

..... ON
(place)

**AUTHORISATION
to act as a direct representative**

I hereby authorise RUSAK BUSINESS SERVICES sp. z o.o., with its registered office in Warsaw, 03-231 Warsaw, at ul. Odlewnicza 6, REGON (Statistical Number) 010466179, NIP (Tax Identification Number) 113-008-08-83

to perform the following acts on behalf of:

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.....
.....

(business name and registered office of the Authorising Party)

any acts laid down in the provisions of the Customs Law and any acts related to the registration and update of our data in SISC (electronic systems of the customs authorities).

Simultaneously, I hereby agree to the grant of further authorisations pursuant to Article 77 of the Customs Law.

All persons representing Rusak Business Services sp. z o.o., regardless of any staff changes, shall enjoy the right to perform actions covered hereby.

The nature of this authorisation shall be:*

- permanent
- fixed until (date)
- one-time

.....
(signature and stamp of the person authorised to represent the entity)

Confirmation of the receipt of authorisation:

.....
(date and signature of person acting in the name of the customs agency)

NOTICE:

Appendices No 1, 2 and 3 shall constitute an integral part of this Authorisation. The Principal shall be obliged to inform immediately the competent customs authorities of revoking this Authorisation. Otherwise the agency shall continue to act effectively in the name of the Principal.

* delete as appropriate

APPENDIX 1 TO THE AUTHORISATION

The Principal declares that:

1. Being aware of the criminal liability under Article 233 of the Penal Code, they hereby declare that the following statements are true for items, which are handled within logistics services under the international trade in goods by Rusak Business Services sp. z o.o.:
 - a. exported goods are not the goods of strategic importance for the security of the State within the meaning of the Act 29 November 2000 (uniform text of 2004, Journal of the Laws No 229, item 2315) on international trade in goods, technologies and services of strategic importance for the security of State, and for the maintenance of international peace and security.
 - b. imported goods are not arms within the meaning of the Act 29 November 2000 (uniform text of 2004, Journal of the Laws No 229, item 2315) on international trade in goods, technologies and services of strategic importance for the security of State, and for the maintenance of international peace and security.
2. Where the necessity arises to deliver goods for the purposes of customs examination, taking samples, performing other examinations and analyses, they hereby undertake to reimburse the incurred costs (Article 189 of the Union Customs Code).
3. Where the Binding Tariff Information is obtained, they undertake to immediately furnish the copy thereof to the office of Rusak Business Services sp. z o.o.
4. They hereby undertake to act with professional due care and diligence when preparing and furnishing relevant documents required from time to time to prepare the customs declaration.
5. Being aware of the penal liability under Articles 270 and 272 of the Penal Code, they hereby declare that the furnished documents being the basis to prepare a customs declaration are true and complete, and they attest the authenticity and accuracy of the data contained therein.
6. I hereby undertake to furnish – where required by customs authorities – any and all additional information and documents used for the purposes of customs declaration.
7. In the event of failure to furnish goods or documents required to submit the customs declaration within the specified deadline, I hereby undertake to pay the costs of using warehouse, storage, costs of sending the goods back and penalties arising under Article 94 par 1 and par 2 of the Penal and Fiscal Code.
8. In the event, that Rusak Business Services sp. z o.o. will secure the customs debt on my behalf, I undertake to pay this debt to the account of Rusak Business Services sp.z o.o. in the amount indicated in the customs declaration made and within the agreed deadline.
9. In the event of benefiting from the facilitations provided for in Article 33a of the VAT Act, I undertake to take into account input VAT resulting from imports in the VAT return for the current month and make correct settlement of this tax.
10. Immediately after the import VAT is settled, I undertake to provide to Rusak Business Services Sp. z o.o. the evidence of this settlement for the month in which import clearance was carried out by Rusak Business Services with the application of Art. 33a of the VAT Act.
11. In the event that, pursuant to Article 33a para. 8 of the VAT Act, Rusak Business Services sp. z o.o. will be called by the customs and tax authority to pay the amount of VAT in connection with this import, I undertake to pay to the account of Rusak Business Services sp. z o.o. the amounts specified in such a call together with statutory interest within 3 days of receipt notice.
12. In the event of delay in payment of the customs debt, I undertake to pay statutory interest for the delay in accordance with applicable regulations.

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(signature and stamp of the person authorised to represent the entity)

**APPENDIX NO 2 TO THE AUTHORISATION
DETAILED INFORMATION ON THE PRINCIPAL**

1.Full name of the Principal:

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2. Full address:

3. REGON (Statistical Number):

4. NIP (Tax Identification Number):

5. EORI:

6. Tax Office (name and adress):

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7. Contact person for payment issues: (full name, position, contact details):

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Contact with the Principal:

phone number: fax:

e-mail:

Business hours of the office/warehouse: /

First name and surname, and the phone number of person responsible for contacting the Agency:

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I hereby declare that the company is the VAT tax payer.

NOTICE: Where there are any changes to the data above, the Principal shall be obliged to immediately update them.

