

**Entrepreneur's seal**

**Entrepreneur's ID data**

mailing adress

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KRS: (number in the Register of Companies):

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**LICENCE FEE PAYMENT CALCULATION FORM FOR 2017  
CALCULATION OF REVENUES EARNED IN THE YEAR 2016**

DKN:

Pursuant to the Ordinance of the Council of Ministers of 5 May 1998 in the matter of the amount and method of collecting, by the President of the Energy Regulatory Office, the annual fees paid by the energy companies which have been granted the licence (Journal of Laws of 1998, No. 60 item 387, as amended).

*(to be filled separately for each licence granted)*

**I. to be completed by Entrepreneur**

1. Kind of economic activity covered by the licence:
- WCC  PCC  OCC  WEE  PEE  DEE  OEE  MPG  PPG  DPG  OPG  OGZ  SGZ  
 WPC  MPC  PPC  OPC  OPZ

Date of issue:

Licence number:

2. **Revenues covered by the licence, earned in the year 2016 (in PLN with no decimals)**  PLN
3. Fee coefficient (0,0004 or 0,0006 or zw - if exempted from payment )\*  \*
4. Calculated concession fee (item.2 x item. 3)  PLN
5. Concession fee for payment  PLN  
*(in PLN with no decimals; the fee must not be less than 200 PLN and not more than 1 000 000 PLN. If exempted, the fee is 0 PLN)*
6. Interest resulting from delayed payment (in PLN with no decimal places)  PLN
7. **Total: (item. 5 + item. 6)**  PLN

Other significant informations regarding licence fee: \_\_\_\_\_

The undersigned certifies that the information submitted to you herein has been carefully read and is true, accurate and complete

By: \_\_\_\_\_ ph.no.: \_\_\_\_\_ e-mail: \_\_\_\_\_  
*(Name and surname) (Entrepreneur's e-mail adress)*

\_\_\_\_\_  
*(Done at) (date YY/MM/DD)*

*(Entrepreneur's or authorized person's signature)*

\* wpisać właściwe, zgodnie z wyjaśnieniem na odwrocie

**II. To be filled by ERO**

1. Ammount paid:
- .....  
WD / date                      WD / date                      WD / date                      WD / date

2. Ammount due:  in virtue of:
3. Payment difference (item.2 - item.1)
- a) to be returned (item.2<item.1)
- b) additional payment imposed (item.2>item.1)
- c) resulting from roundings

concession	interest	other

4. Conclusions regarding the calculation\*\*:
- the form prepared correctly     return resulting from overpayment (item.3a)     to demand the payment (item.3b)  
 inne: \_\_\_\_\_

\_\_\_\_\_  
*(ERO official's signature)*

Done at Warsaw, on \_\_\_\_\_

For and on behalf of  
The President of Energy Regulatory Office

*\*\*mark as appropriate*



## EXPLANATIONS

1. 31 March 2017 r. is the deadline for licence fee payments. The fees calculated on the base of revenues earned in the year 2016 r. should be paid without prior notice, to the account of Energy Regulatory Office (given below)

**Nr 58 1010 1010 0028 7322 3100 0000 w NBP O/O Warszawa.**

**Please remember that the kind of economic activity covered by the licence (according to the table below) must be placed in transfer order in the position "payment title" as well as no. DKN which must remain consistent with the number (DKN) placed in the top right-hand corner of the front page of this form and with the year of fee payment (e.g. OPC/11111/2016)**

DKN is the individual Entrepreneur's number, one for all kinds of economic activities covered by the licences. It is either the first or the second number following the initial combination of three capital letters describing in the abbreviated manner the kind of licence (e.g. OPC, WEE, etc.). If only one (1-5 digit) number follows the three letter symbol of licence, the DKN is just this number (e.g. OPC/**32341**/W/OWA/2009/RR), whereas if two (1-5 digit) numbers divided by slash follow three capital letters, the DKN is the second number (e.g. OPC/12584/**32341**/W/OWA/2009/RR).

