

Instruction of to allocate/modify/remove the rights to use the website <https://upload.mbank.pl/upload/> and displays of confirmation of receipt documents under postal orders

Customer name:	(please complete)
Address:	(please complete)

1. Type of instruction:

1. Allocation of access rights to the website <https://upload.mbank.pl/upload/> – YES/NO*)
if YES, please complete section 3 of this document
2. Unblocking access rights to the website <https://upload.mbank.pl/upload/> – YES/NO*)
if YES, please complete section 4 point 1 of this document
3. Revoking of access rights to the website <https://upload.mbank.pl/upload/> – YES/NO*)
if YES, please complete section 4 point 2 of this document

*) please mark the appropriate option

2. Names of files exchanged between the Bank and the Customer under postal order instruction:

ITEM NO.	File type:	Description:
	Images of documents	<p>Name of a TIFF file with image of postal order confirmation: [BBBBBBBBBBBBBBBBB][SS][N..N].tif where: [BBBBBBBBBBBBBBBBB]– mBank References – Value of field no. 3 "mBank References" (without the "PO" prefix) from transaction records presented in the Postal Order reports provided to the Customers by the Bank (the REPPP01 report) [SS] – Status of postal order which may have two values: CR – Confirmation of receipt, RET – return of the order [N..N] – Endorser (image ID allocated by Postal Operator) Sample image names (contents of ZIP files) 2010071500001070_PO_601398.tif (confirmation of receipt) 2010071500001315_ZWR_600004.tif (return of the order) The TIFF files are compressed to ZIP files named: [YYYYMMDD]_[KKKKKKKKK].zip Where: [YYYYMMDD] – Date the postal order confirmations are scanned - NOTE ! This date is not identical with the date of the PO instruction and may differ from the date the funds were posted [KKKKKKKKK] – mBank's Customer account ID Sample ZIP file name: 20100727_361969001.zip</p> <p>The files shall be provided on a daily basis – if on the given Day the Bank receives from the Postal Operator confirmations of receipts and returns</p>

3. Details of persons authorised to act on behalf of the Customer: e-mail addresses/logins/starting passwords

Granting access rights to the new user/users of the <https://upload.mbank.pl/upload/> on the part of the Customer:

Forename and surname of User	E-mail address to which notification of files are to be sent	Login	Starting password
(to be completed by Customer)	(to be completed by Customer)	(to be completed by Bank employee)	(to be completed by Bank employee)

4. Change of details of persons authorised to act on behalf of the Customer

1. Unblocking access rights to the existing user/users of the <https://upload.mbank.pl/upload/> on the part of the Customer

User's forename and surname (to be completed by Customer)	E-mail address to which notification of files are to be sent / phone number (to be completed by Customer)	Login (to be completed by Bank employee)	Date of submission to the Bank (to be completed by Bank employee)
.....@.....	YYYY/MM/DD
.....@.....	YYYY/MM/DD
.....@.....	YYYY/MM/DD

2. Withdrawing access rights from the existing user/users of the <https://upload.mbank.pl/upload/> on the part of the Customer

User's forename and surname (to be completed by Customer)	E-mail address to which notification of files are to be sent (to be completed by Customer)	Login (to be completed by Bank employee)	Date of receipt at the Bank (to be completed by Bank employee)
.....@.....	YYYY/MM/DD
.....@.....	YYYY/MM/DD
.....@.....	YYYY/MM/DD

5. Price terms:

- 1/ One-off fee for activating the <https://upload.mbank.pl/upload/>: PLN
- 2/ Monthly cost of providing the images of recorded delivery documents - PLN

Search for documents in the archives, including preparation to mailing to the indicated address, return of documentation In the case of need to receive original document, the cost of delivery (by post or courier) should be added to the cost of search. The Bank assures the search for original document and its preparation for delivery during the next business day following the date of search request receipt + VAT*
Scanning the document and sending it by e-mail The cost of search for document should be added to the cost of providing it. + VAT*
Making a photocopy and sending it by fax The cost of search for document should be added to the cost of providing it. + VAT*

* Current VAT rate

6. Number of bank account for the purpose of commission

I authorise the Bank to charge fees indicated in point 5 from account no.

The fee(s) indicated in item 5 shall be charged on the first business day of the month following the month in which the Bank provided the service to the Customer, by way of charging the account defined in point 6.

The Customer authorises the Bank to charge the fee, which is referred to in point 5, by way of automatic charging the account(s) defined in point 6, regardless of the level of balance in that account.

Information on personal data processing

1. The Bank acts as a personal data controller of the Customer, their representatives and other persons acting on behalf of the Customer in connection with the performance of the Agreement.
2. With a view to concluding and performing the Agreement, the Bank processes personal data of the Customer, their representatives and other persons acting on behalf of the Customer in connection with the performance of the Agreement. The provision of personal data is necessary for the conclusion and performance of the Agreement.
3. The Bank processes data of the Customer, their representatives and other persons acting on behalf of the Customer in connection with the performance of the Agreement also:
 - 1/ for the purposes of banking activity, i.e. for statistical and analytical purposes, for the purposes of assessing and monitoring operational risk, handling complaints, asserting claims, preventing fraud, performing obligations arising out of the applicable law, in particular AML, FATCA, CRS, MIFID and archiving,

- 2/ in order to provide the Customer with marketing materials concerning own services and products of the Bank and subsidiaries of the Bank's Group. The list of mBank Group subsidiaries is available on the website of mBank Group.
4. The Bank processes personal data of the Customer, their representatives and other persons acting on behalf of the Customer in connection with the performance of the Agreement for the period necessary to conclude and perform the Agreement, and then for the period of ten years calculated from the date of the Agreement termination or for another period being the prescription period of possible claims. After the lapse of the above time limits, the Bank shall anonymise the personal data.
 5. The Customer, their representatives and other persons acting on behalf of the Customer in connection with the performance of the Agreement:
 - 1/ have the right to access and correct their data, as well as to transfer them; and
 - 2/ may demand that the data be deleted or limited, or may object to their processing.
 6. The function of the Data Protection Officer is held by a Bank employee, who may be contacted at the following e-mail address: Inspektordanychosobowych@mbank.pl.
 7. Detailed information concerning the principles and procedure for processing personal data by the Bank is specified in the GDPR package published on the mBank Group website at the address www.mbank.pl/pdf/rodo/gdpr-package.pdf
 8. The President of the Personal Data Protection Office acts as the supervisory authority in terms of protection of personal data and the Customer, their representatives and other persons acting on behalf of the Customer in connection with the performance of the Agreement have to right to lodge a complaint to him/her.

The provision of the above personal data is necessary for the Bank to perform the above-mentioned service consisting in the use of the website <https://upload.mbank.pl/upload/> and images of confirmations of receipt as part of a postal order.

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/Company seal and signatures of persons authorised to make
declarations of will regarding the property rights and obligations
on behalf of the Customer/

.....
/company stamp and signatures on behalf of the Bank/

The identities of persons who signed the Agreement and the documents submitted have been verified:

.....
/date, stamp and signature of the Bank's employee/