conduct activities in the field of popularizing the multicultural and multi-ethnic heritage of Lodz, with particular emphasis on Jewish culture and other cultures that have a significant impact on the city's development.

The Dialogue Centre conducts educational activities, organizes multicultural events (such as the Days of German, Polish, Jewish, Russian and Roma Culture), carries out activities to commemorate the Survivors and Righteous Among the Nations and their families, as well as walks, open lectures, exhibitions, concerts or performances. The scope of the institution's activities also include publishing activities. Projects prepared by the Marek Edelman Dialogue Centre are both international and local in nature.

Contact:

address: 83 Wojska Polskiego St., 91-755 Lodz

phone: +48 42 636 38 21, +48 506 155 911

e-mail: biuro@centrumdialogu.com

■ **The FERSO Foundation**

The Foundation's activities are addressed mainly to teachers, as well as school and preschool children, youth and the local community.

Contact

correspondence address: Foundation for Education and Development of Civil Society

main office open: Monday - Friday 10.00-17.00

address: 28 Pułku Strzelców Kaniowskich 71/73 (1st floor), 90-558 Lodz

phone: +48 516 089 392

E-mail: fundacja.ferso@gmail.com



institutions close to migrants include:

■ Union of Ukrainians in Poland (Lodz branch)

22 Pomorska St.
Meetings on Saturdays and Sundays

■ The Belarusian House Association

bialoruskidom.pl | facebook.com/bialoruskidom
address: 31 Piotrkowska St.,
office 52, 90-410 Lodz

The mission of the association is to initiate, support and conduct comprehensive cooperation in the field of culture and art, primarily Belarusian, Russian and Ukrainian. Other nations and minorities are also welcome.

■ Poland-Belarus Association - Lodz Branch

The Poland-Belarus Association was established in 1992.

The mission of the association is to build and develop good-neighbourly relations, cooperation and friendship between Polish and Belarusian society on the basis of equality, partnership, mutual benefit, trust and respect,
facebook.com/polskabelarus

■ International Education Centre

address: 12 Plac Wolności Sq., Lodz
facebook @moclodz

Activities for children and adults in Russian. Children from 3 years and teenagers. Parent's club. Classes: Russian, speech development, speech therapist, mathematics, logic, music, singing, karate, photography, creative workshops, English, Polish (integration in kindergarten, school, at work). Speech therapy consultations, psychological consultations for children and adults. Workshops and family events.

■ Groups for migrants on Facebook

- Families in Łódź;
- Foreigners in Łódź;
- Foreigners in Lodz; w polskojęzycznej wersji są 2
- Expats in Lodz, Poland;
- Foreigners in Lodz;
- Русскоязычные в Лодзи - все о жизни русскоязычных в Лодзи / Russian speakers in Lodz - all about the life of Russian speakers in Lodz;
- nasha.lodz;
- Українці в Лодзі.

■ Groups for moms:

- mamyloz;
- Мамы в Лодзі.

■ Work:

- Лодзь/Робота в Лодзи/поиск жилья в Лодзи;
- Українці в Лодзі. Робота. житло. люди.

■ Entertainment and news

The current offer related to entertainment and current events in the city can be found at:

- cojestgrane.pl/polska/lodzkie/lodz;
- lodz.naszemiasto.pl;
- facebook.com/lodzkiewydarzenia;
- facebook.com/LodzkieCentrumWydarzen;
- facebook.com/dzislwlodzipl;
- facebook.com/OFFPiotrkowska;
- facebook.com/arena.lodz.

Other Facebook profiles:

- Dzieje się w Łodzi (This happens in Lodz);
- Zagubione w Łodzi (Lost in Lodz) facebook.com/lostandfoundlodz.

■ Attractions of Lodz:

- Piotrkowska Street - is a symbol of Lodz. It is a historic trade route, 4.2 kilometres long;
- Planetarium EC1 planetariumec1.pl;
- Centre of Science and Technology EC1 ec1lodz.pl;
- Aqua Park FALA:
address: 4 Unii Lubelskiej Ave., 94-208 Lodz
phone: +48 42 6 400 800
aquapark.lodz.pl

■ Sports

Information on sport on the website of the City of Lodz: uml.lodz.pl/czas-wolny/sport

Sports disciplines in Lodz:

- football;
- volleyball;
- basketball;
- rugby.

The city's website has detailed information about sports clubs, places where you can play, and events related to these disciplines.

Regular sports events:

- Athletics meeting;
- DOZ Lodz Marathon;
- Run along Piotrkowska Street;
- Super Enduro and Supercross (spectacular motorcycle racing);
- World League and Champions League of volleyball players.

