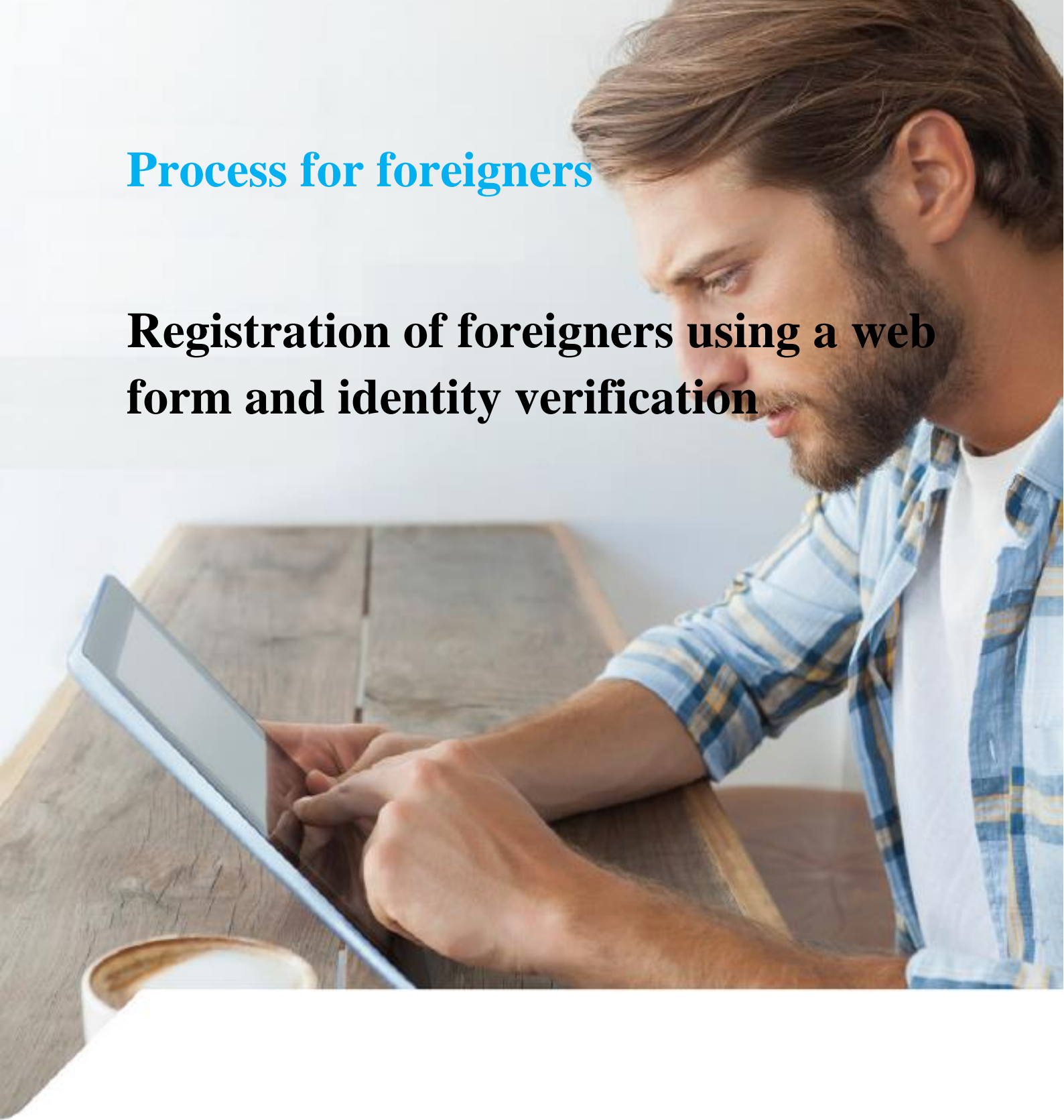


Process for foreigners

Registration of foreigners using a web form and identity verification



Registration of foreigners using a web form and identity verification

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1.2 How to fill in the application form for personal certificate

a) Applicant's data

- **First and last name, date and place of birth** should be entered in accordance with the subscriber's identity document.
- If the subscriber does not have a **PESEL number**, please enter "-" in the appropriate field - do not mark this field as visible in the certificate. This field is marked by default and should be unmarked.
- If the subscriber does not have a **Tax identification number**, this field may be left blank - do not mark this field as visible in the certificate.
- If **PESEL number** and **Tax identification number** fields will be left blank or there will be an "-" entry, the subscriber's identity document should be placed in the certificate's data. The document that can be placed in the data for the certificate is a passport or identity card.

