



# How to fill out the contract

1. Please do not print out or send to us this page of the document: it is a manual on how to fill out the contract. It is not a part of the Contract on the IdoSell Shop service.
2. The contract may be filled out by hand or using Adobe Acrobat Reader in a version which allows to fill out PDF forms. Please, make sure that you have the most recent version of the program installed. The updated version can be always downloaded from the site <http://get.adobe.com/reader/>. If your program makes errors with filling out or printing of your national symbols, you have to put them on the printed form manually. If you decide to fill out the form manually, please do it in the way that will be easy to read, e.g. using printed letters.
3. A copy of company incorporation documents should be included with the contract. IAI shall not sign the contract without these documents. Incorporation documents are the decision on assigning tax ID number and CRN [Company Registration Number] and, for individuals who run a business and civil partnership - a decision on entry in the register of businesses, for other companies - a copy from National Court Register. Please, make sure that you include an up-to-date version of these documents and that data provided in the contract is consistent with these documents.
4. When filling out the contract form, fill only spaces with white background. IAI shall fill out spaces with grey background (Client ID and PIN, signatures and seals) when it receives a signed contract. Only company data, company representatives' data and signature shall be provided. Any notes, deletions or corrections of the contract on one's own shall make it invalid.
5. In the slot for the date put the date of conclusion of the contract, that is, the date of sending the shop order form on the website <https://www.idosell.com/uk/shop/order/> in the format DD-MM-YYYY. If you have a problem with finding this date, please find a copy of the letter that confirms that the order was accepted or leave the slot empty, we will fill it out for you.
6. In each slot there are limitations which do not allow to put there more signs than it was declared before. However, the limits are reasonable enough and you should not have problems with it. Nevertheless, if you must write more signs, please print out the contract in blank and fill it out manually.
7. As an ID number please enter your identity card number or your passport number. Driving license number will NOT be accepted.
8. If you do not have a company seal, please write in the space for company seal 'I don't have a company seal' or 'we don't have a company seal'. In the space for signatures, please put the date of actual signature, not the date when you sent us an order from the website <https://www.idosell.com/uk/shop/order/>
9. The company signature must be consistent with company authorisations to represent. If the Purchaser is:
  - an individual who runs a business, then the signature of the owner of the company is necessary.
  - a partnership, signatures of all partners are required
  - a commercial law company (registered company, limited partnership, limited liability company, joint stock, European), a signature consistent with the power to represent, listed in the National Court Register is required.
10. When the contract is signed by a person who is authorized to conclude contracts and manage affairs of the Purchaser, a copy of such authorization shall be send to IAI together with company incorporation documents.
11. If the Purchaser signs the contract incorrectly, they shall be summoned by IAI to complete signatures and IAI may act as if the contract had not been sent to it.
12. One copy of the contract shall be sent by mail to the address of the head office of IAI S.A., that is, al. Piastów 30, 71-064 Szczecin (Polska). The contract in an electronic form is sent back with a qualified electronic signature.
13. Please contact us if you have any doubts related to how to fill out the contract form. Updated contact data can always be found on the website <http://www.idosell.com/uk/shop/contact/>

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