Sports facilities:

- City stadium at 2 Unii Lubelskiej Ave.;
- City stadium at 138 Piłsudskiego Ave.;
- Atlas Arena Hall;
- Józef "Ziuna" Żyliński Hall;
- Minerska football training centre;
- Łodzianka training centre;
- Motor Sport Centre;
- Bay of Sport (Zatoka Sportu) of the Lodz University of Technology Bay of Sport is located on Campus B of the Lodz University of Technology at 10 Politechniki Ave
- Bay of Sport is a facility open to all residents of Lodz. The sports complex is divided into two parts:
 - swimming pool (indoor swimming pool, there are swimming lessons, Aqua fitness and diving lessons)
 - the so-called dry zone (sports hall, climbing walls, gym, badminton courts).

zatokasportu.pl

Monday-Saturday 6.00am-10.00pm

Sunday 7.00am - 9.00pm

Recreational facilities:

- indoor pools;
- outdoor pools;
- bathing areas;
- ice rinks;
- tennis courts;
- squash;
- fitness and gyms;
- trampoline parks;
- equestrian clubs;
- billiard clubs;
- climbing walls;
- skate parks;
- bowling alleys;
- golf courses;
- aero club;
- shooting ranges

Detailed information about recreational facilities is available on the city's website:
uml.lodz.pl/czas-wolny/sport/obiekty-rekreacyjne

■ Running areas

- Józef Piłsudski Park. The advantage of this place is the varied terrain, which means you can run along the lit and paved park alleys, but also along the cross-country tracks.

In the southern part of the park you will find a freely accessible polyurethane athletics track over 2 km long with a cushioned surface and distance markings every 200 meters. It's the perfect place for speed training.

- Poniaowski Park. This place is known to most runners in Lodz, and this is due to, among others, the Park run at a distance of 5 km, which takes place every Saturday. The Prince Józef Poniaowski Park, located in the central part of the city, is a place for running mainly on a flat surface. But during the Decathlon Run held here, the route of which leads through a highly varied terrain, you can find out that it is also a perfect place to work on running strength.

- May 3 Park. It is a park complex with varied and illuminated paths allowing you to run all year round. You will find, among others, a hill, perfect for practicing ascents.

For several years now, the Grand Prix Lodz City Trail series has been held here. The park was also an arena of struggles during the Academic Polish and World Championships in cross-country running.

- Widzewska Górka Park - there is a multifunctional sports complex of the same name, with a four-track athletic track, an outdoor gym and an exercise area. It's also a great place to do high-speed training and stretching.

- Adam Mickiewicz Park (formerly Julianowski Park). There are mainly asphalt alleys here. The park is partially lit. You can find a lot of runners in it, and in the recreational part you will find hills that will help you build running strength.

- Łagiewnicki Forest. Mecca of Lodz runners, a great place for ultra-running training. You will find here hundreds of paths, long ascents and descents. It is the largest recreational area in Lodz and one of the largest forest complexes located within the city limits in Europe.

Especially for runners, there is a well-marked 5.5 km cross-country loop (www.lodzkietrasybiegowe.pl/lagiewniki), and long-distance runners can run around the forest (approx. 20 km) along a marked trail. During the year, many running events take place here, including: New Year's Eve Run, Szakal Half Marathon, DOZ Cup, Lodz Mountain Runs.

- Stoki - Gen. Mariusz Zaruski Park is the most "mountain" park in Lodz, and next to it there is a public stadium with a 400-meter tartan track. Therefore, this combination gives one of the most interesting running places, especially for runners who want to improve their speed.

- Lublinek - areas around the airport and Lublinek Forest, the second largest forest complex in Lodz. These are places with a varied terrain, very popular among runners living in the Retkinia estate and its vicinity.

- Ruda - Popioły Street and the hills in its vicinity on Ruda Pabianicka are places that have been used by Lodz runners for years. Edyta Lewandowska, Joanna Chmiel, RKS Lodz competitors and hundreds of other runners preparing for the Lodz Marathon trained here. Also, after training on Popioły, the runs on the cross-country tracks will not be scary for anyone. Nearby, you will also find the RKS Lodz athletics hall, where, among others, Adam Kszczot trains.

■ Take off in Lodz

Several dozen running events take place in Lodz every year. The most important of them are described at uml.lodz.pl/czas-wolny/sport/biegaj-w-lodzi/startuj-w-lodzi

■ Joint training

There are over a dozen groups and running teams at various levels of advancement in Lodz. Some activities are free, others have to be paid for with a small fee.

