

## Rules for registration of entrepreneurs

An entrepreneur intending to participate in the schemes administered by the Agricultural Market Agency (ARR) is obliged to register at the Central Register of Entrepreneurs kept by the ARR.

Before filling in the registration form (**WPR\_P1\_f1**), the entrepreneur is requested to become acquainted with the 'Instruction for filling in the registration form' (**WPR\_P1\_z1**).

The registration is based on a registration form (**WPR\_P1\_f1**), completed and submitted to the ARR. **The registration form (WPR\_P1\_f1)** with the 'Instruction for filling in the registration form' (**WPR\_P1\_z1**) constitute an attachment to this information or other applications for registration referred in point V of the 'Rules for registration of entrepreneurs'.

Entrepreneurs register at the ARR by submitting the registration form and the following documents confirming the data contained in the form:

**Civil law partnerships** – shall submit the civil law partnership agreement.

**Educational establishments, religious organizations, penal institutions, nonprofit institutions or organizations** shall submit the act of their establishment and the act of appointing the director, or the certificate (issued no earlier than 3 months before the date of submitting this form) issued by a competent authority or legal act establishing the concerned penal institution.

**Person representing a producer group/organization shall additionally attach, to the registration form,** the list of members of the producer group/organization containing: first name and surname or company name, at least one of the numbers - ARR registration number, Fiscal Identification Number - NIP, Personal Identity Number - PESEL, National Official Business Register Number – REGON (foreign entrepreneur indicates the Passport Number instead of the identification numbers above-mentioned) or ARiMR registration number, provided that it has been assigned. In case of registration form submitted in order to update the composition of producer group/organization, the list shall be attached, drawn up as described above and containing only the specified changes within the group's/organization's members..

In case of registration documents submitted by persons whose right to represent an entity does not result from the accessible registers, the application should be accompanied by a letter of attorney.

**Documents submitted to the ARR must be the originals or true copies certified by:**

- institution which issued the original document (official certificate),
- notary,
- proxy who takes part in the proceeding and who is a lawyer, legal adviser, patent agent or tax adviser,
- ARR employee who receives documents from an entrepreneur (after presenting the original document, copy of which is to be certified).

Moreover, a body's employee, that has certified the document as a true copy, attaches the letter of attorney to represent the entity.

**NOTE:**

Indicating a NIP number in box 10 – is not obligatory only for natural persons covered by PESEL register and who do not run business activity or who are not registered as value-added tax (VAT) payers.

An entrepreneur may indicate in box 12 of the registration form (**WPR\_P1\_f1**) – an additional NIP number, if it will be used for purposes of financial settlements with the ARR.

**NOTE:**

**In case of lack of possibility of identifying the actual or legal state on the basis of public registers or presented official documents, the Agricultural Market Agency may demand that an entrepreneur presents the certificate confirming actual or legal state. The submitted certificate should contain accurate data as for the date of its submission (document no older than 3 months). Documents sent to the ARR must be the originals or the certified true copies according to the rules in force in the ARR.**

**Additional information  
concerning the registration of entrepreneurs  
participating in the schemes administered by the ARR**

### **I. When should a registration form be filled in (WPR\_P1\_f1)?**

As a rule an entrepreneur should register using registration form which should be filled in **before** he/she begins participation in the schemes administered by the ARR.

An entrepreneur is registered **only once** and shall use the assigned registration number in all the schemes he/she will participate in.

### **II. Where may a registration form be obtained?**

The registration form may be obtained:

- at the Central Registry of the ARR Headquarters (30 Karolkowa Street, 01-207 Warsaw)
- at the ARR Regional Branches – Administration Section
- by printing it from the website ([www.arr.gov.pl](http://www.arr.gov.pl))

### **III. Where should a registration form be submitted?**

National entrepreneurs (natural persons, persons carrying out business activity registered in Poland and persons representing agricultural producers groups) – submit the registration form at the ARR Regional Branches or the ARR Headquarters.

Foreign entrepreneurs who do not have a registered business activity in Poland – submit the registration form at the ARR Headquarters.

Registration form together with documents confirming basic registration data may be:

- submitted directly at the ARR Headquarters or the ARR Regional Branches,
- sent by traditional mail,
- transmitted by electronic mail or submitted on IT data carrier – provided that it contains safe electronic signature verifiable by a valid qualified certificate, complying with the rules provided for in provisions of the Act on the electronic signature and provided that it contains data in the required format, as specified in the forms published on the ARR website (for details please visit [www.bip.arr.gov.pl](http://www.bip.arr.gov.pl)),
- submitted through eWnioski web portal (<https://e-wnioski.arr.gov.pl>).

#### **IV. Obligation to update the data contained in the registration form.**

In case of **any** changes to the data provided in the registration form, the entrepreneur is required to submit a new registration form or other registration application referred to in point V of the 'Rules for registration of entrepreneurs', filling in all the boxes with updated data. He/she shall mark box 2, indicating thereby that the form is submitted in order to update the data.

The entrepreneurs who are already registered, but who would like to **update** their data, should attach, to the completed registration form, only the documents, which **confirm new, updated data**, if required.

