



Dear Sir or Madam,

You will find below the authorization form required to authorize our Customs Agency to act on your behalf before the customs and tax administration authorities. This authorization allows you to use comprehensive customs services in all branches of our company.

We kindly ask you to:

- **Correctly fill out all the fields in the document.** This will allow you to go through customs clearance quickly and efficiently. **The phone number and e-mail address** are necessary for the purpose of contact and sending a document confirming the customs clearance.
- **Have the document signed** by the person represented by us before the customs authorities. A handwritten signature or a qualified electronic signature is required. In the case of a minor, the signature is made by the parent / legal guardian of the child.
- **Return the original authorization** by registered mail to the following address: DHL Express (Poland) Sp. z o.o., ul. Wirażowa 37, 02-158 Warszawa - with the annotation: "Authorization for the Customs Agency" or by courier - use the link below and select: DHL AC GTW-WAW <https://app.dhlexpress.pl/acdhl>.

The submission of the authorization requires payment of **stamp duty in the amount of PLN 17**. We will take care of it on your behalf, and the amount will be added to the invoice, along with customs and tax duties.

In order to verify and speed up the registration process, please send a scan of the authorization to the e-mail address from which you received the information or a different address indicated by the employee of the DHL Customs Agency. **We kindly ask you to send the original document without undue delay so that we can complete the customs clearance of the goods as soon as possible.**

If you have any questions regarding the completion of the authorization, please contact us.

The administrator of your personal data will be DHL EXPRESS (POLAND) Sp. z o. o., with its seat at: ul. Wirażowa 37, 02-158 Warsaw. The data will be processed for the purpose of customs services and the implementation of the contract of carriage. Everyone has the right to access their personal data, rectify them, delete them, limit processing, transfer, object to their processing and submit a complaint to the President of the Office for Personal Data Protection. We would like to inform you that the Administrator has appointed a Data Protection Officer who can be contacted in all matters regarding the processing of personal data at the postal address of the Administrator's seat or electronically using the following e-mail address pl.dhlexp.iod@dhl.com.

More information on the processing of your personal data is available at: www.dhl.com.pl/dane in the tab: "Shipper and Shipment Receiver".

DHL Express – Excellence. Simply delivered.

DHL Express (Poland) Sp. z o.o.
ul. Wirażowa 37
02-158 Warszawa
kontakt.int@dhl.com
dhlexpress.pl

Sąd Rejonowy dla m. st. Warszawy
KRS 000047237
NIP 527 00 22 391
REGON 012005407
Kapitał zakładowy 419 000,00 PLN



.....
Date

.....
City

AUTHORIZATION to act as a direct representative

I authorize DHL Express (Poland) Sp. z o.o. (hereinafter: "DHL") with its seat at ul. Wirażowa 37, 02-158 Warsaw, (REGON: 012005407; NIP: 527-00-22-391) to act on behalf of:

Full name:

Address:

Passport number or
other document:

Contact details

Phone number:

E-mail address:

in the following activities related to the submission by DHL of customs declarations of shipments sent to or by the Authorizing Party:

1. To examine the identity of the goods before submitting the declaration,
2. To prepare the necessary documents as part of the customs declaration,
3. To make customs declarations on the basis of the information and documents provided,
4. To secure the customs debt and to pay duties and taxes,
5. To collect the goods after they are released,
6. To submit applications and take actions necessary to handle customs declarations made on the basis of this authorization,
7. To represent the Authorizing Party before other tax administration authorities.

This authorization covers DHL's right to substitute power of attorney. Any changes to personal data, address or information about the withdrawal of this authorization shall be reported immediately in writing.

I declare that the provision of services by DHL is to begin before the expiry of the 14-day withdrawal period.

The Authorizing Party is obliged to:

1. Pay DHL the equivalent of customs and tax duties resulting from customs declarations made by DHL, stamp duty, as well as fees resulting from the DHL International Services Price List available at: <https://dhlexpress.pl> (including the outlay commission for using DHL security) - marked as "Import duties and taxes" - in the amount of 2.5% of the value of customs and tax fees, not less than PLN 84.87*)
* Commission amount valid for 2022.
2. Provide all information and documents necessary for the correct filing of the customs declaration. The Authorizing Party declares that the information and the documents provided are true, reliable and complete. The Authorizing Party is liable for damage suffered by DHL due to incorrect, inaccurate or incomplete information and documents provided by or on behalf of the Authorizing Party, unless the damage is caused by DHL.

The authorization is:

permanent temporary until

.....
Date and signature of the person acting on behalf of DHL

.....
Signature of the Authorizing Party



The right to withdraw from the contract.

You have the right to withdraw from this contract within 14 days without giving any reason. The deadline to withdraw from the contract expires after 14 days from the date of conclusion of the contract. To exercise your right of withdrawal, you must inform us of your decision to withdraw from this contract by an unequivocal statement (e.g. a letter sent by post, fax or e-mail). You can use the withdrawal form, but it is not obligatory. To keep the deadline for withdrawing from the contract, it is enough for you to send information regarding the exercise of your right to withdraw from the contract before the deadline to withdraw from the contract.

In the event of withdrawal from this contract, we will return all payments received from you immediately, and in any case not later than 14 days from the date on which we were informed about your decision to exercise the right to withdraw from this contract. We will return the payment using the same payment method that you used in the original transaction, unless you have expressly agreed otherwise; in any event, you will not incur any fees as a result of this return. If you have requested that the provision of services start before the deadline to withdraw from the contract, you will pay us the amount proportional to the scope of services provided until the day when you informed us about your withdrawal from this contract.

Withdrawal form*.

<p>To: DHL Express (Poland) Sp. z o.o. ul. Wirażowa 37, 02-158 Warszawa</p> <p>I hereby inform about my withdrawal from the contract regarding the provision of the customs clearance service.</p> <p>Date of conclusion of the contract:</p> <p>Full name:</p> <p>Address:</p> <p>Signature:</p> <p>Date:</p>

* If you wish to withdraw from the contract, the form should be completed and returned to the address indicated above.