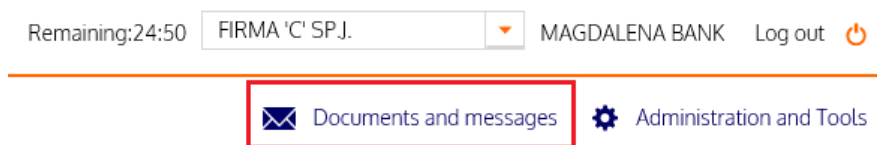


Dispatch of messages/forms to the Bank

Use this help when you want to send the forms required by the Bank.

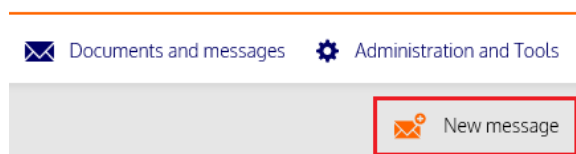
STEP 1

- Go to <https://www.ingbank.pl/> and under Log in to ING Business click Log in (login and password).
- In the main menu, click the tab **Documents and messages**.



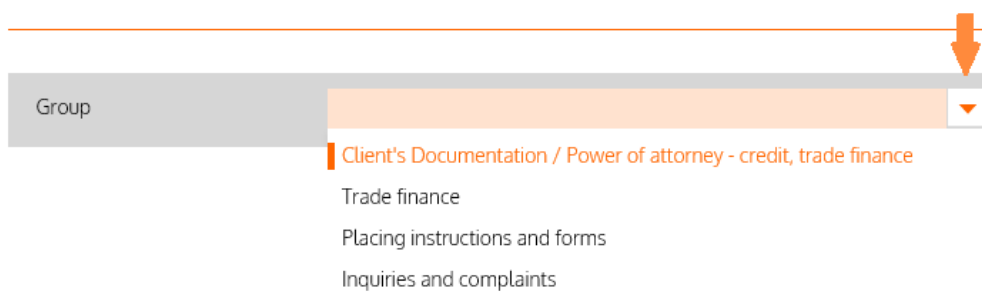
STEP 2

- Click **New message**



STEP 3

- Choose the message group.

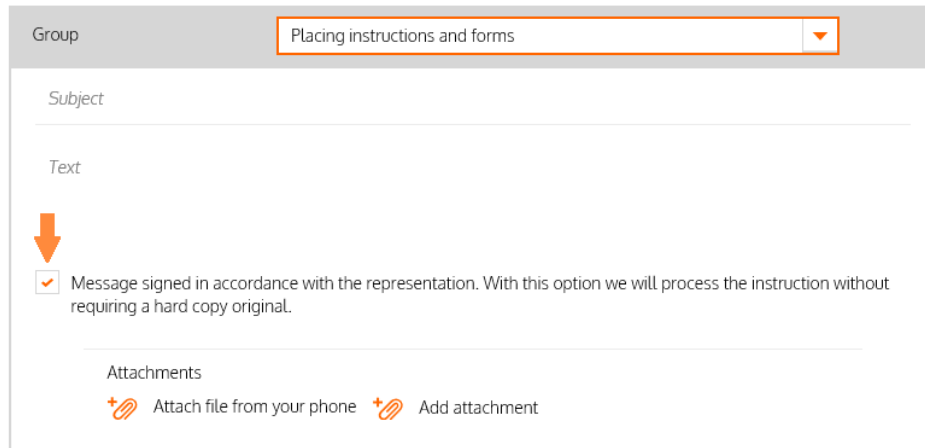


STEP 4

- Enter the topic and content of the message and add the attachment.

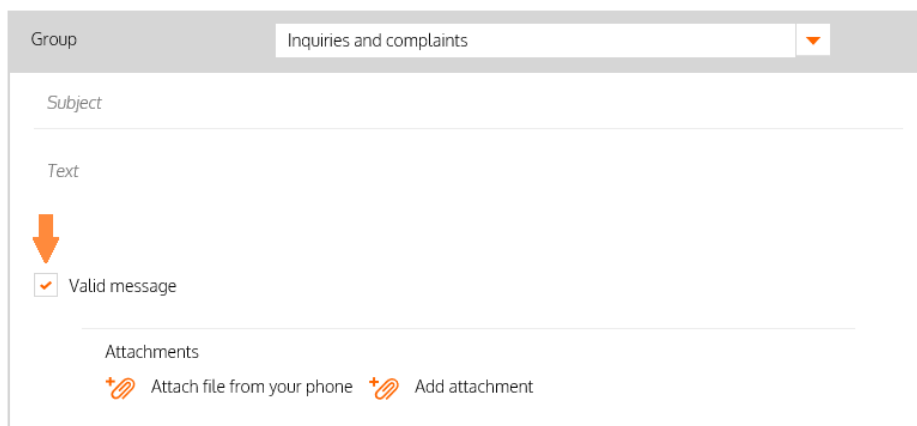
STEP 5

- A. When you selected the group **Placing instructions and forms**, we will tell you to sign this group of messages in accordance with the representation. When you know that your message does not have to be signed in accordance with the representation, you may tick off the checkbox **Message signed in accordance with the representation**. Thanks to this option, we will process your instruction not requesting its paper original.



Approve

- B. When you selected another message group, tick the checkbox **Valid message** when you want to file an instruction with the bank.



Approve

Note: When you file an instruction with the bank (ticked checkbox from item A or B), collect signatures in accordance with the representation/ approval scheme. In that way, you will not need to send original documents to us.

- Press the **Approve** button.

STEP 6

- Press **Sign and send** when you are the sole company representative.
- Press **Sign** when the document has to be signed off by a few company representatives. Collect mandatory signatures and press **Send** to send your message to the bank. By the time you have collected all the requisite signatures, the message will remain on the list of messages.
- Press **Save** when you want to finish your message later. Your message will be on the list of messages.

Should you have any questions or doubts, please contact ING Business Centre at 32 357 24 24 or 801 242 242 or by email: bc@ingbank.pl. Our advisors are available on business days Monday through Friday from 8 a.m. to 6 p.m.