

The Terms and Conditions shall be binding since
July 20, 2016.

Terms and Conditions of payment
service Transfer EKSPRES ZAGRANICA
- EXPRESS INTERNATIONAL transfer
(consolidated text)

I. General provisions

§ 1

Terms and Conditions of payment service Transfer EKSPRES ZAGRANICA shall define the terms and conditions of rendering the EXPRESS INTERNATIONAL transfer service by Poczta Polska S.A., as well as the principles of liability for non-performance or improper performance of the service.

§ 2

The terms and abbreviations used in these Terms and Conditions shall have the following meaning:

- 1) **addressee** – an entity specified by the sender as a recipient of the monetary amount set out in the EXPRESS INTERNATIONAL transfer; an addressee may comprise one physical person,
- 2) **Price list** – A price list for a payment service in Poczta Polska S.A. In an international traffic - “EXPRESS INTERNATIONAL Transfer” in accordance with the annex no. 1 to the Decision no. 71/2014/PRUF of the Managing Director for Development of Financial Services of October 15, 2014.
- 3) **proof of identity** – identity card, passport, driving license, other document with a photography, impression of an official stamp with the image of the eagle and signature of its holder; in case of foreign nationals without any of the above-mentioned documents, other document that constitutes a proof of identity of a foreign national,
- 4) **EXPRESS INTERNATIONAL transfer or EIT** – service comprising of ordering in a postal facility a withdrawal, in branch of a foreign institution that proceeds with the withdrawal of money transfers, of a specified monetary amount, transferred with the use of IT networks or other communication means, within a guaranteed term that shall lapse on the first day following the date of order,
- 5) **Post code** – nationwide: Postal Address Code (PNA), consisting of five digits, separated after the first two digits with a hyphen (e.g. 00-940; 10-900); constituting an integral element of the sender’s and recipient’s address; set of postcodes is published in the „Official List of Postcodes”, which is available in every post office and at www.poczta-polska.pl; in case of transfers addressed abroad, there shall apply a post code applicable to a given country, where withdrawal is performed.
- 6) **Transfer** – conclusion of an agreement for execution of TEZ,
- 7) **sender** – one physical person, legal person or organizational unit without a legal personality, who concluded a EIT agreement with Poczta Polska S.A.,
- 8) **Recipient** – addressee or an authorized person, who received the amount of EXPRESS INTERNATIONAL transfer,
- 9) **Postal facility** – office of Poczta Polska S.A., where sender may conclude an EIT agreement,
- 10) **Proof of dispatch** – proof of receipt the EIT in a post office, original copy of which shall be kept by a sender,
- 11) **Terms and Conditions** – Terms and Conditions of the EXPRESS INTERNATIONAL Transfer service,
- 12) **Complaint** – submission, in any postal facility that operates EIT, of a claim within the scope of non-performance or improper performance of EIT,

- 13) **UID** - Unique Identification of the EXPRESS INTERNATIONAL Transfer – 16-character, unique number assigned to each EIT by an IT system,
- 14) **EIT complaint form** – complaint form, application for issuance of a transcript, application for information (Annex no. 2 to Terms and Conditions),

