

POLITECHNIKA WARSZAWSKA

Pismo okólne nr 3/2017
Rektora Politechniki Warszawskiej
z dnia 15 maja 2017 r.

w sprawie angielskojęzycznych wersji wzorów dokumentów wykorzystywanych w procesie zawierania i realizowania umów zlecenia i umów o dzieło

1. W związku z sygnalizowanymi potrzebami występującymi w procesie podpisywania, realizowania i rozliczania umów zlecenia i umów o dzieło zawieranymi przez Politechnikę Warszawską z cudzoziemcami, rekomenduje się do wykorzystania w razie potrzeby, wzory dokumentów wprowadzonych zarządzeniem nr 3/2017 Rektora PW w sprawie zawierania przez Politechnikę Warszawską umów zlecenia i umów o dzieło z osobami fizycznymi w wersji językowej angielskiej, stanowiące następujące załączniki do pisma okólnego:
 - 1) wzór umowy zlecenia (krótkotrwałej, bez praw autorskich) – Contract of Mandate (short-term, with no transfer of copyright), stanowiący załącznik nr 1;
 - 2) wzór umowy o dzieło (krótkotrwałej, bez praw autorskich) – Contract for Specific Work (short-term, with no transfer of copyright), stanowiący załącznik nr 2;
 - 3) wzór umowy o dzieło (krótkotrwałej, z prawami autorskimi) – Contract for Specific Work (short-term, with transfer of copyright), stanowiący załącznik nr 3;
 - 4) wzór umowy zlecenia (z prawami autorskimi – *zawieranej w przypadku jeżeli w wyniku realizacji umowy strony przewidują powstanie utworu w rozumieniu ustawy z dnia 4 lutego 1994 r. o prawie autorskim i prawach pokrewnych*) – Contract of Mandate (with transfer of copyright – *concluded if the parties state that the subject of the Contract is work as defined by the Act of 4 February 1994 on Copyright and Related Rights*), stanowiący załącznik nr 4;
 - 5) wzór umowy zlecenia – Contract of Mandate, stanowiący załącznik nr 5;
 - 6) wzór umowy o dzieło (bez praw autorskich) – Contract for Specific Work (with no transfer of copyright), stanowiący załącznik nr 6;
 - 7) wzór umowy o dzieło (z prawami autorskimi) – Contract for Specific Work (with transfer of copyright), stanowiący załącznik nr 7;
 - 8) wzór protokołu komisyjnego odbioru dzieła (dotyczy rezultatów umowy o dzieło: z prawami autorskimi i bez praw autorskich) – Joint Transfer-Receipt Report (for results of contracts for specific work – with transfer of copyright and with no transfer of copyright), stanowiący załącznik nr 8;
 - 9) wzór protokołu odbioru (dotyczy umów zlecenia i wszystkich umów krótkotrwałych – Delivery-Acceptance Report (for contracts of mandate and all short-term contracts), stanowiący załącznik nr 9;
 - 10) wzór rachunku – bill, stanowiący załącznik nr 10;
 - 11) wzór rachunku autorskiego – bill for work (with transfer of copyright), stanowiący załącznik nr 11;
 - 12) wzór oświadczenia o nieświadczeniu pracy – Statement on non-performance of work, stanowiący załącznik nr 12;
 - 13) wzór kwestionariusza osobowego PZ-SAP – Personal information form PZ-SAP, stanowiący załącznik nr 13;
 - 14) wzór oświadczenia dla celów ubezpieczenia ZUS – Declaration for ZUS social insurance purposes, stanowiący załącznik nr 14.

2. Dokumenty w wersji angielskiej, o których mowa w pkt 1 mogą występować tylko łącznie z wersją językową polską.

REKTOR



prof. dr hab. inż. Jan Szmidt

CONTRACT OF MANDATE No.
(short-term, with no transfer of copyright)

PSP/order*
concluded on20... in, between
Warsaw University of Technology –, NIP (tax identification number)
.....,
(faculty, institute or another organisational unit, address)
hereinafter referred to as the "**Contracting Party**", represented by,
(person authorised by the WUT Rector to conclude contracts for specific work or contracts of mandate)
and

....., PESEL number
(name and surname)
residing in
(address)
hereinafter referred to as the "**Contractor**".

