



Rzeczpospolita Polska

Państwowa Inspekcja Pracy
Główny Inspektorat Pracy
ul. Barska 28/30
02-315 Warszawa
Polska

Annotation

A declaration of an employer on the posting of a worker to the territory of the Republic of Poland

A declaration of an employer established in a Member State

A declaration of an employer established in a non-member State

i A Member State is a State which belongs to the European Union and Norway, Iceland, Liechtenstein and Switzerland.

applies to an employer established and performing substantial activities in another State

a) from which territory he posts a worker for a limited period to carry out the work in the territory of the Republic of Poland:

– under a contract concluded between the posting employer and the party operating in the territory of the Republic of Poland

– in a branch or an undertaking conducting activity in the territory of Poland which is owned by a group of undertakings that the posting employer belongs to

– as an undertaking being a temporary employment undertaking or placement agency which posted a worker to a user undertaking, provided there is an employment relationship between the worker and the posting undertaking throughout the posting period

b) being an undertaking which, acting as a temporary employment undertaking or placement agency hired out a worker to a user undertaking, provided that there is an employment relationship between the worker and the posting undertaking throughout the posting period, if the user undertaking in the territory of the same or another Member State then sends the worker for a limited period to carry out the work in the territory of the Republic of Poland

1. Instructions for completing the document

1. Complete in CAPITAL letters.
2. Mark selection boxes or .
3. Complete in **black** or **blue**.
4. Submit the declaration in Polish or in English in writing in paper or electronic form, including via the Contact Point (www.biznes.gov.pl).

2. Data of an employer

Name

Tax Identification Number (NIP)

i If applicable.

Other identification number obtained for tax and insurance purposes

i If you do not have NIP number.

1. Address of registered office of the posting company or place of residence of an employer who is a natural person

Country

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Further information can be found at: www.biznes.gov.pl/posting-of-workers

City

Street name

Building number Flat/office number

Postcode

Post

2. Contact details of an employer

Business telephone number

Business email address

3. An employer's correspondence address (to be completed if different from above)

Country

City

Street

Building number Flat/office number

Postcode

Post

3. Content of a declaration

The anticipated number of workers posted to the territory of the Republic of Poland

ⓘ Data of workers posted to the territory of the Republic of Poland must be entered in the table annexed to the declaration (separately for each workplace of the posted workers)

The envisaged beginning date of the posting of workers to the territory of the Republic of Poland

The envisaged end date of the posting of workers to the territory of the Republic of Poland

The nature of the service justifying the posting (the sector of the undertaking's activity)

1a. The data of a person present in the territory of Poland designated by an employer established in a Member State to liaise with the National Labour Inspectorate (address in the territory of the Republic of Poland)

or

1b. The data of a person present in the territory of the Republic of Poland designated by an employer established in a non-

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member State to represent him before the National Labour Inspectorate *(address in the territory of the Republic of Poland)*

Name	<input type="text"/>	
Surname	<input type="text"/>	
City/town	<input type="text"/>	
Street	<input type="text"/>	
Building number	<input type="text"/>	Flat/office number <input type="text"/>
Postcode	<input type="text"/>	
Post	<input type="text"/>	
Business phone number	<input type="text"/>	
Business email address	<input type="text"/>	

2. The place of keeping of documents of posted workers *(in the territory of the Republic of Poland)*

Name of storage place	<input type="text"/>	
Voivodship	<input type="text"/>	
City/Town	<input type="text"/>	
Street	<input type="text"/>	
Building number	<input type="text"/>	Flat/office number <input type="text"/>
Postcode	<input type="text"/>	
Post	<input type="text"/>	

3. Data of the user undertaking, i.e. the employer to which a temporary employment undertaking or placement agency sends a worker to work temporarily and which assigns the worker's tasks and controls their performance *(to be completed if the worker posted to the territory of Poland is to carry out the work for the Polish user undertaking)*

Name	<input type="text"/>
Tax Identification Number (NIP)	<input type="text"/>
	<i>① If applicable</i>
Other identification number obtained for tax and insurance purposes	<input type="text"/>
	<i>① If you do not have NIP number.</i>

Voivodship

City/Town

Street

Building number Flat/office number

Postcode

Post

Business phone number

Business email address

3a. Data of the user undertaking, i.e. the employer to which a temporary employment undertaking or placement agency hired out a worker, provided that there is an employment relationship between the worker and the posting undertaking throughout the posting period, if the user undertaking in the territory of the same or another Member State then sends the worker for a limited period to carry out the work in the territory of the Republic of Poland (to be completed if a worker posted to the territory of Poland is to carry out work for the Polish party using the services of a foreign user undertaking)

Name

Tax Identification Number (NIP)

①If applicable

Other identification number obtained for tax and insurance purposes

①If you do not have NIP number.

State

Building number Flat/office number

Post code

Post

4. Data of a proxy (if one has been appointed)

Name

Surname

City/Town

Street

Building number Flat/office number

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Postcode

Post

5. Legal basis

Article 24 (3) and (4) in conjunction with paragraph 6 and article 26 of the Act on the posting of workers in the framework of the provision of services.

6. Attachments

1. Data of workers posted to the territory of the Republic of Poland.
① Indicate the number of attachments.
2. Document of power of attorney, if a proxy has been appointed
3. Proof of payment for granting power of attorney, if a proxy has been appointed

7. Data of a person submitting the declaration

Name

Surname

City/Town

Date - -

① Date in format: DD-MM-YYYY

Signature

ATTACHMENT No. – Data of workers posted to the territory of the Republic of Poland (to be completed for each workplace address of the posted workers)

Address of workplace of workers posted to the territory of the Republic of Poland

Voivodship	City/town	Street	Building number	Flat/office number

Data of workers posted to the territory of the Republic of Poland

L.p.	Name	Surname	Date of birth	Citizenship
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

An employer's statement on the posting of a worker to the territory of the Republic of Poland

Further information can be found at: www.biznes.gov.pl/posting-of-workers