

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

Not earlier than from 1 October 2024 and not later than from 1 January 2025 the non-public entities **registered** with the National Court Register will be obligated to acquire an address for electronic deliveries.

The updated terms have been defined in the announcement of the Ministry of Digitalization, published in the Journal of Laws on 22 December 2023, and in the timetable provided at the Website of the Republic of Poland.

Starting from 1 October 2024, electronic deliveries will be compulsory for each non-public entity applying for registration in the register of entrepreneurs kept by the National Court Register on or after 1 October 2024.

Starting from 1 January 2025, electronic deliveries will be compulsory for all non-public entities entered into the register of entrepreneurs kept by the National Court Register before 1 October 2024.

Starting from 1 October 2024, 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, restructuring 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 Digitalization 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 Digitalization the deadlines for obligation to apply for such solution will be 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 Digitalization).
4. An entrepreneur not being a natural person, must appoint an administrator of e-Deliveries box.

e-Delivery – how can we help?

Scope of support	Net price
<p>PACKAGE 1: e-Delivery Basic</p> <p>e-Delivery mailbox set up</p> <p>Ask for an offer</p>	<p>EUR 250 (PLN 1125) fixed fee payable once</p> <p>PLN 17 stamp duty on the power of attorney</p>
<p>PACKAGE 2: e-Delivery – Administrator</p> <p>Handling the mailbox as an administrator:</p> <ul style="list-style-type: none">• Sending correspondence• Changing permissions• Collecting and forwarding received correspondence to the client to the indicated e-mail address <p>Ask for an offer</p> <p>* e-Delivery box set up fee is once added to the Package 2 in the amount of EUR 250 (PLN 1125)</p>	<p>EUR 100 (PLN 450) per month</p> <p>up to 15 documents per month</p> <p>if there are more than 15 documents per month than hourly fee applies in the amount EUR/h 50 (PLN/h 225)</p>
<p>PACKAGE 3: e-Delivery – Administrator Plus</p> <p>Handling the mailbox as an administrator:</p> <ul style="list-style-type: none">• 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* <p>Ask for an offer</p> <p>* e-Delivery box set up fee is once added to the Package 3 in the amount EUR 250 (PLN 1125)</p>	<p>EUR 150 (PLN 675) per month</p> <p>up to 10 documents per month</p> <p>if there are more than 10 documents per month than hourly fee applies in the amount EUR/h 50 (PLN/h 225)</p>

* 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.

Advartis Group

Comprehensive support for your company

HR & PAYROLL | ACCOUNTING | TAX | LAW

Contact us and find out more

Hrubieszowska 2
01-209 Warszawa

+48 22 295 33 00

contact@advartis.eu

www.advartis.eu