§ 3

1. EIT shall be commissioned within the territory of the Republic of Poland in postal facilities that meet appropriate technical conditions, i.e. with a possibility to record operations in an IT system as well as generate a Unique Identification of the EXPRESS INTERNATIONAL Transfer.
2. EIT shall be provided in all working days, within the opening hours of postal facilities, which are referred to in it. 1.
3. Information on the service shall be available at <http://www.poczta-polska.pl> or on the phone between 8:00 am and 8:00 pm, from Monday to Friday at 801 333 444 and (+48) 43 842 06 00.
4. While sending an EIT, sender may not use any contents that breach personal interests, commonly adopted social standards or contrary to commonly applicable provisions of law.
5. The monetary amount specified in EIT shall be expressed in PLN, in digits and in words.
6. Receipt of monetary transfers in an international traffic shall be subject to the Regulation of the European Parliament and of the Council 2015/947 of May 20, 2015 on information accompanying the transfer of monetary resources and infringement of the Resolution (EC) no. 1781/2006 (UE JoL L 141/1), act of November 16, 2000 on prevention of money-laundering and financing of terrorism (JoL of 2014, it. 455 of 2015, it. 1223) as well as act of July 27, 2002 - Foreign Currency Law (i.e. JoL of 2012, it. 826 as amended) together with all executive orders¹
7. Maximum amount of one EIT converted into EUR (as per the exchange rate of a bank, services of which are used by Poczta Polska S.A. throughout Poland within the scope of foreign transactions, applicable as of the date of dispatch) shall not exceed EUR 5,000.
8. Detailed conditions and parameters of provision of the EXPRESS INTERNATIONAL Transfer service, a.o. list of available countries, a maximum amount that may be transferred to a given country (expressed in a currency that the EIT amount shall be converted to), currency of withdrawal, guaranteed term of service and information on the network of foreign institution, where withdrawal may be performed are included in the “List of countries where postal transfers and EITs may be sent”.
9. „List of countries where postal transfers and EITs may be sent” is available in every postal facility, which is referred to in §3 it. 1 as well as on the website of Poczta Polska S.A.

§ 4

1. Execution of EIT (understood as providing the addressee of the amount for collection in a specified network of foreign institution that proceeds the withdrawal) shall be performed in a guaranteed term that

¹ as set out in p. 1 of the Annex no. 1 to the Decision

lapses on the end of the first working day following the date of dispatch.

2. For EIT paid for in a cashless for, the date of service execution specified in it. 1 shall be calculated from the moment of approving the inflow of the amount of monetary resources to the indicate bank account of Poczta Polska S.A.
3. The time limit specified in it. 1 does not include Saturdays, Sundays and other public holidays applicable in Poland or in the county, where EIT withdrawal is performed.

§ 5

1. EIT Agreement paid in a cash or cashless form (e.g. by a payment card) shall be deemed concluded at the moment of issuance by a postal facility of a proof of dispatch, bearing the impression of a date stamp.²
2. Agreement for EIT paid in a cashless form (by a money transfer) shall be deemed concluded at the moment of confirming the inflow of monetary resources to the bank account indicated by Poczta Polska S.A.³
3. EIT sender shall be required to provide the addressee with a UID number, which along with the identity document comprises the basis for withdrawal of EIT amount in a specified network of a foreign institution that performs the withdrawal. UID Number shall be imposed on the proof of dispatch issue to the sender. Example of a completed proof of dispatch with UID number marked constitutes Annex no. 4 to Terms and Conditions.

II. Dispatch of EIT in a postal facility

§ 6

1. Order for execution of the EXPRESS INTERNATIONAL transfer service shall be placed by filling a form printed by Poczta Polska S.A. (MP1 form, Annex no. 1 to Terms and Conditions). To convert the amount of transfer expressed in Polish zloty to a foreign currency, employee of a postal facility shall apply a foreign currency exchange rate applicable as of the date of dispatch in a bank, services of which are used by Poczta Polska S.A. throughout Poland within the scope of foreign transactions (Deutsche Bank Polska S.A.).
2. A form must be completed without any deletions and corrections, in typescript, with permanent blue or black ink.
3. EIT sender shall be required to provide all information necessary for proper execution of the service, scope of which includes the amount of EIT as well as the following information about the sender and addressee - in accordance with the following specification:
 - 1) surname (required),
 - 2) name (required),

