

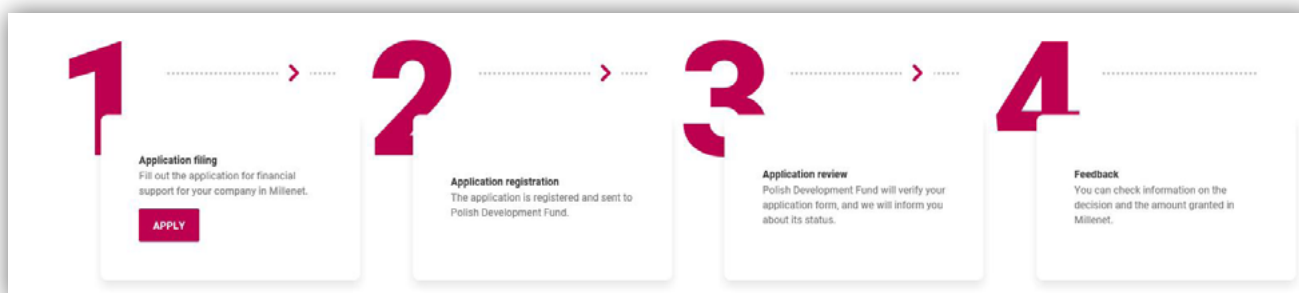
How to apply in Millenet for Companies?

► WHO MAY APPLY?

- The Financial Subsidy Agreement is signed by one person, acting on behalf of the Beneficiary - Entrepreneur, duly authorised or entitled to represent the Entrepreneur to this extent.
- The Bank will verify the authorisation to represent the Entrepreneur in one person on the basis of data contained in the National Court Register (Krajowy Rejestr Sądowy) or Central Register and Information on Economic Activity (Centralna Ewidencja i Informacja o Działalności Gospodarczej).
- In the case of an attorney, the Bank will verify the correctness of the power of attorney and its content, which must conform to the standard established by PFR and contain qualified electronic signatures of the persons granting powers of attorney or in case of a written form - their notarized signatures.
- You have time until 31.12.2020 to provide the power of attorney or statement on the confirmation of activities to the Bank. Failure to submit these documents will mean the need to return the subsidy.

► WHAT YOU SHOULD KNOW:

- The application must be started and finished by the same person.
- Until the end of the current month, the only possible month to be specified in the application as the basis for calculation of the subsidy amount is March.
- On the basis of the data entered, the application automatically calculates the maximum amount of the financial subsidy you are applying for.
- You may interrupt the application process at any time and save the draft application. You don't have to finish the process in one session, you may enter data for the calculation and decide when you will send the application to the Polish Development Fund (PFR).
- Filling in the application on the Bank's website and concluding with its intermediation the Financial Subsidy Agreement will be the grounds for company's qualification for Tarcza Finansowa PFR (financial shield) programme.
- The application cannot be filed in a Bank outlet or at the info line.
- In case of rejection or if a different amount is awarded, you may file your appeal in Millenet for Companies in the Documents and applications (Dokumenty i wnioski) bookmark.
- The process of applying for and deciding on awarding subsidies shall be carried out in four steps.



► HOW TO PREPARE FOR APPLYING FOR THE SUBSIDY UNDER TARCZA FINANSOWA PFR?

- Make sure that the data of your company (Name, NIP, REGON, date of establishment) in the Bank are up to date and consistent with the entry in the relevant register.
- Make sure you are empowered or authorized (as an attorney) to represent the company in one person, also to conclude the Financial Subsidy Agreement.
- Make sure that you have active access to online banking (MilleKod, login, password) and you have bank authorisation tools.
- Check whether your company conducted activity as of 31 December 2019.
- Prepare the financial data of your company, in particular the level of business turnover in selected months and number of persons employed in full time equivalents (including persons working under Civil Law contracts).
- Make sure you are not in arrears with your taxes and social insurance contributions as at 31 December 2019 or as at the day of filing your application.

► HOW TO APPLY FOR THE SUBSIDY IN TARCZA FINANSOWA PROGRAMME?

Applications are filed in the online banking system Millenet for Companies. You will find the e-application in bookmark Dokumenty i wnioski (Documents and applications). After sending the application, you can check its status which within two days from sending should change from „Processed” to „Delivered”. Therefore, we recommend monitoring the status in Millenet for Companies.