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(signature and stamp of the person authorised to represent the entity)

**APPENDIX NO 3 TO THE AUTHORISATION
INFORMATION CLAUSE ON PERSONAL DATA PROCESSING**

As a result of satisfying the requirements of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, "GDPR"), we hereby provide information on the principles and rules regarding the processing of your personal data and your rights associated with it.

1. The Controller of your personal data shall be Rusak Business Services Sp. z o.o., ul. Odlewnicza 6, 03-231 Warsaw.
2. Should you have any questions concerning the manner or scope of processing your personal data by RUSAK BUSINESS SERVICES Sp. z o.o. and your rights, you may contact the Controller by email at rusak@rusak.pl or by phone on +48226786045.
3. RUSAK BUSINESS SERVICES Sp. z o.o. shall process your personal data in line with the applicable provisions of the legislation, concluded agreements and contract or on the basis of a consent given.
4. Your personal data shall be processed with the aim to:
 - a) satisfy legal requirements imposed on RUSAK BUSINESS SERVICES Sp. z o.o. acting as your customs representative within the meaning of Article 18 of the Union Customs Code (**Regulation No. 952/2013 of the European Parliament and of the Council** of 9 October 2013 laying down the Union Customs Code; Official Journal of the European Union, EU L 269 of 10.10.2013);
 - b) perform civil law agreements and contracts concluded with you;
 - c) render services, in line with and under the granted empowerment and/or your order;
 - d) in other cases your personal data shall be processed only on the basis of the previously granted consent within the scope and for the purpose determined in the text of such a consent.
5. Regarding processing of data for the purpose referred to in item 4, the following persons may be the recipients of the data:
 - a) public authorities and businesses performing public tasks or acting under instructions of public authorities, within the scope and with the purpose arising from the generally applicable provisions of the legislation;
 - b) RUSAK EAST Sp. z o.o., ul. Pachońskiego 2A, 31-223 Kraków – a related entity of RUSAK BUSINESS SERVICES Sp. z o.o., acting as a subcontractor of RUSAK BUSINESS SERVICES Sp. z o.o. with respect to performance of services under the substitution of the empowerment granted by you to represent you in any and all customs matters pursuant to Article 18 of the UCC;
 - c) other entities which on the basis of relevant agreements and contracts concluded with Rusak Business Services Sp. z o.o. shall process personal data, for which the Controller is Rusak Business Services Sp. z o.o.
6. Your personal data shall be kept for a period necessary to perform the purposes specified in item 4, as well as after that period and within the scope required by the applicable legislation, with particular attention given to the provisions of customs legislation of the European Union and provisions of the customs and tax regulations applicable within the territory of the Republic of Poland.
7. Regarding the processing of your personal data you shall have the following rights:
 - a) right to access personal data, including the right to obtain a copy of this data;
 - b) right to rectification of personal data – where the data is inaccurate or incomplete;
 - c) right to erasure ("right to be forgotten"), where:
 - the data is no longer necessary in relation to the purposes for which they were collected or otherwise processed,
 - the data subject objects to the processing of personal data,
 - the data subject withdraws consent on which the processing is based and when there is no other legal ground for the processing,
 - the personal data has been unlawfully processed,
 - the personal data must be erased due to compliance with a legal obligation;
 - d) right to restriction of processing – where one of the following applies:
 - the accuracy of the personal data is contested by the data subject,
 - the processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead,
 - the Controller no longer needs the personal data for the purposes of processing, but they are required by the data subject for the establishment, exercise or defence of legal claims,
 - the data subject has objected to processing until it is established whether legal grounds of the part of the Controller override the grounds for objection;
 - e) right to data portability – where all of the following jointly apply:
 - the processing is based on an agreement or contract concluded with the data subject or on the consent expressed by this data subject,
 - the processing is carried out by automated means;
 - f) right to object – where all of the following jointly apply:
 - there are grounds relating to your particular situation, when processing personal data is carried out under a task performed in public interest by the Controller,
 - the processing is necessary for reasons arising from legitimate interests carried out by the Controller or by a third party, except for situations when these interests are overridden by the basic interests, rights and freedoms of data subjects, requiring protection of personal data, in particular where the data subject is a child.
8. Where the processing of personal data is carried out on the basis of data subject's consent to processing of personal data (Article 6 section 1 par. 1 point (a), GDPR), you have the right to withdraw the consent at any time. This withdrawal will not affect the lawfulness of processing based on the consent before its withdrawal.
9. Should you become aware of unlawful processing of your personal data by RUSAK BUSINESS SERVICES Sp. z o.o., you may exercise your right to lodge a complaint to supervisory authority competent in matters related to personal data protection.
10. Where processing of personal data is carried out on the basis of consent of the data subject, the provision of personal data by you to the Controller is of voluntary nature.
11. Provision of your personal data is obligatory, when processing of personal data is conditioned by the provisions of the legislation or an agreement concluded between the parties.
12. Your data may be an object of an automated decision-making and will not be profiled.

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(signature and stamp of the person authorised to
represent the entity)