² as set out in p. 2 of the Annex no. 1 to the Decision

³ as set out in p. 2 of the Annex no. 1 to the Decision

- 3) patronymic name of the addressee (required in case of CIS countries: Abkhazia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikistan, Ukraine, Uzbekistan), e.g. VICTOROVICH; lack of patronymic name does not give rise to refusal of service execution by Poczta Polska S.A., however it may cause a delay in withdrawal of EIT abroad, therefore, in this case guaranteed terms of execution, which are referred to in § 4 it. 1 and 2 shall not apply.
 - 4) name, number of house and flat or venue (for sender - required, for addressee - optional),
 - 5) post code (of sender – required, for addressee – required),
 - 6) name of city/town (required),
 - 7) name of country of destination (required),
 - 8) addressee's phone number (below the country's name, optional),
 - 9) contact details written in characters/letters without a counterpart in Latin alphabet shall additionally be supplemented with a transfer form or additional sheet of paper in a phonetic transcription; in case of Cyrillic, the sender shall use a transcription system in accordance with the standards of the International Civil Aviation Organization (ICAO) within the scope of spelling used in passports, set out in the Annex no. 3 to Terms and Conditions.
4. EIT's addressee shall only be a physical person.
 5. EIT shall not include – instead of name and surname (designation) of the sender as well as name and surname of addressee – a pseudonym or other agreed signs.
 6. Within the scope of EIT, it is not possible to provide a correspondence from a sender to an addressee.
 7. EIT's sender has no possibility to withdraw from or amend an agreement concluded, except for situations, when a foreign institution intermediary for performance of money transfers requires the addressee's data be complemented.

III. Payment of fees related to dispatch of EIT

§ 7

1. Payment for EIT, i.e. amount of EIT as well as fees may be paid in a cash or cashless (e.g. by card) form or - if this is stipulated by a written agreement between Poczta Polska S.A. and a sender – in a cashless form by a money transfer to the indicated bank account.⁴
2. The amount of fees shall be specified by a Price List.
3. Payment for performance of EIT shall be paid at dispatch, subject to it. 4.
4. Based on a written agreement between Poczta Polska S.A. and the consignor, there may be established individual conditions for payment of fees, which are referred to in it. 2.
5. In case of payment of payables related to a dispatch of EIT in a cashless form in the amount that exceeds the amount of payables, Poczta Polska S.A. shall return the excess to sender's bank account, which was used to pay for service, subject to it. 6.
6. The agreement concluded between Poczta Polska S.A. and the consignor, may include individual terms of return of excess amounts, which are referred to in it. 5.

⁴ as set out in p. 3 of the Annex no. 1 to the Decision

7. In case of payment of payables in a cashless form in the amount lower than the amount of payables, dispatch of EIT shall be made upon the inflow of the difference to an appropriate bank account of Poczta Polska S.A. Failure to pay within 3 working days from the date of commission of service is equivalent to withdrawal from the service agreement.
8. Monetary funds, which were paid to Poczta Polska S.A.'s bank account shall not be subject to interest.

IV. Withdrawal of EIT abroad

§ 8

1. Withdrawal of EIT shall be made only in the form of a personal receipt in a branch of a foreign institution that is intermediating in the performance of monetary transfers.
2. Only addressee is authorized to receive EIT, except for situations, when regulations adopted by a selected foreign institution intermediating in execution of monetary transfers allow an authorized third party to withdraw money transfers.
3. The minimum age of recipient shall depend on the country, where EIT is addressed to. Responsibility for indication of addressee that satisfies the criteria of maturity shall be vested in the sender.
4. EIT shall be withdrawn based on proof of identity as well as based on UID provided by the addressee.

V. Issuance of copy and provision of information about EIT

§ 9

1. EIT's sender is authorized to receive copy of the Proof of Dispatch, which is equivalent to original copy of the Proof of Dispatch.
2. Application for issuance of a copy of EIT shall be submitted by the sender on an EIT Complaint Form not later than within 12 months from the date of dispatch.
3. For issuance of copy, a fee compliant with the Price List shall be collected.