▶ HOW TO FILL OUT THE SUBSIDY APPLICATION?

Log to the online banking system **Millenet for Companies** in bookmark **Documents and applications/Dokumenty i wnioski** in section **Financial Shield** (Tarcza Finansowa) select option **Apply**.

The screenshot shows the 'Documents and applications' section of the Millenet for Companies interface. It has four tabs: 'Beneficiaries', 'Authorizations', 'Documents and applications' (selected), and 'Settings'. Under 'Documents and applications', there are two columns. The left column has 'Documents' and 'Applications' sections. The right column has 'Document module' and 'Financial Shield' sections.

Documents	Document module
<ul style="list-style-type: none">Upload documentDocuments templatesDocuments management	<ul style="list-style-type: none">Bank Documents
Applications <ul style="list-style-type: none">New cardNew AccountLimits ApplicationsApplications management	Financial Shield <ul style="list-style-type: none">Submit an application/appealSubvention application list

2. Open the list and select the company, for which you want to apply for subsidy.

What you should know

- The screen below is only for companies with Shared MilleKod/MilleKod Wspólny (a few companies on one MK) and allows to select one of the companies for which you want to apply for subsidy.

The screenshot shows the 'Company select' step of the 'Application for subsidy under the PFR Financial Shield program'. It has three steps: '1 Company select', '2 Details', and '3 Summary'. The 'Company select' step is active. It shows a dropdown menu for 'Company name' with the selected company 'SZCZECIŃSKA WYTWÓRNA WÓDEK "POLMOS" SA TE STOWY KLIENT "POLMOS" POLAND'. Below the dropdown, it shows the company's NIP (8520500138) and REGON (810030020). A 'Next' button is at the bottom right.

3. Upon selecting the company the Programme information will be displayed – review it. Company's data are filled in automatically – check if they are correct. In the last field enter PKD code of the company for which you want to apply for the subsidy.

The screenshot shows the 'Details' step of the 'Application for subsidy under the PFR Financial Shield program'. It has three steps: '1 Company select', '2 Details', and '3 Summary'. The 'Details' step is active. It shows information about the PFR Financial Shield program, including a reminder that the subsidy is paid once for the month selected in the application as the month of decline in turnover. It also provides instructions on when to submit the application. Below this, it shows 'Your company data' which was filled by the bank. The company name is 'BANK MILLENNIUM SA "TEST" DBE', NIP is '5260212931', REGON is '458904400', and the date of establishment is '01 / 01 / 2002'. The PKD code field is empty and has a help icon.

4. Select type of enterprise under which your company can be classified.

What you should know

- Verify the stated values against the data of your company as of 31.12.2019. Define the number of the employees by the working hours (FTEs) and only those employed on a contract of employment. To determine the value of the annual turnover and total assets use the average NBP FX rate for EUR as at 31.12.2019, i.e. 4,2585.

Choose your company type

Micro-enterprise ?

A company that employs between 1 and 9 employees, excluding the owner, and its annual turnover or balance sheet total does not exceed 2 million EUR

Small and medium enterprise ?

A company employing up to 249 employees (excluding the owner), and its annual turnover does not exceed EUR 50 million or the balance sheet total does not exceed EUR 43 million, and is not a micro-company

5. When you open the list select the account, which you want to be credited with the subsidy.

Choose the account to which the subsidy will be transferred

The financial subsidy may be transferred to a settlement account held in PLN

Account number

6. Define whether the business of your company is seasonal (in case of Microenterprises).

Additionally:

In the field „Number of employees at the end of the previous month” indicate the number of employees as at the end of the previous month.

In the field „Number of employees on 31.12.2019” indicate the number of employees as at the end of 31.12.2019.

If your company is from the Small and Medium-sized Enterprises sector, the question about seasonality of the business is not applicable.

Indicate the number of employees as at the end of the previous month.

Employees number in your company

The number of employees should include persons employed on a full-time basis. Based on the number of employees entered, the maximum amount of financial subsidy will be calculated

Does the company run a seasonal business? ☐ Yes ☒ No ?

Number of employees at the end of the previous month ?

Number of employees as at 31.12.2019 ?

Employees number in your company

The number of employees should include persons employed on a full-time basis

Number of employees at the end of the previous month ?