2. The kinds of economic activity covered by the licence and corresponding coefficients to calculate the fee

(WCC)	Generation of heat	<b>0,0006</b>
(PCC)	Transmission or distribution of heat	
(OCC)	Trade in heat	
(WEE)	Generation of electricity *	
(PEE)	Transmission of electricity	
(DEE)	Distribution of electricity	
(OEE)	Trade in electricity	
(MPG)	Storage of gaseous fuels	
(PPG)	Transmission of gaseous fuels	
(DPG)	Distribution of gaseous fuels	
(OPG)	Trade in gaseous fuels, LNG/CNG	
(OGZ)	Foreign trade in natural gas, including LNG/CNG	
(SGZ)	Liquefaction of natural gas and regasification of liquefied natural gas	
(WPC)	Generation of liquid fuels	
(MPC)	Storage of liquid fuels	
(PPC)	Transmission or distribution of liquid fuels	
(OPC)	Trade in liquid fuels, including <b>liquefied petroleum gas-LPG</b>	
(OPZ)	Foreign trade in liquid fuels, including liquefied petroleum gas - LPG	
(WEE)	Generation of electricity using the installation of renewable source of energy of the joint capacity of installation of renewable source of energy not exceeding 5 MW (art. 34(4) of Energy Law)	<b>zw. (exempted)</b>
(...)	other exemptions	
* PLEASE NOTE: see the box WEE below		

3. Entrepreneurs are obliged to make the payments of annual fee until the licence expiry or withdrawal.
4. Entrepreneurs are obliged to calculate the revenues earned in the year 2016 and to make payment of licence fee not later than 31 March 2017 roku. In case the Entrepreneur has not conducted the economic activity covered by the licence (e.g. activity suspended) the whole year 2016, thus no "licence based" revenues were earned at that time, the annual minimum licence fee amounting to 200 PLN must be made but also not later than to the above mentioned date.
5. The amount of annual revenues, annual licence fee and interest resulting from delayed payments should be rounded to the nearest PLN (with no decimals) in the following way: amounts of less than 0,50 PLN are to be omitted, while the amounts exceeding 0,50 PLN are to be rounded up to the nearest PLN (with no decimals).
6. The Entrepreneur is obliged to calculate the fee and to document the correctness of this calculation (§ 3 of Ordinance of the Council of Ministers of 5 May 1998). Therefore, completed calculation forms (separately for each kind of "licence activity") must be submitted to ERO (Office of the Director General) together with the copy of proof of payment. (*02-222 Warszawa, Al. Jerozolimskie 181*). The correctness of the data given in this form as well as the method of calculation must be certified by authorized person.
7. **In case of failure to meet the deadline for payment, the licence fee should be immediately calculated together with the interest resulting from the delayed payment and then paid to the account given above. The interest should be calculated in the same way as for delays in tax arrears and rounded to PLN without decimals. Calculation of the interest must cover the period since the date of recognising due receivables (1st of April 2016) up to the date when the payment is made.**
8. The filled form should be printed, undersigned and then sent to the mailing address of ERO via traditional post (with confirmation of payment attached) or can be completed in electronically signed version and sent via e-mail to the following address: [oplaty.koncesyjne@ure.gov.pl](mailto:oplaty.koncesyjne@ure.gov.pl) with electronic copy of confirmation of payment attached (in this case sending the documents via traditional post is not required).
9. In case of failure to make payment, the Entrepreneur will be subject to the provisions of the Act of 17th of June 1966 r. on executive proceedings in administration (Journal of Laws of 2005 r. Nr 229, item.1954, as amended).
10. Pursuant to art. 59 of the Freedom of Business Activity Act, an entrepreneur is obliged to notify the President of ERO (Al. Jerozolimskie 181, 02-222 Warszawa) or relevant ERO Branch Office about any change in data referred to in art. 49 of the act, within 14 days from the date of their introduction. In particular, the data such as: the entrepreneur's company, an indication of its registered office and address or place of residence and main address of the principal place of business, changes in the subject and scope of licence activity, bankruptcy, liquidation, cessation of conducting business activity.
11. In case of any change of data referred to in art. 37 (2c) of Energy Law, Entrepreneur is obliged to submit an application to change the licence within days from their introduction.