*Note: The residence card can only be used to confirm the PESEL number. Confirmation of identity can only take place on the basis of a valid **identity card** or **passport**.*

*Note: If the identity of a foreigner is confirmed on the basis of a passport or identity card from another country, and the foreigner has a PESEL number which will be included in the data for the certificate, please add a note on the identity confirmation (**entering the relevant data from the document**):*

- *“PESEL number confirmed on the basis of the residence card, number and series, issued by - the issuing authority.”*

or

- *“PESEL number confirmed on the basis of the document confirming the assignment of the PESEL number, type of document, date of decision, issuing authority”*

b) Applicant's ID document

- In the **Document type** field, one of two options should be chosen: passport or identity card.
- In the **Serial number** field, please enter the serial number of the foreigner's identity document/passport.
- The **Issuing authority** field should indicate the authority that issued the foreigner's document.
- In the **Expiration date** field, please enter the period of validity of the document. Enter the date according to the information provided on the document.

Note: If an incorrect date is given on the application, there is no possibility of a manual correction, it is necessary to fill in a new application form.

c) Applicant's contact data

- The **e-mail address** and **telephone number** should be supplemented with a correct area code to the applicant's country

d) Common Name

- Applicant's identification name, acceptable field values are - "first and last name" or "first, middle and last name"

e) Postal Address

- The **Addressee's name, street, building number, postal code** and **city** are entered according to the customer's statement.
- **Province** (if the postal address is outside of Poland), the territorial division of the foreigner's country should be taken into account and the name of the area (e.g. land) should be entered in which the client lives.
- The **Country code** should be changed if the parcel is to be delivered outside Poland

1.3 How to fill in the application form for professional certificate

a) Applicant's data

- **First and last name, date** and **place of birth** should be entered in accordance with the subscriber's identity document.
- If the subscriber does not have a **PESEL number**, please enter "-" in the appropriate field - do not mark this field as visible in the certificate. This field is marked by default and should be unmarked.
- If the subscriber does not have a **Tax identification number**, this field may be left blank - do not mark this field as visible in the certificate.
- If **PESEL number** and **Tax identification number** fields will be left blank or there will be an "-" entry, the subscriber's identity document should be placed in the certificate's data. The document that can be placed in the data for the certificate is a passport or identity card.

***Note:** The residence card can only be used to confirm the PESEL number. Confirmation of identity can only take place on the basis of a valid **identity card** or **passport**.*

***Note:** If the identity of a foreigner is confirmed on the basis of a passport or identity card from another country, and the foreigner has a PESEL number which will be included in the data for the certificate, please add a note on the identity confirmation (**entering the relevant data from the document**):*

- *“PESEL number confirmed on the basis of the residence card, number and series, issued by - the issuing authority.”*

or

- *“PESEL number confirmed on the basis of the document confirming the assignment of the PESEL number, type of document, date of decision, issuing authority”*

b) Applicant's ID document

- In the **Document type** field, one of two options should be chosen: passport or identity card.

- In the **Serial number** field, please enter the serial number of the foreigner's identity document/passport.
- The **Issuing authority** field should indicate the authority that issued the foreigner's document.
- In the **Expiration date** field, please enter the period of validity of the document. Enter the date according to the information provided on the document.

Note: If an incorrect date is given on the application, there is no possibility of a manual correction, it is necessary to fill in a new application form.

c) Applicant's contact data

- The **e-mail address** and **telephone number** should be supplemented with a correct area code to the applicant's country

d) Data of the legal entity - company's, organization's data

- **VAT identification number, National Trade Register, REGON number** fields – please enter the number of the entity on behalf of which the subscriber will be acting (Polish or foreign). **VAT identification number** field is mandatory, **National Trade Register** and **REGON numbers** are not. At least one of these fields should be placed in the certificate data (you can select more than one field, the selected fields will be included in the certificate data).
- **Full name** field – the name of subscriber's company/organization must be consistent with the additional documents provided by the subscriber. If the name contains special characters, please enter them in the application form.
- **Abbreviated name** field should be filled according to the subscriber's recommendations.
- **Organizational unit name** field should be filled according to the subscriber's recommendations.
- **Registering authority data** field must indicate the name of the body that registered the company/organization.
- **Person(s) authorized to represent a given entity** must be person(s) indicated in the documents referred to above.

