

Electronic delivery – key changes



Did you know?

The electronic communication with the public administration bodies will soon be obligatory for the commercial companies entered into the register of entrepreneurs kept by the National Court Register.

The e-Delivery service enables its users to send, receive and store correspondence online. E-Delivery must not be equated with electronic mail. This is a **distinct trust service**, which ensure safety, integrity and reliability. The legal effect of correspondence delivered via e-delivery will be equal to traditional postal delivery with acknowledgment of receipt.

Important dates

Until 10 March 2024 at the latest the non-public entities **registered** with the National Court Register are obligated to acquire an address for electronic deliveries on their own.

From 10 December 2023 each entity applying for entry into the register of entrepreneurs kept by the National Court Register will at the same occasion obligatory apply for an address for electronic deliveries.

From 10 December 2023 obligatory electronic deliveries will be implemented in the public administration bodies, public authorities, their budgetary units, the Social Insurance Institution, the Agricultural Social Insurance Fund (KRUS), the National Health Fund, public universities, the state institutions and local governments, entities and funds bound with them, as well as persons performing professions of public trust, including: advocates, attorneys-at-law, tax advisors, notaries, patent attorneys.

The remaining public bodies will integrate into the e-Deliveries system from 1 January 2025, while the courts, bailiffs, prosecutors, law enforcement authorities, penitentiaries – from 1 October 2029.



TGC recommendations for your business:

1. Each entrepreneur should apply to the Minister of Digital Affairs for assigning of an individual address for e-Deliveries.
2. Establishing of an address for e-Deliveries is already possible, and in the announcement of the Ministry of Digital Affairs dated 29 May 2023, the above deadlines for obligation to apply such solution have been indicated.
3. Each entrepreneur should indicate the provider of the registered delivery service. This may be the Polish Poczta Polska S.A. company (or one of the non-public providers entered onto the list of Qualified Service Providers kept by the Ministry of Digital Affairs).
4. An entrepreneur not being a natural person, must appoint an administrator of e-Deliveries mailbox.

e-Delivery – how can we help?

Scope of support

PACKAGE 1 – e-Delivery Basic

E-delivery mailbox set up

[Ask for an offer](#)

PACKAGE 2 - e-Delivery – Administrator

Handling the mailbox as an administrator:

- Sending correspondence
- Changing permissions
- Collecting and forwarding received correspondence to the client to the indicated e-mail address

[Ask for an offer](#)

PACKAGE 3 - e-Delivery – Administrator Plus

Handling the mailbox as an administrator:

- Sending correspondence
- Changing permissions
- Collecting and forwarding received correspondence to the client to the indicated e-mail address up to 10 documents per month
- Summarizing the content of the document in English*

[Ask for an offer](#)

* In case of the e-Delivery Administrator plus package, in relation to correspondence requiring precise translation of a document longer than 1 page, the administrator transfers the translation of the document to a TGC translator at the price list of EUR 15 per page of translation – after agreeing this service with the client.

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