§ 1

1. The Contracting Party orders and the Contractor undertakes to perform the following work with due diligence: on in
2. For appropriate performance of the work, the Contractor shall be paid gross remuneration of PLN (in words:), determined on the basis of the following calculation: hourly fee of PLN multiplied by the estimated maximum number of hours of work
3. On the part of the Contracting Party, organisational and technical matters relating to the completion of the task specified in section 1 shall be supervised by

§ 2

1. The delivery-acceptance report on performance of the Contract with confirmation of the number of the hours the Contractor worked shall be signed by the person signing the Contract / Mr/Ms* within 3 working days after the specified date of performance of the Contract.
2. Upon signing the no-claims delivery-acceptance report, the Contractor shall present the Contracting Party with a bill or invoice, on the basis of which the remuneration shall be payable.
3. The remuneration of the Contractor shall be payable no later than on the 18th day of the month following the month in which the bill or invoice is delivered to the Contracting Party.
4. ** In addition to the remuneration, the Contractor shall receive reimbursement of travel expenses, as well as allowance for the subsistence expenses as determined in accordance with the Regulation of the Minister of Labour and Social Policy of 29 January 2013 on allowances for business trips for workers employed in state or local authority units. / The remuneration shall include all costs borne by the Contractor in connection with the Contract, including travel and subsistence expenses.*

§ 3

In case of a delay in the performance of the work by the Contractor, the Contracting Party may terminate the Contract with immediate effect and the Contractor shall not be entitled to remuneration.

§ 4

Additional stipulations:
.....

§ 5

1. The Parties hereby declare that by classifying the Contract as a contract of mandate they take the responsibility for appropriate fulfilment of obligations towards the Social Insurance Institution ZUS and the tax office.
2. If the Contract becomes the basis for covering the Contractor with obligatory pension insurance after it has been signed, it shall be assumed that the remuneration referred to in §1 section 2 shall include all social insurance premiums, also those typically covered by the Contracting Party.

§ 6

In accordance with Art. 24 section 1 of 29 August 1997 on Protection of Personal Data, the Contracting Party hereby informs the Contractor that the data administrator processing personal data shall be Warsaw University of Technology located in Warsaw, Plac Politechniki 1. The personal data shall be processed exclusively for the

purposes of performing the administrator's duties arising from the Contract. The Contractor shall have the right to have access to his/her personal data processed by Warsaw University of Technology, as well as to correct them.

§ 7

1. Any alterations or amendments to the Agreement shall be made in writing, otherwise being null and void.
2. To all matters not settled herein, legal regulations shall apply, in particular provisions of the Civil Code.
3. All disputes arising from this Contract shall first be settled amicably.
4. Any disputes that cannot be resolved amicably shall be settled by a competent common court having jurisdiction over the seat of the Contracting Party.

§ 8

The Contract has been made in three identical copies, one for the Contractor and two for the Contracting Party.

.....
Contracting Party

.....
Contractor

NOTE - if the Contract work is performed on WUT premises, the copy of the Contract kept at the unit for which the work is done should include annex no. 6 to Regulation no. 39/2008 of the WUT Rector of 8 July 2008

** choose as appropriate*

*** the stipulation is applied only when the Contracting Party plans trips of the Contractor connected with performance of the work and financed as part of remuneration for the work – if the Contracting Party does not plan such trips, this stipulation should be left out.*

Contract of mandate no.

CONTRACT FOR SPECIFIC WORK No.
(short-term, with no transfer of copyright)

PSP/order*
concluded on20... in, between
Warsaw University of Technology –, NIP (tax identification number)
.....
(faculty, institute or another organisational unit, address)
hereinafter referred to as the "Contracting Party", represented by,
(person authorised by the WUT Rector to conclude contracts for specific work or contracts of mandate)
and
....., PESEL number
(name and surname)
residing in
(address)
hereinafter referred to as the "Contractor".

