





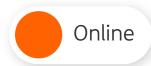
Before you start

- → Prepare the data of the company that will conduct the audit.
- → If you are filling out an application to obtain a certificate for a company registered in Poland, prepare: the company's NIP or Regon and its name.
- → If you are filling out an application to obtain a certificate regarding a **company registered in another country**, prepare: the identification number under which the company appears in the foreign register and its name.
- → Make sure **you have access to your email inbox**. When filling out the application, you will receive a code for it, with which you will confirm your e-mail address

To start submitting the application, go to: inq.pl/auditor









I. Applying for the certificate



Familiarize yourself with application guides and the sample document you will receive.

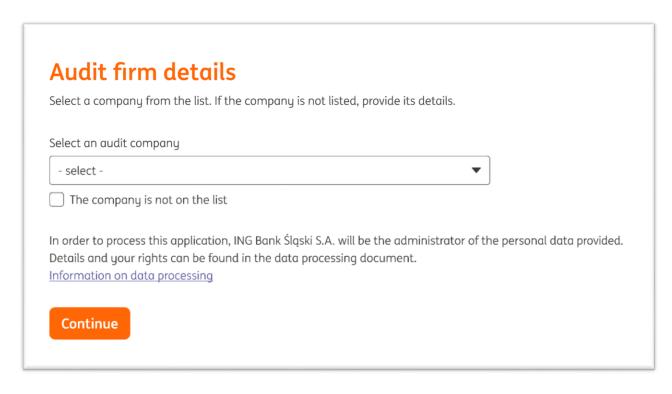
Do not submit a request if the scope of the information you need is different. In that case, please inform the audited company about the need to apply for a certificate via the ING Business system.







Online



Provide details of the auditing firm. If:

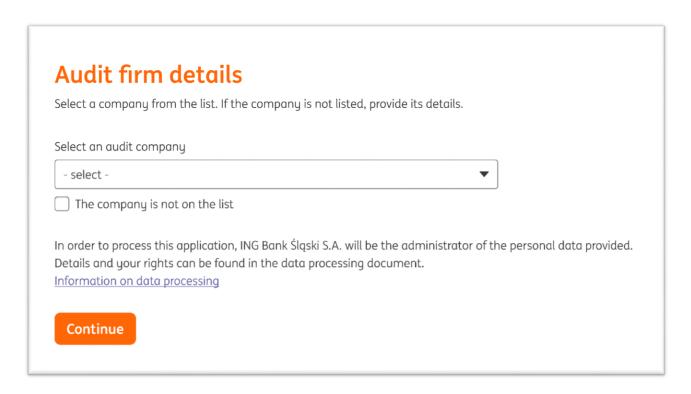
- → you find the company on the list, select it
- → you do not find the company on the list, select this option and enter its data







Online



Enter your E-mail address.

If you want, you can enter one or two additional E-mail addresses.







Online

	ddress confirmation essage with a confirmation code to the address: adres@domena.pl	
Enter the code		
	n the email address to make sure it's correct and we'll be able to deliver the certificate to it. Additional email addresses don't require confirmation.	
✓ The code did	In't arrive	
Continue		

Check your email inbox. Re-write the 8-character confirmation code you receive in an email.

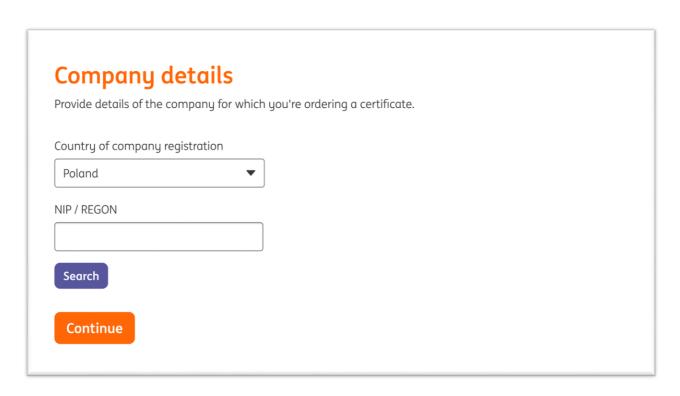
If the confirmation code has not arrived, expand "Code not received" and check possible reasons. You can send the confirmation code again at any time. When you send a new code, the previous one will expire.







Online



Enter the details of the company for which you are ordering the certificate. If:

- → The company is registered in Poland, enter its Tax ID or Regon and search for it. When the company is found, you will see its name. Make sure it is correct
- → The company is registered in another country, select the country and enter its data: foreign registry number and full company name. Enter the data exactly as it appears in the company's registration documents.
- ① It may happen that it is impossible to submit an application on behalf of the company. In this situation, you will see a corresponding message.









Online

Certificate details

Certificate date

Indicate the date for which we should prepare the audit certificate.

Certificate date as of



Continue

Enter the date of the audit of the financial statements as of which we should prepare the certificate.

① In some cases, we may ask you to attach an audit order. If this happens, you will see this information on the screen.







Online

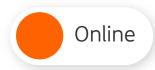
Auditor details	Go to this step
Full name	
Primary email address	
Additional email	
Additional email	
Company details	Go to this step
Full name	
dentification number in the registry	
Certificate details	Go to this step
Date of certificate as of 31.12.2023	

Check the data and make sure it is correct. If you made a mistake, you can go to the previous steps and correct it.

If everything is correct, **send the application**. You will see a confirmation when the request is properly submitted for processing.









II. Preparation and receiving the certificate

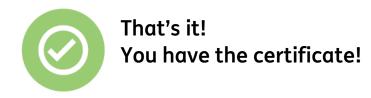
What next

After submitting the application, we will send a copy to the concerned company. The company has 14 days to accept the request.

Once the company's representatives confirm the document in the system, we will proceed with the execution of the request.

When we complete the request, you will receive from us:

- → Audit certificate we will send it by email. For security reasons, we will encrypt it and secure it with a password
- → Password to the certificate file we will send it in a separate email



Got questions? We have **answers!**

More: www.ingbusiness.pl/pomoc



You can find this guide on: ing.pl/ingbusiness-audit-certificate



