

**From:**

Client's Name:

NIP:

REGON:


“Client”

**To:** Alphabet Polska Fleet management. z o.o.  
 ul. Wołoska 22a  
 02-675 Warszawa  
 NIP 526-25-44-241

**Acceptance of issuance and delivery of invoices in electronic form by Alphabet Polska Fleet Management Sp. z o.o. or an entity authorised by Alphabet Polska Fleet Management Sp. z o.o. (“Acceptance”)**

I do hereby accept issuance and delivery by ALPHABET POLSKA FLEET MANAGEMENT SP. Z O.O. or an entity authorised by ALPHABET POLSKA FLEET MANAGEMENT SP. Z O.O. of invoices in electronic form pursuant to the Ordinance of the Minister of Finance of December 20, 2012 on issuance and delivery of invoices in electronic form and the principles of their storage as well as presenting to the tax or fiscal control authorities (Polish Journal of Laws 2010, No. 249, item 1661) issued under art. 106 section 10 and 11 of the Act of March 11, 2004 on Value Added Tax (“**Ordinance**”). The e-mail addresses to which or an entity authorised by ALPHABET POLSKA FLEET MANAGEMENT SP. Z O.O. shall send electronic invoices are listed hereinbelow.

1.	4.
2.	5.
3.	6.

*Fill out in block capitals*

**Declaration of the Client:**

1. The present form constitutes the acceptance of issuance and delivery by ALPHABET POLSKA FLEET MANAGEMENT SP. Z O.O. or an entity authorised by ALPHABET POLSKA FLEET MANAGEMENT SP. Z O.O. of invoices in electronic form pursuant to the Ordinance as well as the acceptance of the “Principles of Issuance and Delivery of Invoices in Electronic Form”, which shall be found on the following page of the document and constitute an integral part of the Acceptance.
2. I do hereby confirm that the moment of receiving by us the invoice issued by ALPHABET POLSKA FLEET MANAGEMENT SP. Z O.O. or an entity authorised by ALPHABET POLSKA FLEET MANAGEMENT SP. Z O.O. in the electronic form shall be the moment the message enters the mail server indicated by us.
3. I do hereby confirm that the confirmation of receiving by us correction of the invoice issued by ALPHABET POLSKA FLEET MANAGEMENT SP. Z O.O. or an entity authorised by ALPHABET POLSKA FLEET MANAGEMENT SP. Z O.O. in the electronic for shall be the moment the message enters the mail server indicated by us.

Venue:

Date:

Name and surname  
 (seal), function and  
 signature of the  
 persons authorised to  
 represent the Client


*[The terms written with capital letter used hereinbelow shall maintain the same meaning as given to them in the Acceptance]*

### **The Principles of Issuance and Delivery of Invoices in Electronic Form:**

1. The Ordinance shall constitute the legal basis for issuance and delivery of invoices in electronic form.
2. ALPHABET POLSKA FLEET MANAGEMENT SP. Z O.O. or an entity authorised by ALPHABET POLSKA FLEET MANAGEMENT SP. Z O.O. shall issue and deliver the invoices in electronic form guaranteeing the authenticity of their origin and integrity of their content by means of the secure electronic signature within the meaning of art. 3 point 2 of the Act of September 18, 2001 on electronic signature (Polish Journal of Laws No. 130, item 1450 as amended), verified by means of a valid qualified certificate. The Client does not have to possess their own electronic signature in order to make use of the e-invoices offered by ALPHABET POLSKA FLEET MANAGEMENT SP. Z O.O..
3. PDF (Portable Document Format) file shall constitute the format of the invoice in electronic form.
4. The basic condition provided in the Ordinance allowing to issue and deliver invoices in electronic form is the fact of obtaining the written acceptance of the Client. The acceptance should include data allowing to identify the Client and be certified by the signature(s) of the person(s) representing the Client.
5. The Client shall send a properly filled in and signed Acceptance form to ALPHABET POLSKA FLEET MANAGEMENT SP. Z O.O. to the following address:

ALPHABET POLSKA FLEET MANAGEMENT SP. Z O.O.  
ul. Wołoska 22a  
02-675 Warszawa  
*with annotation "e-faktura" ("e-invoice")*

6. The acceptance of the Client does not exclude the right of ALPHABET POLSKA FLEET MANAGEMENT SP. Z O.O. to issue and deliver paper invoices.
7. The Client shall be obliged to store the received invoices only in the electronic form on the territory of the country in a manner making possible, at request of tax or fiscal control authorities, an immediate, full and continuous electronic access of those authorities to the invoices in the manner specified in § 6 of the Ordinance.
8. Each invoice in electronic form shall be delivered by means of electronic mail to the addresses of electronic mail indicated by the Client. The moment of receiving by the Client the invoice issued in electronic form shall be the moment the message enters the mail server of the Client. The confirmation of the fact of receiving by the Client the correction to the invoice issued by ALPHABET POLSKA FLEET MANAGEMENT SP. Z O.O. or an entity authorised by ALPHABET POLSKA FLEET MANAGEMENT SP. Z O.O. in electronic form shall be the moment the message enters the mail server indicated by the Client.
9. The Client shall be entitled to withdraw the Acceptance in accordance with § 3 section 4 of the Ordinance pursuant to the specimen of the declaration made available by ALPHABET POLSKA FLEET MANAGEMENT SP. Z O.O.. As of the day following the day of delivery of the declaration of the Client of withdrawing the Acceptance to ALPHABET POLSKA FLEET MANAGEMENT SP. Z O.O., ALPHABET POLSKA FLEET MANAGEMENT SP. Z O.O. or an entity authorised by ALPHABET POLSKA FLEET MANAGEMENT SP. Z O.O. shall lose the right to issue for the Client invoices in electronic form.