What you should know

- You define the number of employees by the working hours (FTEs) for those employed on a contract of employment and adding to this number the number of cooperating employees whom you reported to ZUS (you count each such employee as 1).

Note – the data entered will be verified by PFR against the data of the Social Insurance Institution (Zakład Ubezpieczeń Społecznych).

7. In section Your company's financial information/Informacje finansowe Twojej firmy:

Indicate **trade turnover** of your company in the entire 2019.

Select the **form of counting decrease in turnover** from:

- a. y/y - for a selected month when the turnover decreased, then the corresponding month of the previous year will be considered, or
- b. m/m - for a selected month when the turnover decreased, then the month preceding this period will be considered.

Select the **reference month** (month when the turnover decreased), which you want to consider as the month with decreased turnover:

Financial information

Turnover in the 2019 PLN

The method of counting the decrease in turnover ▼ ?

Select the month of turnover decrease due to COVID-19 ▼ ?

Turnover in the selected month PLN ?

State **turnover in the selected declining month** and additionally, depending **on the selected form of counting the decrease in turnover**, state:

- a. for the m/m method - turnover in the month preceding the reference month (month with decrease in turnover),
- b. for the y/y method - turnover in the month of 2019 similar to the reference month (month with decrease in turnover).

Note – the data entered will be verified by PFR against the data of the National Revenue Administration (Krajowa Administracja Skarbowa).

8. 8. Upon stating the above data, range of decrease in turnover and Maximum amount of financial subsidy will be displayed.

In the field **Financial subsidy amount you are applying for** enter the **value of the subsidy applied for**, however; not higher than that indicated in the field Maximum amount of financial subsidy.

Granted amount

Decrease data percentage **from 0% to 24,99%**

Calculated percentage amount of decrease in revenue **0,00 %**

Max Amount You Can Get

Amount of financial subsidy you are applying for PLN

Number of employees protected by the subsidy ?

What percentage of losses the subsidy covers ?

9. Check appropriate answers for the indicated statements.

Complete text of the statement will be displayed upon clicking the link Complete text located directly under the title of the statement. The below image presents selected statements.

Statements list

Statement for small and medium enterprise

I declare that the company employed (according to the definition of an employee) as at 31.12. 2019 up to 249 employees, excluding the employer, and its annual turnover does not exceed 50 million EUR or the balance sheet total does not exceed 43 million EUR, and is not a micro-company.

[Hide full text](#)

☒ Yes ☐ No

Statements list

Statement for micro-enterprise

I declare that the company employed (according to the definition of an employee) as at 31.12. 2019 at least 1 employee excluding the owner and no more than 9 employees, excluding the owner, and the company's annual turnover or balance sheet total does not exceed 2 million EUR.

[Hide full text](#)

☒ Yes ☐ No

Declaration – The actual recipient does not have a tax residence in the “tax paradise”

The entrepreneur declares that the entrepreneur has a tax residence in the European Economic Area and his activities have been registered in the territory of the Republic of Poland and his actual recipient does not have a tax residence in the so-called “tax haven”

[Hide full text](#)

☐ Yes ☐ No

Declaration – Transfer of residence in the case of the actual recipient and / or taxpayer within 9 months

In connection with the declaration that the entrepreneur does not have a tax residence in the European Economic Area or does not register activity in the territory of the Republic of Poland or the tax residence of the actual recipient of the entrepreneur being in the “tax haven”, the entrepreneur should ensure that the entrepreneur or the actual recipient of the entrepreneur transfers the tax residence to Poland within 9 months from the date of granting the financial subsidy

[Hide full text](#)

☐ Yes ☐ No

Declaration – no arrears with taxes

I declare that as at 31 December 2019 or as at the date of submitting the application, the entrepreneur applying for the financial subsidy was not in arrears with tax payments. What is not considered as arrears: (i) payment in instalments or deferment, or (ii) arrears with tax payments not exceeding three times the value of the fee charged by the designated operator within the meaning of the act from 23 November 2012 of the Postal Law for treating a letter as registered delivery.

[Hide full text](#)

☐ Yes ☐ No

Statement – no arrears with social security contributions

I declare that as at 31 December 2019 or as at the date of submitting the application, the entrepreneur applying for the financial subsidy has not been in arrears with social security contributions, but it is not considered as arrears: (i) payment in instalments or deferment, or (ii) arrears in payment of social security contributions not exceeding three times the value of the fee charged by the designated operator within the meaning of the act from 23 November 2012 of the Postal Law for treating a letter as registered delivery.