§ 10

1. EIT's sender or addressee shall be authorized to receive information on execution of EIT from Poczta Polska S.A.
2. Application for provision of information on execution of EIT shall be submitted by the sender or addressee on an EIT Complaint Form not later than within 6 months from the date of dispatch.
3. For provision of information, a fee compliant with the Price List shall be collected.

VI. Responsibility of Poczta Polska S.A.

§ 11

1. Poczta Polska S.A. Shall be responsible for non-performance or improper performance of the service in accordance with Terms and Conditions as well as commonly applicable regulations.
2. EIT shall be deemed improperly performed in case, when due to the fault of Poczta Polska S.A., it was not executed within the time limit that lapses as of the end of a working day following the date of dispatch (in case, when fee for EIT is paid by the sender by cash) or upon confirmation of inflow of monetary funds to the indicated bank account of Poczta Polska S.A. (in case, when fee for EIT is paid by cashless payment).
3. EIT shall be deemed non-performed, if due to Poczta Polska S.A.'s fault, withdrawal was not performed within 30 working days from the date following the day of EIT dispatch (in case, when payment for EIT is made by the sender by cash) or upon confirmation of inflow of monetary funds to the bank account indicated by Poczta Polska S.A. (In case, when EIT fee is paid by cashless payment).

§ 12

A contractual penalty for improper performance of EIT constitutes half of the fee collected for its dispatch.

§ 13

1. A contractual penalty for non-performance of EIT constitutes the fee collected for its dispatch.
2. The entire monetary amount specified in a non-performed EIT as well as the entire fee collected for dispatch shall be subject to return.

§ 14

1. The date of payment of the contractual penalty shall be at most a month following the date of acceptance of complaint and it shall be indicated in a letter that constitutes an answer to this complaint.

§ 15

1. Poczta Polska S.A. shall not bear any liability, if delay or non-performance of the service occurred:
 - 1) as a result of a force majeure,
 - 2) as a result of non-observance of regulations set out in Terms and Conditions by sender,
 - 3) as a result of non-performance by an addressee of requirements of a foreign institution intermediating in execution of monetary transfers, specified for withdrawal, such as presentation of a proof of identity as well as provision of a correct UID number,
 - 4) as a result of no attempt to withdraw the transfer by an addressee within 30 days from the date of dispatch thereof,

- 5) due to the sender's fault (a.o. incorrect or incomplete indication of an addressee, incorrect addressing, including the use of incorrect transcription, incorrect indication of a town/city, country of destination, indication of an addressee that does not meet the age criterion and others),
 - 6) as a result of confiscation (seizure) of the amount of transfer by bodies authorized on the basis of regulations in force in Poland and in country, where withdrawal of EIT was supposed to be performed,
 - 7) As a result of cancellation or withhold of payment in justified cases in relation to execution by Poczta Polska S.A. of procedures resulting from the Act of November 16, 2000 r. on prevention of money-laundering and financing of terrorism (JoL of 2014, it. 455 of 2015, it. 1223) as well as in relation to performance of obligations by a foreign institution based on adequate legal regulations applicable abroad.⁵
2. In case, which is specified in it. 1 p. 1), if EIT service has not been performed, the monetary amount specified in EIT as well as the dispatch fee shall be refunded.
 3. In case, when refund is made due to reasons listed in it. 1 p. 2-5 and 7, funds shall be refunded to the sender by a postal order. For performance of the above refund, a fee is collected under the Price List for a financial payment service in Poczta Polska S.A. in an international traffic EXPRESS INTERNATIONAL Transfer.

