

Ladies and Gentlemen

We are sending a specimen of authorization with additional documents necessary for filling in with the aim of authorizing our customs agency for acting on your behalf in a customs office.

Our customs agencies are located in Gdynia, Cracow, Lodz, Poznań, Swinoujście, Warsaw, Wrocław, Szczecin, Malaszewicze and Rzeszów.

Authorizing one of our customs agencies you can use services of each of the agencies listed above, (executing a fiscal charge to the account of a proper municipal office).

The following documents should be included to the authorization:

- Entry into a register of economic activity or National Court Register (KRS).
- National Tax Number (NIP)
- Statistical Registration Number (Regon)
- Contract of civil partnership
- EORI number

National Tax Number (NIP)

- a) address of a company on NIP in accordance with other documents
- b) if a change of a company address has taken place the actualization should be attached to the authorization
NIP5 and NIP2 (documents submitted to the Inland Revenue confirmed by a stamp from a submission register)
- c) difference of address is permitted only when a company is run as a one-person entity and uses a NIP document of the owner in the economic activity.
In this case the address on the NIP should be in accordance with the place of residence of the owner of the company.

Statistical Registration Number (REGON)

- a) the address in accordance with other documents
- b) if a need of changes in the document arises it is executed by the Statistical Office.

Contract of civil partnership

- a) authorization, in the case of a civil partnership, should be signed, in readable way, by all partners.

Fiscal duty

Attention! Change of fiscal duty

A certificate of fiscal duty of PLN 17 should be attached to the authorization.

The fiscal duty can be paid by money transfer to the following account of the City Office of ~~Poznań~~:

Urząd Miasta Poznania Wydział Finansowy

Oddział Pozostałych Dochodów Podatkowych i Niepodatkowych,

61-706 Poznań, ul. Libelta 16/20

PKO Bank Polski S.A.

Nr 94 1020 4027 0000 1602 1262 0763

If you have any questions regarding the fulfillment of authorization and attachments, do not hesitate to contact us.

..... date
(place)

Authorization

To act in the form of a direct representation

I hereby authorize:

Schenker Sp. z o.o.
ul. Żwirki i Wigury 18, 02-092 Warsaw

NIP PL 5270103824 REGON 010500539

To act for the benefit of:

.....
.....
.....
(name of a company and a person granting authorization)

following activities connected with foreign trade:

- 1) examination of goods and collecting samples before executing customs declaration
- 2) preparation of necessary documents and execution of customs declaration
- 3) paying import customs duties or export customs duties, and other payments
- 4) receiving goods after their release
- 5) submitting security of amounts resulting from a customs debt
- 6) submitting appeal and other motions subject for consideration by customs organs
- 7) submitting and signing documents for the issuance of certificate EUR1,
- 8) granting further authorization in accordance with article 77 of the Customs Law (Dz.U. nr 68/2004)

The authorization covers by its range of entitlement to act by Schenker Sp.z o.o. though all its agents, regardless staff rotations.

The above authorization is:*

- permanent
- with the deadline of
- single

.....
(name and surname and signature of a empowering person
According to the entry in the trade register)

Confirmation of accepting the authorization:

.....
Date and signature of a customs agent, acting on behalf of the customs agency

ATTENTION:

You are kindly requested to send the original authorization (the original 3 copies) to the Schenker Sp. z.o.o. office, where will be done the first customs clearance of your shipment.

*cross out unnecessary items

Attachment to the authorization.

1. In case of limiting of the authorization only for chosen actions resulting from the range of activities of a customs agency or from the will of the empowering person, the activities not covered by this authorization should be crossed out. A proper cross-out should be initialed.
2. The constituent shall inform immediately proper customs authorities and Schenker Sp. z o.o. about the withdrawal of this authorization. In the adverse case the agency will effectively act on behalf and for the benefit of the constituent.
3. The constituent of this authorization moreover states that he accepts his full responsibility for:
 - a) correctness of a translation of the invoice into Polish
 - b) factual conformity of goods and documents regarding quantity, weight, kind and value
 - c) abidance of terms established in the proceedings
4. The constituent authorizes Schenker Sp. z o.o. to issue VAT invoices without the signature of a receiver.
5. The constituent authorizes all employees of Schenker Sp. z o.o. customs agency for het receipt of customs documents from the Customs Office and sending back these documents by postal registered letter.
6. Confirmed copies of founding documents of the company should be attached to the authorization:
 - National Court Register (KRS) or certificate about het entry to register of economic activities. (this document cannot be older than 3 months)
 - The certificate about the awarding of a statistical number REGON
 - The certificate about the awarding of tax registry number (NIP)
 - The certificate about the possession of a bank account

Data regarding the subject executing import or export activities:

1. Nr of REGON.....
2. Nr of NIP
3. Nr of EORI.....
4. Name of a bank
5. Nr of the account.....
6. Telephone and faxnumber.....
7. Name and surname of a person responsible for financial matters
.....
8. Names, surnames and numbers of IDs of persons responsible for the interpretation of the invoices.....
.....
.....
9. E-mail address.....

.....
(name, surname and the signature of a constituent, according to the trade register)

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