

Obtaining an audit certificate

Instruction for the auditor





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: ing.pl/auditor

Was this guide helpful?





I. Applying for the certificate

1

Ordering an audit certificate

To order an audit certificate on behalf of a company that is an ING client:

- 1 Complete the application, providing the **details of the auditor** and the **details of the company for which you are conducting the audit**.
- 2 After submitting the application, the company you're auditing will receive a **copy** for approval.

If the company representatives **accept your application**, we'll prepare a certificate.
- 3 We'll send the prepared certificate to the **email address** provided in the application.

You'll also receive a separate message with **the password to the file**.

i We prepare audit certificates in accordance with the standard agreed between the Polish Chamber of Statutory Auditors and the Polish Bank Association.

↓ [Certificate template](#)

Continue

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.

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2

Audit firm details

Select a company from the list. If the company is not listed, provide its details.

Select an audit company

- select -

☐ The company is not on the list

In order to process this application, ING Bank Śląski S.A. will be the administrator of the personal data provided. Details and your rights can be found in the data processing document.

[Information on data processing](#)

Continue

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

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3

Audit firm details

Select a company from the list. If the company is not listed, provide its details.

Select an audit company

- select -

☐ The company is not on the list

In order to process this application, ING Bank Śląski S.A. will be the administrator of the personal data provided. Details and your rights can be found in the data processing document.

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Enter your E-mail address.

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

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Email address confirmation

We've sent a message with a confirmation code to the address: **adres@domena.pl**

Enter the code

 We confirm the email address to make sure it's correct and we'll be able to deliver the completed certificate to it. Additional email addresses don't require confirmation.

▼ The code didn'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.

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Company details

Provide details of the company for which you're ordering a certificate.

Country of company registration

Poland ▼

NIP / REGON

Search

Continue

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.

⚠ 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.

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Certificate details

Certificate date

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

Certificate date as of



 You can specify any past date. For a future date, specify a date up to 3 months in advance.

Continue

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

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

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Summary

Auditor details

[Go to this step](#)

Full name

Primary email address

Additional email

Additional email

Company details

[Go to this step](#)

Full name

Identification number in the registry

Certificate details

[Go to this step](#)

Date of certificate as of
31.12.2023

[I accept and send the application](#)

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.

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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



That's it!
You have the certificate!

Got questions? We have **answers!**

More: www.ingbusiness.pl/pomoc



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

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