Here are the most popular running groups from Lodz that train together:

- EVERRUN: facebook.com/everrun.ewa
- REEBOKRUN CREW: facebook.com/reebokruncrewpl
- BEAUTYSPORT: facebook.com/beautysport.lodz
- AKADEMIA BIEGACZA: facebook.com/Mariusz-Kotelnicki-AkademiaBiegaczapl
- TRUCHTEM PO LESIE: facebook.com/trucht.lodz
- RYSIO TEAM: facebook.com/rysioteam
- DRUŻYNA SBRT: facebook.com/sklepbiegaczalodz
- DOZ DRUŻYNA: facebook.com/lodzmaraton
- UKS ORIENTUŚ: facebook.com/OrientusLodz

■ greenery and recreation

Parks and green areas

Information on the website:

uml.lodz.pl/czas-wolny/zielen-i-rekreacja

• Parks and green areas

Lodz parks are described in detail on the city's website. It is worth using the map of social functions, which is also available at: uml.lodz.pl/czas-wolny/zielen-i-rekreacja/parki-i-zielence.

There are over a dozen generally accessible brine graduation towers in Łódź. Some of them are located in housing estates, others are available in parks. The main material of the Lodz graduation towers are blackthorn twigs. This is where the brine flows down, breaking into smaller drops. Thanks to the sun's rays and gusts of wind, a brine mist is created, which is blown around the graduation tower, creating a microclimate that is beneficial to health.

More about the location of the graduation towers on the website:

uml.lodz.pl/czas-wolny/zeielen-i-rekreacja/parki-i-zielence/teznie-solankowe.

• Botanic Garden

It is open daily from April 1 to October 31:

- in April and September from 9.00 to 19.00 (ticket offices open until 18.30);
- in May, June, July and August from 9.00 to 20.00 (ticket offices open until 19.30);
- in October from 9.00 to 17.00 (ticket offices open until 16.30).

Palm House

address: 61 Piłsudskiego Ave. (Źródłiska Park I)

Telephone: +48 42 674 96 65

e-mail: palmiarnia@botaniczny.lodz.pl

The Palm House can be visited every day, except for:

Mondays, New Year's Day, the first day of Christmas and Easter, the first of November, the last week of March (March 25 - March 31) and the first week of September (September 1 - September 7)

Opening hours:

from April to September 10.00-18.00 (ticket offices open until 17.30)

from October to March 9.00-16.00 (ticket offices open until 15.30)

Forests

- the Łagiewnicki Forest;
- Augustów wilderness / nature reserve;
- Uroczysko Harcerski Las, Helenówek;
- Uroczysko Lublinek;
- Uroczysko Opolska-Beskidzka;
- Uroczysko Ruda-Popioły;
- Uroczysko Żabieniec.

Barbeque areas:

- J. Piłsudski Park;
- A. Mickiewicz Park (Julianowski Park);
- Park on the Sokołowska (near the "Liściasta" reservoir);
- J. Dąbrowski Park;
- R. Baden Powell Park;
- Park on Jasień;
- Źródła Olechówki Park;
- Estate Park on the Ner;
- Zieleniec at Maratońska St. (between Płocka St. and the Retkinia Shopping Center);
- Łódzkie Błonia (near Górka Retkińska);
- H. Dubaniewicz Square;
- Jan's Ponds (MOSiR);
- The "Młynek" Recreation Facility (MOSiR);
- The "Stawy Stefańskiego" Recreation Facility (MOSiR).

Note: It is worth knowing that the barbecue area does not cover the entire area of a given park/ green area, but only marked areas with special baskets. trash cans

There is a fine of PLN 500 to even PLN 5,000 for grilling in a prohibited place.

Leisure in Lodz

If we are looking for places to rest, we have a very useful website with the possibility of searching places on the map of Lodz, where you can, among others, run, do water sports, find a playground or gym: uml.lodz.pl/czas-wolny/zielen-i-rekreacja/wypoczynek-w-lodzi

In one place, on the map, we have all the attractions in the vicinity of our house.

useful apps

- **Airly** - shows the condition of the air. You can check if it is ok to go for a walk with your child or is it better to stay at home? Before renting or buying an apartment, you can compare the air condition in selected locations. This is the perfect app to check this information!
- **jakdojade.pl** - A comprehensive tool for planning trips by public transport.
- **footsteps.city** - a free application that is a mobile city guide for tourists and residents of Lodz. The routes available in it are selected according to the interests and personality traits of the user - different for a hipster and another for an art lover. You can, among others, get to know the fairy-tale, avant-garde, film and industrial Lodz.
- **Olx.pl** - you can buy / sell used clothes and toys locally. You will find job offers here. You can also rent / buy / sell an apartment.
- **Pill in trip** - thanks to this application you will find the name of your drugs in the country you are in.
- **WatchLine Lodz** - Where is the tram or bus you are waiting for? Is it a low-floor and air-conditioned one? Check it on your smartphone.

free internet

Where can you find free internet?

