

**INSTRUCTIONS ON HOW TO AUTHENTICATE YOURSELF IN THE SYSTEM  
TOGETHER WITH INSTRUCTIONS ON HOW TO CREATE AN ACCOUNT IN THE NATIONAL  
DEBT REGISTER**

1. **In order to access the case files and vote on the arrangement, it is necessary to create an account in the National Debt Register (by the creditor or their representative).**
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 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 case files or to the ballot paper submitted under the "Other letter" procedure.

**INSTRUCTIONS FOR CREATING AN ACCOUNT IN THE NATIONAL DEBT REGISTER  
ACCOUNT FOR A NATURAL PERSON**

**(this is necessary in order to subsequently create an account for a legal person):**

1. In order to create an account in the KRZ System, launch your web browser and go to: <https://prs.ms.gov.pl/krz> and select the Registered Users Portal.
2. Then click on the "Log in" field, followed by the "Registration" field, and select one of the available methods for creating an account: National Electronic Identification Node (via a trusted profile, e-ID or my ID) or Qualified Electronic Signature.
3. Next, follow the instructions on the website.
4. To create an account, you need to: specify a username, specify an email address for notifications, specify a password and provide a trusted signature, qualified electronic signature, personal signature or authentication using an electronic identification means issued in the electronic identification system connected to the national electronic identification node.
5. The website of the National Debt Register contains all the instructions and instructional videos prepared by the Ministry of Justice on how to use the <https://krz-info-prod.apps.ocp.prod.ms.gov.pl/ext/> system.

**ACCOUNT FOR A COMPANY:**

1. In order to create an account for **a company**, log in to your existing **natural person account** (see instructions for ACCOUNT FOR NATURAL PERSONS) 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, an icon called **"navigation"** will appear on the right.
2. Next, select the **"Managed entity accounts"** tab, then "Options" and **"Report a need"**. This will expand further tabs, from which you should select **"Create an entity account"**.

3. In the next step, a document called "**Request to create an entity account**" will be displayed, which should be completed with the details of the company for which we are creating the account. In the justification for the request, indicate that the account is being created for the purposes of using the National Debt Register (or, for example, for the purposes of filing for bankruptcy/restructuring).
4. The application for the creation of an entity account should contain the company's details as they appear in the register of entrepreneurs of the National Court Register.
5. The completed application should be submitted for verification by selecting the "Summary" icon that appears 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 being created (i.e. a current extract from the National Court Register) or a power of attorney document if the account for the company is being created by a representative.
7. If the account for the company is created by a proxy, it is necessary to have **a power of attorney to submit the request in the KRZ system**, which must be accompanied by a qualified signature. If the power of attorney is not an electronic document signed with an electronic signature (signatures), a digital copy (scan) must be attached to the account creation request. The original power of attorney must then be delivered to the Minister of Justice for verification. If the request to open an account is made by a professional representative, there is no need to deliver the original power of attorney to the Minister of Justice.
8. If the rules of representation require joint action, one of these persons, when making the application, must have a power of attorney to apply for the opening of an account for that entity, granted by the other persons authorised to represent the company. If the power of attorney is not an electronic document signed with an electronic signature (signatures), a digital copy (scan) must be attached to the application for the account. The original 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 into the Registered Users Portal of the National Debt Register, a window appears with the option to select an account: either a natural person's 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 in the upper right corner.

#### **ADDITIONAL INFORMATION**

1. The creditor signs the ballot paper themselves or it is signed by a person authorised to represent them.
2. At the same time, I would like to point out that an incorrectly submitted ballot paper will not be taken into account in the vote on the Debtor's arrangement.