e) Applicant's position in the represented entity

- **Position** - you can, but you do not need to fill. It depends on the will of the client. However, if the position is entered and marked as visible in the certificate, such information must be documented.

f) Contact data of the represented entity

- The **e-mail address** and **telephone number** should be supplemented with a correct area code to the applicant's country

g) Common Name

- The standard field value is – “first and last name; company name” or “first, middle and last name; company name”. Field can be modified if the customer expresses this desire. It is important that common name includes first and last name of the foreigner.

h) Head office of the entity

These data will be included in the certificate data, they are supplemented in accordance with the current registration document.

- **Postal code, City, Street, Building number** should be indicated in accordance with the current registration document.
- **Province** - (if the address is outside of Poland), please take into account the territorial division of the country and enter the name of the area in which the company/organization's headquarters are located.
- The **Country** should be changed if the headquarters of the organization is outside of Poland.

i) Postal address

- **Head office of the entity** - data will be collected from the fields entered in the **Head office of the entity**.
- **Other** address – please fill:
 - The **Addressee's name**, street, building number, postal code and city are entered according to the customer's statement.
 - **Province** (if the postal address is outside of Poland), the territorial division of the foreigner's country should be taken into account and the name of the area (e.g. land) should be entered in which the client lives.
 - The **Country** code should be changed if the parcel is to be delivered outside Poland.

2. Verification of identity

2.1 Example – Certificate of signature provided at the Notary's on the Certum template.

Oświadczenie

o potwierdzeniu tożsamości Subskrybenta
do Umowy z Subskrybentem nr 000000/CCK/0000

Confirmation

of the Subscriber's identity
to Subscriber Agreement No 000000/CCK/0000

WYPEŁNIA OSOBA POTWIERDZAJĄCA
TOŻSAMOŚĆ SUBSKRYBENTA

THIS CONFIRMATION MUST BE FILLED OUT BY THE
PERSON CONFIRMING IDENTITY OF THE SUBSCRIBER

First and last name
of the Notary

Ja, niżej podpisana osoba potwierdzająca tożsamość:

I, the undersigned, acting as the person who confirms identity:

Imię / nazwisko osoby potwierdzającej tożsamość

Name and surname of the person confirming identity

Numer PESEL osoby potwierdzającej tożsamość

Personal number of the person confirming identity

Poświadczam, że:

- podpis złożony na ostatniej stronie dokumentu: Załącznik nr 1 do umowy nr 000000/CCK/0000 o świadczenie usług zaufania, oraz
- podpis złożony na ostatniej stronie dokumentu: Umowa z Subskrybentem 000000/CCK/0000 o świadczenie usług zaufania

w tej kolejności złożył(a), jako Subskrybent, własnoręcznie w mojej obecności:

confirm that:

- the signature on the last page of the document: Annex No. 1 to the Subscriber Agreement No. 000000/CCK/0000 for the provision of certification services, and
- the signature on the last page of the document: Subscriber Agreement No. 000000/CCK/0000 for the provision of certification services

has been made in this order and personally in my presence acting as the Subscriber, by:

Fields automatically
filled in by the
systems

Imiona / nazwisko Subskrybenta

Names and surname of the Subscriber

Numer PESEL Subskrybenta

PESEL number of the Subscriber

Data urodzenia Subskrybenta

Date of birth of the Subscriber

Miejsce urodzenia Subskrybenta

Place of birth of the Subscriber

Fields should be
filled in by the
Notary

Tożsamość podpisującego stwierdzona na podstawie okazanego dokumentu tożsamości:

The identity of the signer affirmed on the basis of the presented identity document:

Rodzaj dokumentu tożsamości Subskrybenta

Type of the Subscriber's identity document

Seria i numer dokumentu tożsamości Subskrybenta

Serial number of the Subscriber's identity document

Data ważności (DD-MM-RRRR) dokumentu tożsamości Subskrybenta

Expiration date (DD-MM-YYYY) of the Subscriber's identity document

Organ wydający dokument tożsamości Subskrybenta

Issuing authority of the Subscriber's identity document

Fields should be
filled in by the
Notary

Place for the
Notary's signature

Miejscowość i data (DD-MM-RRRR)
Place and date (DD-MM-YYYY)