#### **V. Information on filling in the form by national entrepreneur**

For national entrepreneur there is a possibility of registration and updating the data – on the basis of other documents than registration form (**WPR\_P1\_f1**):

##### **applications on the basis of which the entrepreneur is registered:**

1. form for granting aid for basic seed or certified seed used in sowing or planting in form of de minimis aid (**Dms\_P1\_f2**),
2. declaration of payment for agri-food products promotion funds (**FPZ\_f1**),
3. form for approval of a supplier for participation in the School Fruit and Vegetables Scheme (**OWS01V1**),
4. form for approval of a primary school for participation in the School Fruit and Vegetables Scheme (**OWS02V1**),
5. form for approval of an entity implementing the tasks as regards the communication and/or evaluation of the School Fruit and Vegetables Scheme,
6. notification of an intention to carry out fruits or vegetables withdrawal in absence of sales possibilities due to the Russian embargo,
7. form for granting exceptional aid (**DZE01V1**),
8. notification concerning Commission Delegated Regulation \_1031/2014 (non-harvesting/free distribution),
9. form for granting Commission Delegated Regulation\_1031/2014 support,
10. form for an entry in register (Ppw\_P1\_f1),

11. form for a recognition of a charity (Row\_P1\_f1),
12. form for granting a power to other organizational unit or natural person (Row\_P1\_f2).

**applications on the basis of which the entrepreneur updates his/her data:**

1. form for granting aid for basic seed or certified seed used in sowing or planting in form of de minimis aid (**Dms\_P1\_f2**),
2. declaration of payment for agri-food products promotion funds (**FPZ\_f1**),
3. form for approval of a supplier for participation in the School Fruit and Vegetables Scheme (**OVS01V1**),
4. form for approval of a primary school for participation in the School Fruit and Vegetables Scheme (**OVS02V1**),
5. notification of an intention to carry out fruits or vegetables withdrawal in absence of sales possibilities due to the Russian embargo,
6. form for granting exceptional aid (**DZE01V1**),
7. notification concerning Commission Delegated Regulation \_1031/2014 (non-harvesting/free distribution),
8. form for granting Commission Delegated Regulation \_1031/2014 support,
9. form for an entry in stock records (Ppw\_P1\_f1),
10. form for a recognition of a charity (Row\_P1\_f1),
11. form for granting a power to other organizational unit or natural person (Row\_P1\_f2).

**VI. Information on filling in the form by foreign entrepreneur.**

1. Foreign entrepreneur who does not carry out business activity registered in Poland, fills in the following boxes of the registration form:
  - If the registration form is submitted **for the first time** – box 1 is not filled in (because there is no registration number yet).
  - If the form is submitted again – **in order to update the data** – in box 1, **in the blanks, the registration number assigned by the ARR is placed** and in box 2 a cross should be placed, then **all boxes of the form should be filled in again**.

- In boxes 3 to 6 appropriate blank describing legal status of entrepreneur should be marked.
  - Filling in box 7 to define whether entrepreneur is a registered value-added tax (VAT) payer is obligatory.
  - In box 8 name, or entrepreneur's surname, should be indicated, and in box 9 a natural person gives his/her first name.
  - In boxes 10 to 13, indicating NIP, PESEL, NIP<sup>2</sup>, ARiMR number – please indicate all marks (digits and letters), without gaps, dashes or hyphens.
  - Box 10 – NIP number – is not obligatory only for natural persons covered by PESEL register and who do not run business activity or who are not registered as value-added tax (VAT) payers.
  - Filling in box 12 is not obligatory. An entrepreneur indicates additional NIP number only when he/she intends to use it for financial settlements with the ARR.
  - Filling in box 13 – the ARiMR number, if it was assigned.
  - In box 17 an entrepreneur indicates a code of the country, in which he/she has registered activity.
  - Boxes 27 - 29 should be filled in if an entrepreneur has a phone, fax number and e-mail address. When indicating a phone and fax number – area code should be indicated.
  - Box 30 – postal address – is obligatory.
  - Filling in box 31 (bank account number) is obligatory. In case of a bank account in foreign bank (i.e. outside Poland), first two blanks of box 31 should also be filled in and in box 32 BIC number (Bank Identification Code) should be given.
  - Registration form must contain a legible signature or a signature and a personal stamp of an entrepreneur or a person entitled to represent the entrepreneur.
2. Foreign entrepreneur attaches, to the registration form, an attestation confirmed by the notary, competent judiciary or administrative authority of the entrepreneur's country of origin or country, in which this entrepreneur has his/her headquarters or place of living, containing data given in the form.
  3. Foreign entrepreneurs being agricultural producers<sup>1</sup> i.e.: natural persons, legal persons or organizational units without legal personality, being a farmer in the meaning of the Article 4,

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<sup>1</sup> Act of 18 December 2003 on the national system for keeping records of producers, records of farms and records of applications for the award of payments (O.J. 2015, item 807, as amended).

paragraph 1(a) of the Regulation (EU) No 1307/2013, or being a holder of animal – box 3 of the form – are released from the obligation to submit the statements.

4. Foreign entrepreneur registers and updates the data – on the basis of registration form **(WPR\_P1\_f1)**, also submission of declaration of payment for agri-food products promotion funds **(FPZ\_f1)** is permitted.
5. Foreign entrepreneurs making payments for agri-food products promotion funds or benefiting from these funds, referred to the Act on the agri-food products promotion funds of 22 May 2009 (O.J. 2015, item 2122) – **are not obliged to submit the declarations** only if they register or update the data in the Central Register of Entrepreneurs on the basis of the form for **declaration of payment for agri-food products promotion funds (FPZ\_f1)**. Registering or updating the data in the Central Register of Entrepreneurs on the basis of the above-mentioned form **(FPZ\_f1)** without confirming the data means that in case of participating in other scheme, the entrepreneur will be requested to complete the declaration.
6. Documents submitted by foreign entrepreneur must be **officially translated into Polish**<sup>2</sup>.

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<sup>2</sup> Act of 7 October 1999 on Polish language (O.J. 2011 No. 43, item 224, as amended).