[Hide full text](#)

☐ Yes ☐ No

Statement – not carrying out ethically questionable activities

I declare that the entrepreneur applying for a financial subsidy does not operate in the field of: products or services that may result in the restriction or violation of individual freedoms and/or human rights; activities carried out by credit institutions, cooperative savings and credit unions, investment firms, loan institutions, insurance companies, insurance undertakings, pension funds, investment funds and other collective investment undertakings and asset management entities, payment service providers and other financial institutions, as well as rating agencies; areas questionable for ethical and moral reasons.

[Hide full text](#)

☐ Yes ☐ No

Statement – still ongoing business

I declare that as at the date of submitting the application, the entrepreneur submitting the application for the financial subsidy conducts business activity.

[Hide full text](#)

☐ Yes ☐ No

Statement – company bankruptcy

I declare that as at the date of submitting the application, the bankruptcy proceedings under the act from 28 February 2003 of the Bankruptcy Law have not been opened in relation to the entrepreneur submitting the application for financial subsidy

[Hide full text](#)

☐ Yes ☐ No

Statement – liquidation of the company

I declare that as at the date of submitting the application, the entrepreneur submitting the application for the financial subsidy did not open liquidation under the act from 15 September 2000 of the Commercial Companies Code.

[Hide full text](#)

☐ Yes ☐ No

Statement – company restructuring

I declare that as at the date of submitting the application, the restructuring procedure pursuant to the act from 15 May 2015 of the Restructuring Law has not been opened in reference to the entrepreneur submitting the application for the financial subsidy.

[Hide full text](#)

☐ Yes ☐ No

Statement – submission of this application affects subsequent applications

I declare that I understand that after starting the application process for the subsidy, all subsequent interactions in connection with the program (including appeals) must be submitted only at the same bank – all applications submitted later at other banks will be rejected. In addition, if the application is approved with a partial payment, there are a maximum of 2 appeal proceedings against this decision, which should be preceded by the verification of data in institutions to which the company reports the data presented in this application.

[Hide full text](#)

☐ Yes ☐ No

Declaration of being aware of the possible purposes of allocating funds

I declare that I have familiarized myself with the possible purposes for which the financial subsidy can be used and I declare that I will use the subsidy only for: covering the costs of day-to-day operations, including employee remuneration, costs of purchasing goods and materials, costs of external services, current costs of servicing external financing, rental costs (or other contracts of a similar nature) of real estate used for conducting business activities, any public law receivables, purchase of equipment and other fixed assets necessary for conducting business activity, excluding the allocation of funds for the acquisition (acquisition) directly or indirectly of another entrepreneur (acquisition ban), the ability to use for early repayment of loans up to a maximum of 25% of the value of the financial subsidy, a ban on allocating funds from the financial subsidy for payments to the owner, persons or entities related to the owner of the enterprise.

[Hide full text](#)

☐ Yes ☐ No

Statement – I am authorized to submit an application on behalf of companies

I declare that I am authorized to represent the entrepreneur, including concluding the financial subsidy contract and performing all other activities related to its conclusion and performance.

[Hide full text](#)

☐ Yes ☐ No

Statement – Responsibility for the correctness of the declarations made

I confirm that all information provided and statements made are true and I am aware of criminal liability for presenting false information and making false statements.

[Hide full text](#)

☐ Yes ☐ No

Statement – I run a business in the fisheries and aquaculture sector

I declare that I operate a company in the fisheries and aquaculture sector. Refers to activities covered by the Regulation No 1379/2013 of the European Parliament and the Council of the EU from 11 December 2013 on the common organization of the markets in fishery and aquaculture products, amending Council Regulations (EC) No 1184/2006 and (EC) No 1224/2009 and repealing Council Regulation (EC) No 104/2000.

[Hide full text](#)

☐ Yes ☐ No

Statement – I run the production of agricultural products

I declare that I operate a business in the primary production sector of agricultural products listed in Annex I to the Treaty on the Functioning of the European Union.