VII. Protection of personal data

§ 16

1. Administrator of personal data of senders as well as personal data of addressees submitted by senders in relation to execution of the payment service EXPRESS INTERNATIONAL transfer is Poczta Polska joint-stock company with its registered office in Warsaw at 8 Rodziny Hiszpańskich Street (00-940 Warsaw).
2. Personal data, which is referred to in it. 1 above, shall be collected by Poczta Polska S.A. for the purpose of providing the payment service, which is referred to in this Terms and Conditions as well as in other purposes permitted by law.
3. Provision of personal data is voluntary, however necessary for the purpose of execution of the service, which is referred to in these Terms and Conditions.
4. Persons, which personal data refer to, shall be allowed to access their personal data held by administrators as well as to correct such data, as well as to submit a written justified claim to terminate processing thereof due to an exceptional situation or to lodge an objection as to processing of their personal data for marketing purposes or to provision of such data to other data administrator. **Error! No bookmark defined.**

⁵ as set out in p. 4 of the Annex no. 1 to the Decision

VIII. Complaint procedure

§ 17

1. Complaint shall mean submission of claim for compensation for non-performance or improper performance of EIT specified in these Terms and Conditions.
2. Complaint shall also mean reporting of non-performance or improper performance of the service, which does not include a claim for payment of compensation.

§ 18

The right to claim damages shall be vested in a sender that concluded a service agreement with Poczta Polska S.A.

§ 19

1. Complaints may be submitted in every postal facility that executes EIT service, not earlier than within 8 working days from the day following the date of EIT dispatch or upon confirmation of inflow of monetary funds to the indicated bank account of Poczta Polska S.A., however not later than upon the lapse of 6 months from the date of dispatch or after confirmation of inflow of monetary funds to the indicated bank account of Poczta Polska S.A.
2. The basis for acceptance of complaint shall be an original printout of the Proof of Dispatched issue at the dispatch or an original copy of the Proof of Dispatch, which is referred to in § 9 it. 1 of Terms and Conditions.
3. Complaint shall be submitted in a written form on an EIT Complaint For, which is available in post offices and at <http://www.poczta-polska.pl>.
4. Acceptance and consideration of complaint shall be free of charge.

§ 20

1. Complaints shall include:
 - 1) name and surname (full name) and address of the claimant,
 - 2) reason for complaint,
 - 3) UID,
 - 4) date of EIT dispatch,
 - 5) name and surname, address of an addressee and amount of EIT
 - 6) claimant's instruction as to the form of refund in case of failure to withdraw EIT,
 - 7) claimant's signature,
 - 8) amount of claim or information that the claimant does not seek compensation.
2. The complaint must be accompanied, for inspection, by an original of the proof of dispatch or a copy thereof, which is referred to in § 9 it. 1 of Terms and Conditions.

3. As a proof of receipt of a complaint in a postal facility, claimant shall receive a confirmation in the form of an appropriate annotation placed on the proof of dispatch of a postal order.

§ 21

1. The complaint shall be considered within 30 working days from the date following the date of complaint.
2. The claimant shall be informed in writing about acceptance or refusal of complaint. In each of the above cases, notification shall contain a justification.
3. In case of no possibility to provide an answer within 30 working days, claimant shall be informed in writing about such fact and reasons for delay as well as the final date of response to such complaint. The final date of response must not exceed two months from the date following the date of complaint.

§ 22

To the matters not provided herein, commonly applicable provisions shall apply.

