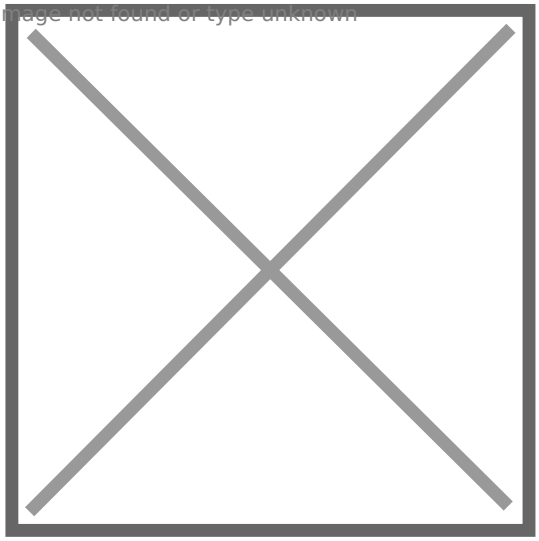
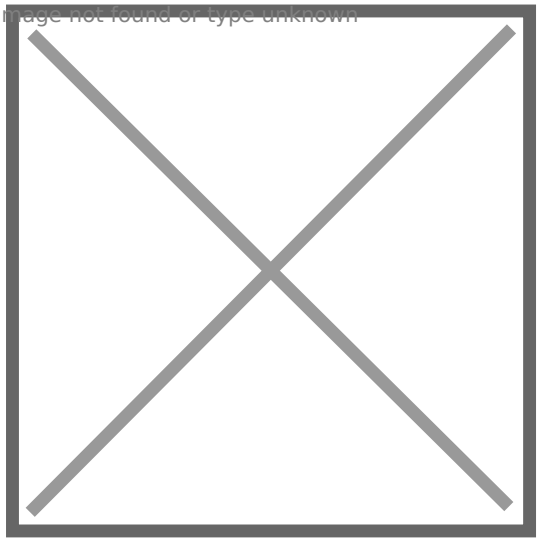
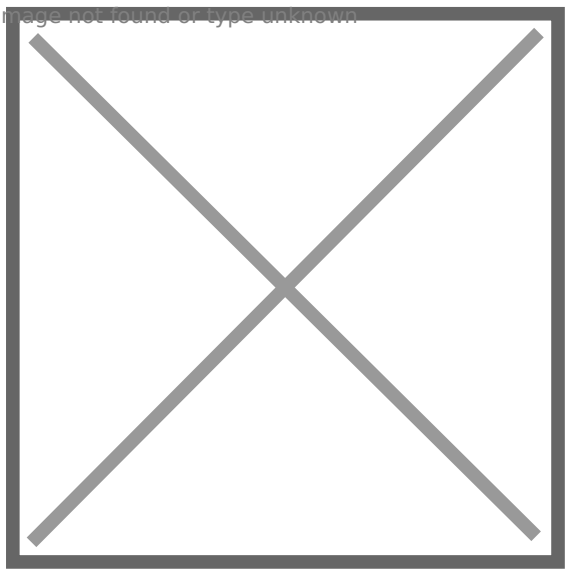
Szczecinek Business Support Centre



The centre is responsible for: creating and coordinating all activities in the Szczecinek region aimed at economic and social development, particularly the development of local entrepreneurship, the provision of free advisory services for entrepreneurs and associations from the city and the municipalities of the Szczecinek District, facilitating the development of micro and small enterprises through business consultancy and information, free advice (with particular emphasis on financial analysis) for the development of business plans concerning: setting up a new company, obtaining funds to finance the activities of the company (grants and loans from the European Union and other sources), consultancy related to using the assistance offered by the District Employment Agency, consultancy and assistance in completing applications for grants to start a business by unemployed persons and for receiving reimbursement for entrepreneurs to create jobs for the unemployed, agency concerning the registration of new business established by private individuals, in the Central Registration and Information on Economic Activity (Centralna Ewidencja i Informacja o Działalności Gospodarczej - CEIDG) run by the Ministry of Economy and the introduction of any changes, suspensions, renewals and liquidation of business activity in the aforementioned registry, administrative and legal consultancy in the areas necessary to establish and run business activity, consultancy concerning licensed activity, issuing licences for taxis to transport people, issuing permits for selling and serving alcoholic beverages, their registering and the control of alcoholic beverages' points of sale, consultancy concerning investment opportunities in the Słupsk Special Economic Zone



(Słupska Specjalna Strefa Ekonomiczna), cooperation with the Department of Social Security, the District Labour Office, the Tax Office, the National Labour Inspectorate, the Office of the Marshal of the Western Pomerania Region, the District Authorities, Self-Government Promotion and Culture Agency, the Agency for Restructuring and Modernisation of Agriculture, the Agricultural Advisory Division, Regional European Information Centre, and the municipalities of the Szczecinek District, organization and conducting free training for entrepreneurs and non-governmental organizations that are conducted by the Centre staff or the staff of the Institutions that cooperate with the Centre (listed above). Since its establishment, the Szczecinek Business Support Centre: 1. Has provided various free advice on the tasks accomplished for several thousand times. 2. Has organized 59 training courses, workshops and meetings for entrepreneurs and non-governmental organizations. 3. Has trained a total of 1,481 people (according to attendance lists). 4. Has issued 24 quarterly newsletters and many other guides and leaflets related to business topics. The examples of topics of the organized training courses and workshops: - "An ABC of business - how to start a business" – "Taxes in business activity", – "Aid programmes for SMEs from the EU structural funds in the years 2007 - 2013", – "Self-presentation. Active work search", – "1st Financial Services Fair –



SME sector support instruments", – "Preparing the NGO to absorb aid resources" – training in stages, – "Accounting for NGOs", – "Eligibility of expenses as part of ROP of Zachodniopomorskie Region – SME", – "Small and medium enterprises in Germany" – training course with the participation of Partners from Germany, – "The PŁATNIK Programme – Step by step", – "Business Plan – How to apply for EU grants successfully”" – two-day-long training course, – "VAT in business activity", – "Preventing the sale of alcohol to minors”, – "The forms of income taxation in business activity", – "The principles of keeping revenue and expense

ledger", – "SME in the Economic Zone", – "The conditions and procedure of granting financial support under the 2007-2013 RDP measure "Creation and development of micro-enterprises", – "Sickness allowances - legal and practical aspects, documentation", – "When an entrepreneur becomes an employer - employer's obligations in the field of health and safety", – "Consumer law and a business entity", – "Professional customer service", – "Advertising as an effective tool to promote in business", – "Time and change management and work time organization", – "Professional presentation key success factors", – "Cash registers from A to Z in 2011", – "Effective control of receivables in a company", – "Employer's obligations resulting from engaging an employee in the light of the existing labour law", – "Waste and packaging – management, classification, registration and reporting in the light of the regulations in force". The Szczecinek Business Support Centre invites to cooperate in the organization of training courses the institutions that are best prepared to do so in terms of their knowledge, for example the Social Insurance Company (ZUS), the District Employment Agency, the Tax Office, the National Labour Inspectorate, the Office of the Marshal of the Western Pomerania Region, the District Authorities, the Self-Government Promotion and Culture Agency, the Agency for Restructuring and Modernisation of Agriculture, the Agricultural Advisory Centre, the Regional European Information Centre and other institutions. The staff of the Centre also conduct training courses.

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