Pieczętka i czytelny podpis osoby potwierdzającej tożsamość
Stamp and readable signature
of the person confirming identity



00/00/0/000000/CCK/0000

2.2 Certificate of signature provided at the Notary's

The Notary can:

- fill in the “**Confirmation of the applicant's identity**” attached to the formal documents (“Annex No. 1”, “Subscriber Agreement”)
 - This declaration must be completed and signed only by a Notary. A description of how to fill in the “**Confirmation of the applicant's identity**” can be found at point 2.1.
 - The Subscriber does not fill in and sign the “**Confirmation of the applicant's identity**” document.

or

- prepare on their own a notarial certificate of signature under “Annex No. 1” or the “Subscriber Agreement”.

The notarial confirmation of the signature must be permanently attached to the document (“Annex No. 1”, “Subscriber Agreement”).

The notarial certificate must be an integral part of the signed document, i.e. “Annex No. 1” or the “Subscriber Agreement” or in the form of a separate document **permanently attached** to “Annex No. 1” or the “Subscriber Agreement” or in the form of a notarial deed clearly indicating the signing of “Annex No. 1” or the “Subscriber Agreement” by the Client.

- The certificate should include:
 - the **Subscriber identifier** which will be included in the data for the certificate (e.g. PESEL, **series and number of passport** or **ID card**), the details included in Annex no. 1, item 1. *The qualified certificate pursuant to the electronic application will contain the following data:*,
 - **the date of expiry of the identity document** on the basis of which the identity was confirmed,
 - the details of the document on the basis of which the identity was confirmed (series and number, **issuing body**),
 - **the type of document (identity card or passport)**.

The notarial certification of the signature should include the information that the document “Annex No. 1” or the “Subscriber Agreement” was signed by the Subscriber themselves.

If the Notarial Certification of Signature is not prepared on the “**Confirmation of the applicant's identity**” and is prepared in a language other than Polish or English, it is necessary to attach a translation into Polish or English, prepared by a sworn translator.

In the case of notarial certification of signature, it is necessary to be able to check whether the person who certified the signature provided is a Notary in the official register in the given country.

We do not accept notarially certified identity documents and notarial certifications of signature, which contain a permanently attached copy of the identity document.

Below is an exemplary list of official notary public associations and chambers of notaries:

- **Krajowa Rada Notarialna:**
<http://www.krn.org.pl/1259/Adresy+samorz%C4%85d%C3%B3w+i+organizacji++notarialnych>
- **International Union of Notaries:**
<http://www.uinl.org/6/member-notariats-country>
- **European Directory of Notaries:**
<http://www.notaries-directory.eu/>

2.3 Certificate of signature at a Polish Consulate

The certification is performed by a Consul.

In this case, we proceed in the same way as in the Notary's case.

Below is a list of Polish diplomatic missions abroad:

https://www.msz.gov.pl/pl/informacje_konsularne/polskie_placowki/

2.4 Confirmation of identity in the RP (Registration Point - Certum Company Point) or the ICP (Identity Confirmation Point - Partner Point)

The verification of a foreigner's identity is carried out on the basis of a valid Passport or Personal ID card.

Once we have verified that the Declaration belongs to the person who wishes to verify identity and once we have checked the number of the Annex, the Agreement and the Declaration for compliance, we may proceed to confirm the identity:

- **First and last name of the person confirming identity** – the first and last name of the ICP/RP Operator
- **PESEL number of the person confirming identity** - the PESEL number of the ICP/RP Operator
- **Subscriber's first and last name**
- **Subscriber's PESEL**
- **Subscriber's date of birth** – enter the date of birth of the client in accordance with the presented identity document

- **Subscriber's place of birth** – enter the place of birth of the client in accordance with the presented identity document
- **Type of Subscriber's identity document** – Passport / ID Card
- **Subscriber's series and number of identity document** - series and number of the Passport / Personal ID card
- **Expiry date (DD-MM-YYYY) of Subscriber's identity document** – period of validity of the document on the basis of which identity is confirmed.
- **Body issuing the Subscriber's identity document** – the Body issuing the Passport / Personal ID card.
- **Place and date (DD-MM-YYYY)** – the ICP/RP Operator fills this in when filling in the document.
- **Stamp and legible signature of the person confirming identity** – Signature of the ICP/RP Operator together with the stamp “On behalf of the President of the Management Board of Asseco Data Systems S.A.”