§ 1

1. The Contractor undertakes to perform the following work for the Contracting Party:
..... of the parameters / specified in annex no.
..... to the Contract. The work shall be performed in on, from
..... to
2. The Contracting Party shall pay the Contractor gross remuneration of PLN (in words:
.....).
3. **In addition to the remuneration, the Contractor shall receive reimbursement of travel expenses, as well as allowance for the subsistence expenses as determined in accordance with the Regulation of the Minister of Labour and Social Policy of 29 January 2013 on allowances for business trips for workers employed in state or local authority units.
4. On the part of the Contracting Party, organisational and technical matters relating to the completion of the task specified in section 1 shall be supervised by

§ 2

1. The work shall be prepared using the Contractor's own resources / resources delivered against confirmation of receipt by the Contracting Party*.
2. The Contractor shall clear the accounts regarding the resources received within days following the acceptance of the work.

§ 3

1. The transfer-receipt report shall be signed by the person signing the Contract / Mr/Ms* within 7 working days after the specified termination date of the Contract.
2. Upon signing the no-claims transfer-receipt report, the Contractor shall present the Contracting Party with a bill or invoice, on the basis of which the remuneration shall be payable.
3. The remuneration of the Contractor shall be payable no later than on the 18th day of the month following the month in which the bill or invoice is issued.

§ 4

Additional stipulations:
.....

§ 5

1. In case of a delay in the creation of the work or part of the work by the Contractor, the Contracting Party may terminate the Contract with immediate effect and the Contractor shall not be entitled to remuneration.
2. In case of the Contractor's failure to perform the Contract for reasons attributable to the Contractor or if the Contract is terminated for the reason laid down in point 1, the Contractor shall pay the Contracting Party contractual penalty of 20% of the remuneration.
3. Based on applicable laws, the Contracting Party may seek compensation greater than contractual penalties and damages for losses incurred by the Contracting Party in the course of the Contract.

§ 6

1. The Parties hereby declare that by classifying the Contract as a contract for specific work they take the responsibility for appropriate fulfilment of obligations towards the Social Insurance Institution ZUS and the tax office.

2. If the Contract becomes the basis for covering the Contractor with obligatory pension insurance after it has been signed, it shall be assumed that the remuneration referred to in §1 section 2 shall include all social insurance premiums, also those typically covered by the Contracting Party.

§ 7

In accordance with Art. 24 section 1 of 29 August 1997 on Protection of Personal Data, the Contracting Party hereby informs the Contractor that the data administrator processing personal data shall be Warsaw University of Technology located in Warsaw, Plac Politechniki 1. The personal data shall be processed exclusively for the purposes of performing the administrator's duties arising from the Contract. The Contractor shall have the right to have access to his/her personal data processed by Warsaw University of Technology, as well as to correct them.

§ 8

1. Any alterations or amendments to the Agreement shall be made in writing, otherwise being null and void.
2. To all matters not settled herein, legal regulations shall apply, in particular provisions of the Civil Code.
3. All disputes arising from this Contract shall first be settled amicably.
4. Any disputes that cannot be resolved amicably shall be settled by a competent common court having jurisdiction over the seat of the Contracting Party.

§ 9

The Contract has been made in three identical copies, one for the Contractor and two for the Contracting Party.

.....
Contracting Party

.....
Contractor

NOTE: If the Contract work is performed on WUT premises, the copy of the Contract kept at the unit for which the work is done should include annex no. 6 to Regulation no. 39/2008 of the WUT Rector of 8 July 2008

** choose as appropriate*

*** the stipulation is applied only when the Contracting Party plans trips of the Contractor connected with performance of the work and financed as part of remuneration for the work – if the Contracting Party does not plan such trips, this stipulation should be left out.*

Contract for specific work no.

CONTRACT FOR SPECIFIC WORK No.
(short-term, with transfer of copyright)

PSP/order*
concluded on20... in, between
Warsaw University of Technology –, NIP (tax identification number)
.....,
(faculty, institute or another organisational unit)
hereinafter referred to as the "Contracting Party", represented by,
(person authorised by the WUT Rector to conclude contracts for specific work or contracts of mandate)
and
....., PESEL number
(name and surname)
residing in
(address)
hereinafter referred to as the "Contractor".

