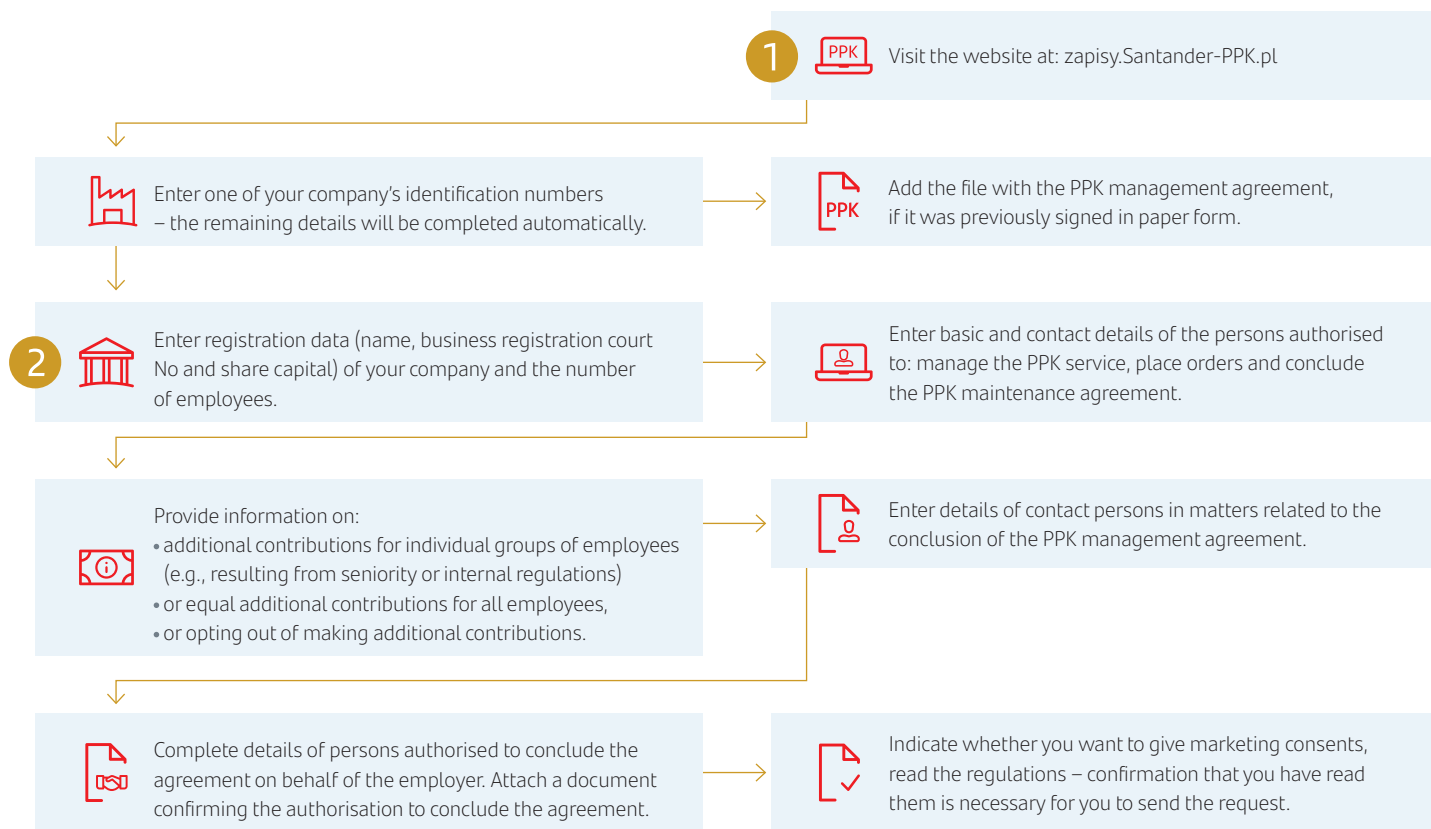


### Entering into an Employee Capital Plan (PPK) Management Agreement with Santander TFI S.A.

## 2 steps in 8 minutes

#### You will need:

- your company details and one of its identification numbers (Tax ID No (NIP), National Court Register No (KRS), Statistical ID No (REGON));
- file with the agreement on PPK management, if it was previously signed in a paper form;
- details of the persons from your company authorised to: manage the PPK service, place orders and conclude the PPK maintenance agreement;
- the decision whether your company will pay additional contributions for employees and, if so, in what amount;
- details of contact persons and persona authorised to conclude the agreement;
- the file with the document confirming the authorisation to conclude the agreement.



After verifying the correctness of the data contained in the request within 5 business days, we will send to the indicated e-mail address of the PPK administrator a welcome package containing:

- welcome letter,
- the PPK management agreement with attachments,
- access to the PPK service for an employer as well as,
- instruction for the use of such service,
- instructions concerning the conclusion of the PPK maintenance agreement for and on behalf of the employee,
- information policy on the processing of personal data,
- an instruction of the conclusion of the PPK maintenance agreement.

**Congratulations – the Employee Capital Plan (PPK) Management Agreement has been signed.**

The final step in implementing PPK in your company is to conclude the PPK management agreement and identify the employees who will participate in the plan. You will also do this online – you will receive detailed instructions by email.