

Terms and Conditions:

1. Initial resolutions

1.1 By placing an order, you agree to have accepted the Terms of Use described below

1.2 Eligibility

- In order to place an order you have to be an economic unit, registered in European Economic Area (EEA), Switzerland, Ukraine, USA, Canada, Australia or New Zealand

1.3 The following definitions apply:

- Customer – an entity registered in the EU, Switzerland, Ukraine, USA, Canada, Australia or New Zealand
- Certiva – Certiva Business Solutions Paweł Plutowicz
- Examined Entity – an economic entity registered in Poland. The term comprises solely the entities covered by Polish Civil Code (Kodeks Cywilny) and Polish Code of Trade Companies (Kodeks Spółek Handlowych)
- *1BUSINESS* – a service line offered by Certiva.

2. Privacy policy

2.1 Certiva is obliged not to disclose your data to third parties. Revealing your name while requesting information from Examined Entity is possible solely with your clear permission.

3. *1BUSINESS* - execution of order

3.1 Subject of order may be:

- business database – preparing register of entities according to the Customer's prerequisites;
- trade partners search – research and presentation of Polish entities according to the Customer's needs. It is possible to extend this service by creditworthiness analysis of each entity presented;
- offers for you – research and presentation of offers tailored to the Customer's specific needs. It is also possible to extend this service by creditworthiness analysis of each entity presented;
- creditworthiness analysis: basic report – comprising the following information: register data, address data, subject of operations, payment manner and other information with respect to the entity's owners – according to the template presented on the website www.1business.pl. Please note that verified information confirming that an entity does not exist shall be treated as basic report.
- creditworthiness analysis: standard report – comprising all information included in basic report, expanded by financial information and financial analysis of Examined Entity – according to the template presented on the website www.1business.pl;
- cost optimisation study – extensive report on costs incurring concerning with business projects relating to Polish market, in particular: transport, supply, wages / salaries, advertising costs;
- special report / sector analysis – scope of this report may be discussed individually according to your wishes;

3.2 Order may be completed in the following languages:

- English
- German
- Polish

3.3 Order may be placed by means of:

- The form presented on the website <http://www.1business.pl>
- e-mail
- regular mail.

Certiva shall confirm acceptance of the order via e-mail or via regular post on the consecutive working day at latest.

3.4 Execution of an order shall take:

- Business databases – up to 2 working days from the date of order acceptance;
- Trade partners search – up to 3 working days from the date of order acceptance;
- Offers for you – up to 10 working days from the date of order acceptance;
- Creditworthiness analysis: basic report - up to 3 working days from the date of order acceptance;
- Creditworthiness analysis: standard report - up to 7 working days from the date of order acceptance;
- Cost optimisation study – up to 15 working days from the date of order acceptance;

- Special reports / sector analysis - the period for preparation of such report is agreed individually and is dependent on complexity of the study.
- 3.5 Completed order may be sent to you by means of e-mail or regular mail.
- 3.6 You are entitled to file a claim within 7 working days from receipt of the requested report by means of e-mail or regular mail. It is strongly required to specify the reasons for the claim. Certiva shall consider the reasonability of the claim within 7 days from claim receipt under assumption of fair play of both sides of the transaction. Certiva reserves itself the right to dismiss the claim. In case of admitting the claim, Certiva is committed to send you a supplement to the previous report free of charge. Periods specified in point 3.4 shall apply.
- 3.7 Certiva is entitled not to accept any kind of resignation from execution of order after confirmation of order.

4. Fees and payments

4.1 Fees:

4.1.1 reports in English or German:

- business databases: 0,20 EUR + VAT per 1 entity presented, minimum no. of entities: 100;
- trade partners search: 10 EUR + VAT per 1 entity presented;
- offers for you: 20 EUR + VAT per 1 entity presented;
- creditworthiness: basic report: 25 EUR + VAT;
- creditworthiness: standard report: 40 EUR + VAT;
- trade partners + creditworthiness: 30 to 45 EUR + MwSt per 1 entity presented;
- offers for you + creditworthiness: 40 to 55 EUR + MwSt per 1 entity presented;
- special reports / sector analysis / cost optimisation study fee is agreed individually.

4.1.2 reports in Polish

- business databases: 0,90 PLN + VAT per 1 entity presented, minimum no. of entities: 100;
- trade partners search: 45 PLN + VAT per 1 entity presented;
- offers for you: 90 PLN + VAT per 1 entity presented;
- creditworthiness: basic report: 110 PLN + VAT;
- creditworthiness: standard report: 180 PLN + VAT;
- trade partners + creditworthiness: 135 to 200 PLN + VAT per 1 entity presented;
- offers for you + creditworthiness: 180 to 250 PLN + VAT per 1 entity presented;
- special reports / sector analysis / cost optimisation study: fee is agreed individually.

4.2 Payments shall be made by means of bank transfer on the following account numbers:

- PL 11 1140 2004 0000 3402 3379 0630 for bank transfers in PLN or
- PL 54 1140 2004 0000 3412 0067 4119 for bank transfers in other currencies.

The terms of payment are 14 days from the invoice date. The bank transfer shall be annotated with the invoice number or the order number.

5. Responsibilities

- 5.1 Certiva reserves itself the right not to disclose his sources of information
- 5.2 In case of orders executed by means of regular mail Certiva will not take responsibility for any delays resulting from the post's course of delivery
- 5.3 Certiva is liable for accuracy and reliability of the information provided. Certiva will, however, not take responsibility for independent from it misstatements or omissions.
- 5.4 The information provided to you must be treated as strictly confidential and must not be revealed to third parties in any form.

6. Final resolutions

- 6.1 Regarding any issues not covered by the above mentioned Terms and Conditions Polish Civil Code shall apply.