<p>Odeinak Couspondantowy D. korespondencyjny Corespondants de l'expéditeur</p> <p>Nazwisko _____ Imię _____ Prénom _____</p> <p>Adres _____ Adresse _____ Kod pocztowy _____ Miasto _____ Code postal _____ Ville _____ Kraj _____ Pays _____</p> <p>Nr konta pocztowego¹ _____ Ośrodek _____ CCP n° _____ Centre _____</p> <p>Miejsce na korespondencję _____ Communications _____</p> <p><small>¹ - jeżeli jest to płatność z konta ² - Si mandat de paiement</small></p> <p>Kwota wpłacona cyframi / Montant en chiffres _____</p>	<p>POLSKA POLOGNE</p> <p><input type="checkbox"/> Ekspozyt <input type="checkbox"/> Rachunek <input type="checkbox"/> Wzajemnie</p> <p>MIEDZYNARODOWY PRZEKAZ POCZTOWY MANDAT POSTAL INTERNATIONAL</p> <p><input type="checkbox"/> Nie <input type="checkbox"/> Tak</p> <p>Polikardzenie wypłaty Avis de paiement</p> <p><input type="checkbox"/> Tak <input type="checkbox"/> Nie</p> <p><input type="checkbox"/> Oui <input type="checkbox"/> Non</p> <p>Adresat _____ Destinataire _____ Nazwisko, imię _____ Nom, prénom _____</p> <p>Firma _____ Raison sociale _____ Adres odbiorcy _____ Adresse du destinataire _____</p> <p>Kod pocztowy _____ Miasto _____ Code postal _____ Ville _____</p> <p>Kwota wpłacona cyframi / Montant en chiffres _____</p> <p>Kwota słownie / Montant en toutes lettres _____</p>	<p>MP1 (réf. TFPT) Konto adresata Compte du destinataire</p> <p>Ośrodek i nr konta pocztowego, lub BIC/BAN Centre et n° CCP ou BIC/BAN</p> <p>Nazwisko i imię właściciela konta Nom et prénom du titulaire</p> <p>Konto pocztowe/Bank CCP/Banque</p> <p>Nazwa _____ Nom _____</p> <p>Kurs przeliczenia Cours du change</p> <p>Kwota wpłacona / Somme versée _____</p>	<p>Potwierdzenie nadania przekazu pocztowego</p> <p>Wypełnia nadawca</p> <p>Nazwisko, imię (nazwa) _____ i adres nadawcy _____</p> <p>Nazwisko, imię (nazwa) _____ i adres adresata _____</p> <p>Wypełnia pracownik poczty</p> <p>Data nadania _____ Nr nadania _____</p> <p>Kwota przekazu _____ Kurs przeliczenia _____ w PLN _____ w walucie _____ cyframi _____ akret waluty _____</p> <p>Datownik urzędu wystawiającego _____ Opłata _____ Podpis przyjmującego _____</p>	<p>Datownik akret nadania Timbre du service émetteur</p> <p>Nr wystawienia N° d'émission</p> <p>Ślubny nadania Service émetteur</p> <p>Data _____ Date _____</p>	<p>Datownik akret nadania Timbre du service émetteur</p> <p>Nr referencyjny N° de référence</p>
--	---	--	---	---	--

Reklamację dotyczącą przekazania
można składać w każdej placówce pocztowej
w terminie 6 miesięcy,
licząc od dnia następnego
po dniu nadania przekazu.

Miejsca przeznaczona dla ewentualnego odwołania
Cadre réservés aux endossements à l' y a lieu

**Pobliżenie
Quittance**

Przedłożony dokument tożsamości, rodzaj dokumentu

Nr

N°

Wydany w

Etablie à

Przez

Par

Dnia

Le

Na nazwisko

Au nom de

Data i miejsce urodzenia

Date et lieu de naissance

Otrzymałem kwotę

Reçu la somme de

Miejsce i data

Lieu et date

Kasjera oddawcza

Registre d'arrivés

Nr

N°

Podpis odbiorcy

Signature du destinataire

Delonka klub wykopalięch

Timbre ou service payeur



*Kwota kwoty oraz waluty wypłaty

* Montant et monnaie et le service de paiement

PP S.A. nr 289

Wydział Poligrafii Ci Wroclaw 2010

EIT COMPLAINT FORM

Section I – to be filled by claimant/applicant

EIT – EXPRESS INTERNATIONAL Transfer

- Complaint form* Application for**
- issuance of a copy* Application**
- for information***

**One of the above fields to be filled*

1. Information about sender

Name and surname/full name of sender

Sender's address (street, house/venue no., city/town, post code, post office)

E-mail address to provide a response to complaint/information

2. Information about addressee

Name and surname/full name of addressee

Addressee's address (street, house/venue no., city/town, post code, post office)

3. Information from the Proof of Dispatch

a. Dispatch facility and date:

b. EIT's ID:

c. amount in digits: amount in words:

d. reason for complaint:

e. request for compensation: Yes, no Amount of compensation requested: PLN _

f. Method of payment of compensation: postal order bank account no.:

(bank account no.)

g. Method of payment of EIT: postal order bank account no.:

(bank account no.)

