

INSTRUCTIONS FOR OPENING AN ACCOUNT WITH THE NATIONAL REGISTER OF DEBTORS (KRZ System)

ACCOUNT FOR AN INDIVIDUAL:

1. In order to create an account in the NCR System, start a web browser and open the page at: <https://prs.ms.gov.pl/krz> and select the Registered Users Portal.
2. Then click on the "Login" box, followed by the "Registration" box, and then select one of the available methods for creating an account: National Electronic Identification Node (via trusted profile, e-card or my ID) or Qualified Electronic Signature.
3. Continue following the instructions on the website.
4. Below is a link to the instructions prepared by the Ministry of Justice, which describes the step-by-step process of setting up an account in the NCR for an individual (from page 17 to page 32): https://krz-info-prod.apps.ocp.prod.ms.gov.pl/mthelp/MT_Podrecznik_uzytkownika_zarejestrowanego.pdf.
5. In order to set up an account, it is necessary to: specify a username, specify an e-mail address for notifications, specify a password, and provide a trusted signature, qualified electronic signature, personal signature, or authentication through the use of an electronic identification means issued in an electronic identification system connected to a national electronic identification node.

ACCOUNT FOR THE COMPANY:

1. To set up an account for the company, log in to the account of an individual created earlier (see instructions ACCOUNT FOR A PERSON) and go to the "Identity Module" tab. The tab is located in the upper right corner of the window. Then go to the "settings icon" tab. When clicked, an icon named "navigation" will appear on the right side.
2. Then select the "Managed Entity Accounts" tab, followed by "Options" and "Report Need". Then the next tabs will expand, from which you should select "Create entity account".
3. The next step will display a document called "Report the need for an entity account," which should be filled out according to the details of the company for which you are creating an account. In the justification for the request, you should indicate that the account is being created for the purpose of using the National Debt Register (or, for example, for the purpose of filing a bankruptcy/restructuring request).
4. The notification of the need to set up an entity account should include the company's data as in the business register of the National Court Register.
5. The completed application should be submitted for verification by selecting the "Summary" icon, which will appear in the lower right corner.
6. The application should be accompanied by a document confirming the authority to represent the company for which the account is being created (i.e. a current excerpt from the National Court Register) or a power of attorney document, if the account for the company is created by a proxy.
7. If the account for the company is established by a proxy, it is necessary to have a power of attorney to report the need in the KRZ system, which must bear a qualified signature. If the power of attorney is not an electronic document signed with an electronic signature(s), then a digital reproduction (scan) of the power of attorney must be attached to the need to establish an account. The original of such a power of attorney must then be submitted to the Minister of Justice for verification. If the notification of the need to establish an account is made by a professional attorney, then there is no need to provide the original power of attorney to the Minister of Justice.

8. If the rules of representation require joint action, then one of these persons, when making the notification, must have a power of attorney to notify the need to establish an account for this entity granted by the other persons authorized to represent the company. If the power of attorney is not an electronic document signed with electronic signature(s), a digital reproduction (scan) of it must be attached to the need to establish an account. The original of such a power of attorney must then be submitted to the Minister of Justice for verification.
9. An account for the Company will be created when, after logging in to the Registered Users Portal of the National Debt Register, a window appears with the possibility of selecting an account: either an account for an individual or an account for a company. To determine the account ID number for the company, go to the "My Identity" module located in the "Applications" field located in the upper right corner.