[Hide full text](#)

☐ Yes ☐ No

10. Upon checking all the statements **you should select Continue button.**

Declaration - authorization of the Bank to provide information covered by this agreement

The entrepreneur hereby agrees for the Bank to transfer (and simultaneously authorises the Bank to transfer) information related to the conclusion and performance of the Financial Subsidy Agreement, including information constituting a bank secret or professional secret as regards payment services, in particular information indicating that the Entrepreneur is the Bank's client, information about the bank account held and using the Bank's electronic banking: to Polska Fundusz Rozwoju S.A. with seat at 50 Krucza St., 00 025 Warsaw, Krajowa Izba Rozliczeniowa S.A. with seat at 65 rtm. Witolda Pileckiego St., 02 781 Warsaw.

[Hide full text](#)

☐ Yes ☐ No

11. **Confirmation will be displayed**, i.e. window with the summary of the application you filled in.

Application for subsidy under the PFR Financial Shield program

✓ Company select ✓ Details **3 Summary**

Company type **Small and medium enterprise**

Account number **27 1160 2202 0000 0003 6052 0897**

Company name **BANK MILLENNIUM SA "TEST" DBE**

NIP **5260212931**

REGON **458904400**

Date of establishment **01 / 01 / 2002**

PKD code **01.12.Z**

Number of employees at the end of the previous month **15**

Turnover in the 2019 **22 222 222,00 PLN**

The method of counting the decrease in turnover **Year to Year**

Select the month of turnover decrease due to COVID-19 **March 2020**

Turnover in the selected month **2 222 222,00 PLN**

Turnover in the same month of the previous year **3 333 333,00 PLN**

Decrease data percentage **from 25% to 49,99%**

Calculated percentage amount of decrease in revenue **33,33 %**

Max Amount You Can Get **888 888,88 PLN**

Amount of financial subsidy you are applying for **888 888,00 PLN**


Number of employees protected by the subsidy

What percentage of losses the subsidy covers

Read carefully before accept

12. In the Confirmation window there is a section with link to „Financial Subsidy Agreement”. Download and read it before you accept sending your application to PFR.

Read carefully before accept

 [Shield subvention agreement](#)

Czy chcesz zapisać plik **debdcec6-8ab3-48c7-ac8e-a31a478e725c.pdf** (202 KB) z witryny **bankmillennium.pl**?

Zakończono pobieranie pliku **debdcec6-8ab3-48c7-ac8e-a31a478e725c.pdf**.

13. Confirmation will be displayed, i.e. window with the summary of the answers checked by you under the statements.

Statements list

Statement for small and medium enterprise

I declare that the company employed (according to the definition of an employee) as at 31.12. 2019 up to 249 employees, excluding the employer, and its annual turnover does not exceed 50 million EUR or the balance sheet total does not exceed 43 million EUR, and is not a micro-company.

Hide full text

selected Yes

Declaration – The actual recipient does not have a tax residence in the "tax paradise"

The entrepreneur declares that the entrepreneur has a tax residence in the European Economic Area and his activities have been registered in the territory of the Republic of Poland and his actual recipient does not have a tax residence in the so-called "tax haven"

Hide full text

selected Yes

Declaration – no arrears with taxes

I declare that as at 31 December 2019 or as at the date of submitting the application, the entrepreneur applying for the financial subsidy was not in arrears with tax payments. What is not considered as arrears: (i) payment in instalments or deferment, or (ii) arrears with tax payments not exceeding three times the value of the fee charged by the designated operator within the meaning of the act from 23 November 2012 of the Postal Law for treating a letter as registered delivery.

Hide full text

selected Yes

Statement – no arrears with social security contributions

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Hide full text

selected Yes

Statement – not carrying out ethically questionable activities

I declare that the entrepreneur applying for a financial subsidy does not operate in the field of: products or services that may result in the restriction or violation of individual freedoms and/or human rights; activities carried out by credit institutions, cooperative savings and credit unions, investment firms, loan institutions, insurance companies, insurance undertakings, pension funds, investment funds and other collective investment undertakings and asset management entities, payment service providers and other financial institutions, as well as rating agencies, areas questionable for ethical and moral reasons.

Hide full text

selected Yes

Statement – still ongoing business

I declare that as at the date of submitting the application, the entrepreneur submitting the application for the financial subsidy conducts business activity.

Hide full text

selected Yes

Statement – company bankruptcy

I declare that as at the date of submitting the application, the bankruptcy proceedings under the act from 28 February 2003 of the Bankruptcy Law have not been opened in relation to the entrepreneur submitting the application for financial subsidy.

