

Instruction for obtaining a qualified electronic certificate by a person residing outside Poland

1. Complete the **form**.
2. Send back a completed and signed form to: handlowy@eurocert.pl.
3. Wait for being sent the agreement (**see template**), generated on the basis of the delivered form. The agreement will be sent to the e-mail given in the form. At the same time, you will receive a VAT invoice.
4. When you receive the agreement go to a notary in order to get a certification of the authenticity of your handwritten signature under the agreement.
5. A complete set of documents certified by a notary must be sent to: EuroCert Sp. z o. o., ul. Puławska 474, 02-884 Warsaw, POLAND. EuroCert must receive 2 copies of the agreement and at least one of them must contain signature validation by notary. The costs related to sending the documents are incurred by the client.
6. Upon receiving a set of documents we will send you a complete qualified electronic certificate and one copy of the agreement signed by us. Temporary password to the certificate will be sent to the phone number given in the form. A parcel will be sent upon confirming that the order is paid.
7. Upon receiving the parcel, install **drivers** and establish your own PIN and PUK (SO PIN). If you want the qualified electronic certificate to be collected by a person authorised by you, please attach the applicable authorisation to the agreement. The **authorisation** must also be certified by a notary.