*Data in points d, e, f to be filled only in case of complaint

4. Number of requested copies of proofs of dispatch of EIT

Copies to be sent to the following address:

5. Requested information: date of dispatch sender date of withdrawal addressee other

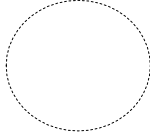
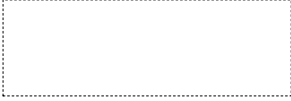
Information to be sent to the following address:

Date of complaint/application

Legible signature of claimant/applicant

Section II – to be filled by a postal application accepting the complaint/application

- 1. I hereby confirm that information contained in the form is consistent with information contained in the original of the proof of dispatch of EIT.
- 2. I confirm that the form has been submitted by a person authorized to lodge a complaint/application.
- 3. Fee for issuance of a copy/provision of information: Has been collected in the amount of: Has not been collected



Impression of the Office's stamp
employee

Impression of a date stamp
accepting the
form/application

Date as well as name and surname of

Form has been registered and assigned the following number:

.....

Name and address of a considering unit:

.....

Section III – to be filled by COF

Item in COF register

1. EIT Status:

.....

2. Place of withdrawal, date of withdrawal:

.....

3. Annexes to the form:

.....



Impression of COF's stamp
employee

Date as well as name and surname of COF

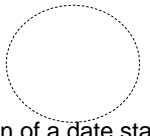
Section IV – to be filled by dispatching postal facility

Item in the dispatching postal facility's register

1. Date of withdrawal to EIT's sender:

2. Reason for failure to obtain sender's signature:

.....



Impression of a date stamp

Date and signature of an employee

Declaration of addressee/sender on receipt of the amount

I hereby declare to have obtained the amount of EIT indicated on the overleaf of this form on

.....

.....
Date and legible signature of sender

Declaration of addressee/sender on non-receipt of the amount

I hereby declare to have not obtained the amount of EIT indicated on the overleaf of this form.

Date and legible signature of sender

Transcription of Cyrillic to characters of the Latin alphabet

In accordance with the principles of the International Civil Aviation Organization (ICAO) within the scope of spelling used in passports.

А	а	A	П	п	P
Б	б	B	Р	р	R
В	в	V	С	с	S
Г	г	G.	Т	т	T
Д	д	D	У	у	U
Е	е	E	Ф	ф	F
Ё	ё	E	Х	х	KH
Ж	ж	ZH	Ц	ц	TS
З	з	Z	Ч	ч	CH
И	и	I	Ш	ш	SH
Й	й	I	Щ	щ	SHCH
К	к	K	Ы	ы	Y
Л	л	L	Ь	ь	-
М	м	[m]	Э	э	E
Н	н	N	Ю	ю	IU
О	о	O.	Я	я	IA

Example of completed proof of dispatch with UID number marked

Potwierdzenie nadania przekazu pocztowego

Wypełnia nadawca

Nazwisko, imię (nazwa) KOWALSKA ANNA

I adres nadawcy ul. BOSMAŃSKA 1
81-116 GDYNIA, POLSKA

Nazwisko, imię (nazwa) CHAGAEV RUSLAN VICTOROVICH

I adres adresata _____
MOSCOW, RUSSIA

Wypełnia pracownik poczty

Data nadania 25.01.2010 r. Nr nadania 1/35

UID 1015410040000046 Kura przeliczenia 3,9695

Kwota przekazu _____

w PLN = 600,00 = w walucie = 151,15 = EUR
złoty euro

Datownik urzędu wystawiającego



Opłata 29,-

Podpis przyjmującego [Signature]