

**INSTRUCTIONS ON HOW TO AUTHENTICATE YOURSELF IN THE SYSTEM
TOGETHER WITH INSTRUCTIONS ON HOW TO CREATE AN ACCOUNT IN KRZ**

1. In order to access the case files and vote on the resolution determining the direction of the rehabilitation proceedings, it is necessary to create an account in the National Debt Register (by the creditor or their representative). Instructions for creating an account are attached to this letter.
2. To log in to the system and authenticate yourself, you must have an electronic signature or a trusted profile.
3. The creditor may also grant a power of attorney to vote in the KRZ system. In this case, the representative must have an account in the KRZ system. The power of attorney should be attached to the application for access to the proceedings file or to the voting card submitted under the 'Other letter' procedure.

**INSTRUCTIONS FOR OPENING AN ACCOUNT WITH THE NATIONAL
REGISTER OF DEBTORS ACCOUNT FOR AN INDIVIDUAL
(It is necessary to set up an account for a legal entity later):**

1. In order to create an account in the KRZ System, start a web browser and open the page at: <https://prs.ms.gov.pl/krz> and select the Registered Users Portal.
2. Next, 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 to follow the instructions on the website.
4. In order to create an account, it is necessary: to specify a user name, to specify an e-mail address for notifications, to specify a password, and to 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.
5. The National Debt Register website has all the instructions and instructional videos prepared by the Ministry of Justice on how to use the system <https://krz-info-prod.apps.ocp.prod.ms.gov.pl/ext/>.

ACCOUNT FOR THE COMPANY:

1. To create an account for the company, log in to the previously created account for an individual (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. After clicking on it, an icon named “navigation” will appear on the right side.
2. Next, select the “Managed Entity Accounts” tab, then “Options” and “Report Need”. Then the next tabs will expand, from which you need to select “Create an entity account”.
3. In the next step, a document called “Application for the need to create an entity account” will be displayed, which must 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 establish an entity account should include the company's data as in the business register of the National Court Register.
5. The finished application should be submitted for verification by selecting the “Summary” icon, which will appear in the lower right corner.
6. The application must be accompanied by a document confirming the authority to represent the company for which the account is created, (i.e. a current copy of the National Court Register) or a power of attorney document, when an account for the company is created by a proxy.
7. If the establishment of an account for the company is carried out by an attorney, 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 will appear with the option of selecting an account: either an individual account or a company account. 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.

ADDITIONAL INFORMATION

1. The creditor shall either sign the ballot himself or have it signed by a person authorized to represent him.
2. At the same time, I instruct that an improperly submitted ballot will not be allowed to be included in the vote on the Debtor's arrangement.