- ŁódźWiFi is a network of 23 free hot-spots available in Lodz's urban space. They can be easily found thanks to legible information plates or with the help of the map visible on this page: wifi.uml.lodz.pl/#ok
- in large shopping centres
- in Fast food restaurants
- at the railway stations: Lodz Chojny, Lodz Kaliska, Lodz Widzew, PKP S.A. enables the use of free wireless WiFi access to the Internet.



5

RELIGIOUS UNIONS - MULTI-RELIGION LODZ

Lodz is described as the city of four cultures and religions. In 1815, less than 1,000 people lived in Lodz, in 1915 it was as many as 600,000 people (600 times more!). Immigrants from various parts of Europe came to Lodz: Jews (who came to Lodz not only from other Polish cities, but also from abroad), Germans (most were Protestants), Russians (most were Orthodox).

In total, at the end of the 19th century Lodz was inhabited almost in half by Catholics, every third inhabitant of Lodz was a follower of religion of Moses, almost 1/5 were Evangelicals and about 2% were Orthodox.

churches and religious associations in Lodz today

In total, there are several dozen churches and religious associations in Lodz.

Lodz is the seat of the Lodz metropolis, one of the 14 metropolises of the Latin rite in the Polish Catholic Church. It includes the Archdiocese of Lodz and Łowicz.
archidiecezja.lodz.pl

In addition, there are Old Catholic institutions in Lodz, represented by: the Old Catholic Mariavite Church - the Silesian-Lodz diocese, the Polish Catholic Church in Poland - the Holy Family parish, located in the Warsaw-Lodz deanery of the Warsaw diocese, and the Old Catholic Church in the Republic of Poland - which has its capital in Lodz.

Parish of the Old Catholic Mariavite Church of St. Francis of Assisi

27 Franciszkańska St., 91-433 Lodz
phone / fax: +48 42 65 719 90
e-mail: parafia@mariawita.lodz.pl
Old Catholic Mariavite Church: mariawita.lodz.pl

Holy Family Parish Polish Catholic Church

60 Limanowskiego St., 91-045 Łódź
phone: +48 42 65 410 34
e-mail: swrodzinakpk@gmail.com
sw-rodzina.wixsite.com/polskokatolicki

The Old Catholic Parish of the Exaltation of the Holy Cross in Lodz

143 Gdańska St., 90-536 Lodz
phone: +48 42 516 516 625, +48 42 531 516 625
e-mail: kancelaria@starokatolicylodz.pl

The diocese of the Polish Autocephalous Orthodox Church is also based in Lodz - the Lodz -Poznan diocese, one of the 6 dioceses in Poland, established in 1948 (it covers the largest area). The cathedral of this diocese is St. Alexander Nevsky church council in Lodz.

Chancellery of the Orthodox Diocese of Lodz and Poznan

46 Narutowicza St., 90-135 Lodz,
phone / fax office: +48 42 633 41 69
e-mail: kancelaria@lodz-orthodox.pl

Protestantism in Lodz is represented by most of the denominational traditions, both in the Evangelical and evangelical style. The Evangelical-Augsburg Church has the most followers.

Evangelical-Augsburg Parish of St. Mateusz in Lodz,

279/283 Piotrkowska St. 90-457 Lodz

phone / fax: +48 42 684 6672

e-mail: kancelaria@lodz.luteranie.pl

There is a service in English once a month. Information on this can be found on Facebook.

