

CITY OFFICE OF KRAKOW	Service sheet / external procedure no. SA-21
	Transfer of data from the CEIDG-1 application to the Central Register and Information on Business Activities (CEIDG)

1. Handle the matter electronically
No

2. Appendices
Application CEIDG-1, CEIDG-MW, CEIDG-PN, CEIDG-RB, CEIDG-RD, CEIDG-SC, CEIDG-ZS, CEIDG-POPR

3. Sign language version
Not applicable

4. Matter handled by

- Department of Administrative Affairs, Unit of Entrepreneurship at the City Office of Krakow 30-552 Krakow, 28a Wielicka, III floor, telephone 12 616 5600;
- The City Office of Krakow Residents Service Point - Bronowice Shopping Centre, 31-313 Krakow, 61 Stawowa,
- The City Office of Krakow Residents Service Point - Serenada Shopping Centre, 31-876 Krakow, 41 Gen. T. Bora-Komorowskiego.

Ask a question about the procedure: www.bip.krakow.pl/idz.

5. Documents from the Applicant (client)

- 1) CEIDG-1 application filled in by the entrepreneur either by computer or on a typewriter or using a pen, clearly without corrections or deletions.
Depending on the needs, additionally:
 - part CEIDG-MW - Additional places of business activities,
 - part CEIDG-RB - Information on bank accounts,
 - part CEIDG-RD - Performed Business Activities,
 - part CEIDG-SC - Participation in civil law partnerships,
 - part CEIDG- ZS - Succession Manager,
 - part CEIDG- POPR - The form is used to make corrections in the event of mistakes in completing part of the application for entry in the business register;
- 2) A valid ID (or passport) for inspection;
- 3) In the case of foreigners referred to in art. 4 par. 2 of the Act of March 6, 2018 on the rules for the participation of foreign entrepreneurs and other foreign persons in business transactions on the territory of the Republic of Poland (Journal of Laws of 2018, item 649), the original of the document confirming the current status of stay on the territory of the Republic of Poland or its notary or officially certified copy (document available for review);
- 4) If the entrepreneur does not have a PESEL number, they present a passport or other document confirming their identity and citizenship.

6. Fees

No fees

7. Form of consideration

An application for entry into CEIDG is submitted by the entrepreneur in the municipal office selected by the entrepreneur in person or sent by registered mail, after prior confirmation of the signature by a notary public. The municipal authority confirms the identity of the applicant and confirms for the applicant, upon receipt, accepting the application, transforms the application into an electronic document, provides it with a qualified electronic signature, trusted signature or personal signature, or signs in another manner accepted by the CEIDG system, enabling unambiguous identification of the person sending the application, the time of its transmission and ensuring the integrity of the data contained in the application, and sends it to the CEIDG system no later than on the next business day after the day of its receipt.

8. Time of consideration

The municipal authority sends the application for entry to CEIDG no later than on the next business day from the date of receipt of a valid application.

9. Documents obtained in the proceedings

Confirmation of the application acceptance.

10. Appeal procedure

Not applicable

11. Legal basis

Art. 8, par. 2-9, art. 10 par. 1-4, 6, 8, 9 of the Act of March 6, 2018 on the Central Register and Information on Business Activity and the Information Point for the Entrepreneur (Journal of 2018, item 647, as amended).

12. Additional information for the client

If the application for entry in the CEIDG is incorrect, the municipality authority immediately calls for the correction or supplementation of the application, indicating deficiencies, within 7 working days, under pain of leaving the application without consideration.

Developed by: (changes)	Opinion presented by: Legal Advisor	Approved by: Director / Deputy
First name and surname: Maria Jarosz	First name and surname; Anna Kozik	First name and surname; Anna Broś- Milc
Date: 20.05.2019	Date: 27.04.2018	Date: 25.04.2018