

**Annex no. 4**  
**to the Inquiry no. 01/NCBR-Line CCV/2021**  
List of documents required at the stage of  
Signing/Execution of the Contract

**DOMESTIC SUPPLIERS** – new suppliers regardless of the value of the Contract existing suppliers for the Subject Matter of the Contract of over PLN 100,000:

- a. NIP, REGON, KRS/CEIDG [*tax ID; Business ID, National Curt Register/Central Register and Database of Business Activity numbers*];
- b. A copy of the power of attorney to conclude contracts on behalf of the Supplier;
- c. A certificate issued by the competent tax office with information regarding VAT status;
- d. A statement from the tax office confirming the absence of tax arrears of the Contractor;
- e. A statement from Zakład Ubezpieczeń Społecznych [Social Insurance Institution] confirming absence of arrears in payments of contributions for social security, health insurance, the Labour Fund and Guaranteed Employment Benefit Funds;
- f. Confirmation of the fact of submission by the Contractor of VAT-7 form (e.g. on the basis of the copy of the declaration with the stamp of the relevant tax office of the information confirming that the declaration was submitted in the electronic form);
- g. Declaration about lack of ongoing enforcement, administrative or tax proceedings with regards to the Contractor;
- h. Confirmation that the Company is aware of the safety and environmental requirements and does not make any reservations (relates to the services performed at the premises of our factories);
- i. Confirmation that the Company is aware of requirements for Contractors/Subcontractors with regards to management of employees relations and does not make any reservations (applies to services);
- j. Third-Party liability policy for the value not lower than net value of the contract – before signing the Contract;

For deliveries with the value higher than PLN 1,000,000 in addition to the abovementioned, the following documentation must be provided:

- a. financial statement for the last fiscal year<sup>1</sup>
- b. references concerning the Contractor from third parties – in respect to entities with which the Company has not cooperated with regards to the business conducted so far

**FOREIGN SUPPLIERS :**

- a. Declaration confirming that the company is aware of the safety and environmental requirements and does not make any reservations (applies to services performed within our Plants);
- b. Confirmation that the company is aware of the requirements for Contractor/Subcontractors with regards to employees relations management and does not make any reservations (applies to services).
- c. Third-party liability policy for the value not lower than the net value of the contract – before signing the Contract.

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<sup>1</sup> This obligation applies only to those Contactors that are obliged to prepare financial statements in accordance with the provisions of the Accounting Act of 29 September 1994 (i.e. the Journal of Laws of 2013 item 330) or in accordance with the International Accounting Standards, International Financial Reporting Standards and related interpretations communicated in the form of regulations of the European Commission.