Baptist Christian Church

27 Nawrot St. 90-061 Lodz

baptyscilodz.org

The Baptist Christian Church in Lodz - the Baptist Church in Lodz, located at 27 Nawrot Street. Services are held every Sunday at 10:00 (Church) and Thursday at 17: 00 (Parish building, Thursday room)

Evangelical Christians Church

- First Church
1 Grunwaldzka St., 90-335 Lodz Pastor
Jan Puchacz: 512-249-912 lodz.kech.pl
- Church of Evangelical Christians "Water of Life" 2a Organizacji WiN St.,
91-843 Lodz wodazycia.com.pl
- Church of Evangelical Christians Church of SALI DEO GLORIA in Lodz
8 Celnia St., 94-020 Lodz
telephone: +48 42 68 753 00
e-mail: sdg@poczta.onet.pl

The Church of Christ in Poland

Meetings every Sunday at 11.00 at 15/17 Lipowa St. in Lodz
lodz.schtomy.pl

Pentecostal Church in Lodz

- First church
95/97 Jaracza St. 90-244 Lodz phone: +48 42 678 04 731 + 48 502 658 548 e-mail:
biuro@nowezycielodz.pl
- Pentecostal Church "Immanuel"
24 Kilińskiego St., Lodz
telephone: +48 42 632 97 84
Sunday 10.00 am main
Wednesday 18.00 prayer and teaching

The Church of God in Christ

- Christian Centre "Victory"
20 Perłowa St., 94-248 Lodz
Pastor: Karol Michalak
e-mail: karol.michalak@gmail.com
cczwyciestwo.org
Service: Sunday, at 11:00 am, 3/5 Łąkowa St.
- Victory in Jesus
40 Jaracza St., 90-252 Lodz
telephone: +48 42 239 77 63, +48 660 007375
e-mail: biuro@vij.org.pl
Pastor: Raymond Adonai
telephone: +48 660 007375
e-mail: oraymond@wp.pl
Service: Sunday at 10:00, 40 Jaracza St.; Wednesday, 18:00
- The Community of Redeemed Christians in Lodz
44 Rewolucji 1905 r. St., 2nd floor; Wednesday, 10:30
phone: +48 791 747 821
e-mail: rccglodz@yahoo.com
Pastor: Edmund Emmanuel e-mail: eardywrite@yahoo.co.uk
Service: Sunday at 10:00

Seventh-day Adventist Church

- 67 Kopcińskiego St., 90-032 Lodz
pastor Zbigniew Makarewicz (English)
phone: +48 661 480 948 pastor Marek Micyk (English)
phone: +48 602 872 896
lodz.adwent.pl 28
- Płocka St., 90-001 Lodz
telephone pastor Zbigniew Makarewicz +48 602872896
adwentyscigorna.pl

The Church of Jesus Christ of Latter-day Saints

Meeting house
13 Orla St, 90-317 Lodz
churchofjesuschrist.org

A large community in the city consists of Jehovah's Witnesses belonging to 29 congregations.

Jehovah's Witnesses in Poland

jw.org

22-739-16-00

The Church of Jesus Christ of Latter-day Saints

Meeting house

13 Orla St, 90-317 Lodz powtórzenie

churchofjesuschrist.org

The Jewish Religious Community in Lodz

18 Pomorska St., 91-416 Lodz

telephone: +48 42 633 5156

kehilalodz.com

Muslim Commune in Lodz

Lodz Branch of the Muslim League in Poland

146 Pomorska St., 90-234 Lodz

ummainlodz.fora.pl

The Buddhist Association of the Diamond Way of the Karma Kagyu Lineage

9 Zgodna St., 93-371 Lodz

telephone: + 48 42 207 27 78

e-mail: lodz@buddyzm.pl

lodz.buddyzm.pl

Due to the need to identify and commemorate those sacred buildings, which from the beginning of industrial Lodz were associated with the four communities that built the city: Catholics, Orthodox, Protestants and Jews, a CULTURAL PATH OF 4 FAITHS was created.

From the website you can download a map and a leaflet and during the walk you can learn about monuments, churches, houses of prayer, necropolises related to 4 religions and cultures:

uml.lodz.pl/dla-mieszkancowŁabytki/promocja-dziedzictwa-kulturowego/feciezka-4-Ayznan

Education in religion and ethics is organized in schools at the request of parents or adult students.

As of 1 September 2014, the principle of expressing this request in the form of a written declaration has been in force. Religion and ethics are not compulsory subjects for the student, participation in them is voluntary. So the child can:

- participate in religion classes;
- participate in ethics classes;
- participate in religion and ethics classes;
- choose neither ethics nor religion.

You can resign from participation in these subjects at any time, also during the school year.

The kindergarten and school are obliged to organize religion lessons for a group of not less than seven students of a given class or kindergarten group. For a smaller number of students in a class or kindergarten group, religion lessons should be organized in a group consisting of children attending from different classes or groups.

If in a kindergarten or a school less than seven students (pupils) apply for classes of a religion of a given denomination or denominations jointly teaching, the governing body of the kindergarten or school, in consultation with the relevant church or religious association, organizes religion classes in an interschool or out-of-school group (outside kindergarten) catechetical point.

my notes

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