Hide full text

selected Yes

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Hide full text

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Hide full text

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Hide full text

selected Yes

Declaration of being aware of the possible purposes of allocating funds

I declare that I have familiarized myself with the possible purposes for which the financial subsidy can be used and I declare that I will use the subsidy only for: covering the costs of day-to-day operations, including employee remuneration, costs of purchasing goods and materials, costs of external services, current costs of servicing external financing, rental costs (or other contracts of a similar nature) of real estate used for conducting business activities, any public law receivables, purchase of equipment and other fixed assets necessary for conducting business activity, excluding the allocation of funds for the acquisition (acquisition) directly or indirectly of another entrepreneur (acquisition ban), the ability to use for early repayment of loans up to a maximum of 25% of the value of the financial subsidy, a ban on allocating funds from the financial subsidy for payments to the owner, persons or entities related to the owner of the enterprise.

Hide full text

selected Yes

Statement – I am authorized to submit an application on behalf of companies

I declare that I am authorized to represent the entrepreneur, including concluding the financial subsidy contract and performing all other activities related to its conclusion and performance.

Hide full text

selected Yes

Statement – Responsibility for the correctness of the declarations made

I confirm that all information provided and statements made are true and I am aware of criminal liability for presenting false information and making false statements.

Hide full text

selected Yes

Statement – I run a business in the fisheries and aquaculture sector

I declare that I operate a company in the fisheries and aquaculture sector. Refers to activities covered by the Regulation No 1379/2013 of the European Parliament and the Council of the EU from 11 December 2013 on the common organization of the markets in fishery and aquaculture products, amending Council Regulations (EC) No 1184/2006 and (EC) No 1274/2009 and repealing Council Regulation (EC) No 104/2000.

Hide full text

selected No

14. At the bottom of the Confirmation window there is a place for checking that you reviewed and accepted the content of the Agreement. Upon checking this option, you should click the „Send” button.

Declaration - authorization of the Bank to provide information covered by this agreement

The entrepreneur hereby agrees for the Bank to transfer (and simultaneously authorises the Bank to transfer) information related to the conclusion and performance of the Financial Subsidy Agreement, including information constituting a bank secret or professional secret as regards payment services, in particular information indicating that the Entrepreneur is the Bank's client, information about the bank account held and using the Bank's electronic banking: to Polski Fundusz Rozwoju S.A. with seat at 50 Krucza St., 00-025 Warsaw, Krajowa Izba Rozliczeniowa S.A. with seat at 65 rtm. Witolda Pileckiego St., 02-781 Warsaw.

[Hide full text](#)

selected Yes

☒ I confirm that I have read the Agreement

[Back](#) [Send](#)

15. For the Financial Subsidy Agreement to be sent to the Polish Development Fund (Polski Fundusz Rozwoju) through the intermediation of Bank Millennium, you should confirm sending with selected authorisation method. Token or SMS with password.

[i](#) Scan the colored code to authorize the operation

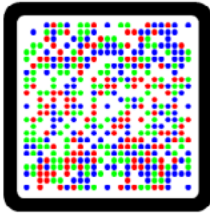
Authorization details

Operation type Covid subvention

Changed by Marcin Pog

Input date 04-05-2020

Amount 888888.00



Scan the colored code

Code:

[How to scan the code? Check](#)

[Back](#) [Cancel](#) [Authorize](#)

SMS password

SMS with Password has been sent to your mobile. Please, read it and check to make sure that it's details are consistent to data presented below:

OperationDate=2020-05-04, OperationNumber=2, SmsCode=*****,

Enter received SMS Password to confirm data and click OK to execute operation

SMS password*

[Generate new SMS password](#) [Cancel](#) [OK](#)

16. Confirmation that application was filed and Financial Subsidy Agreement, concluded with the Bank as PFR's attorney, was sent to PFR will be displayed.

Subvention application

☒ The application was sent. You will find it in „Subvention applications list” tab or under „Applications list” button below.

Important information! If you receive a positive decision on granting support in the amount lower than the one requested, you will receive by transfer to the given bank account the amount indicated in the PFR decision, and for the remainder you can submit an appeal after clarifying the reservations listed in the PFR decision. If you receive a negative decision, you can submit your application again. Remember to clarify in advance the reasons behind the rejection of the application and check the correctness of the data.

[Subvention list](#)