§ 1

1. The Contractor undertakes to perform the following work for the Contracting Party:
 - 1) review of a doctoral thesis
 - 2) reviews during the *habilitacja* (habilitation) proceedings.....*
 - 3)
in, from to
2. The Contracting Party shall pay the Contractor gross remuneration of PLN (in words:). The remuneration shall also include the remuneration for transfer of the author's economic rights to the work and the ownership of a copy of work.
- 3 **In addition to the remuneration, the Contractor shall receive reimbursement of travel expenses, as well as allowance for the subsistence expenses as determined in accordance with the Regulation of the Minister of Labour and Social Policy of 29 January 2013 on allowances for business trips for workers employed in state or local authority units. / The remuneration shall include all costs borne by the Contractor in connection with the Contract, including travel and subsistence expenses.*
- 4 On the part of the Contracting Party, organisational and technical matters relating to the completion of the task specified in section 1 shall be supervised by

§ 2

1. The work shall be prepared using the Contractor's own resources / resources delivered against confirmation of receipt by the Contracting Party.
2. The Contractor shall clear the accounts regarding the resources received within days following the acceptance of the work.

§ 3

1. The transfer-receipt report shall be signed by the person signing the Contract / Mr/Ms* within 7 working days after the specified termination date of the Contract.
- 2 Upon signing the no-claims transfer-receipt report, the Contractor shall present the Contracting Party with a bill or invoice, on the basis of which the remuneration shall be payable.
- 3 The remuneration of the Contractor shall be payable no later than on the 18th day of the month following the month in which the bill or invoice is issued.

§ 4

1. In accordance with the Act of 4 February 1994 on Copyright and Related Rights, the work created under this Contract shall be copyrighted.
2. Upon receipt of the work produced under this Contract, the Contractor shall transfer to the Contracting Party full copyright without any temporal and territorial reservations and shall agree to the Contracting Party's execution of derivative copyright to the work created under the Contract.
3. Transfer of copyright referred to in section 2 shall cover the following fields of use: saving (making a copy which could be used for publication of the work), digitalisation, entering into the memory of computers, printing, copying by printing or recording on a magnetic disc in the electronic form, launching to the market, for example, as a book publication, a manuscript, also in the loose-leaf up-dated form, press publication, in the form of saving on any data storage device, free lending or provision of copies, publication (in full or in fragments) on the Internet in a form that can be saved by an interested reader, also in RAM memory – in the original language version and in translation into foreign languages, along with the Contracting Party's right to make compilations and changes of the layout, in and outside of Poland.
4. The Contractor authorizes the Contracting Party to make changes, adaptations or updates of the work and to modify and make adaptations and compilations of the work with other works, and also to use and sell such

compilations in the fields of use specified in section 3 without the necessity to acquire additional consent of the Contractor.

5. The Contractor shall be held liable for infringement of personal interests or copyright of third parties in connection with the completion of the Contract or the Contracting Party using the work. Shall there be any claims towards the Contracting Party on the abovementioned grounds, the Contractor shall be obliged to fully satisfy the claims of third parties and to exempt the Contracting Party from the obligation to satisfy such claims, as well as to reimburse to the Contracting Party the remuneration and other costs borne, as well as lost profits.

§ 5

Additional stipulations:

§ 6

1. In case of a delay in the creation of the work by the Contractor, the Contracting Party may terminate the Contract with immediate effect and the Contractor shall not be entitled to remuneration.
2. In case of the Contractor's failure to complete the Contract for reasons attributable to the Contractor or if the Contract is terminated for the reason laid down in point 1, the Contractor shall pay the Contracting Party contractual penalty of 20% of the remuneration specified in §1 section 2.
3. Based on applicable laws, the Contracting Party may seek compensation greater than contractual penalties and damages for losses incurred by the Contracting Party in the course of the Contract.

§ 7

1. The Parties hereby declare that by classifying the Contract as a contract for specific work they take the responsibility for appropriate fulfilment of obligations towards the Social Insurance Institution ZUS and the tax office.
2. If the Contract becomes the basis for covering the Contractor with obligatory pension insurance after it has been signed, it shall be assumed that the remuneration referred to in §1 section 2 shall include all social insurance premiums, also those typically covered by the Contracting Party.

§ 8

In accordance with Art. 24 section 1 of 29 August 1997 on Protection of Personal Data, the Contracting Party hereby informs the Contractor that the data administrator processing personal data shall be Warsaw University of Technology located in Warsaw, Plac Politechniki 1. The personal data shall be processed exclusively for the purposes of performing the administrator's duties arising from the Contract. The Contractor shall have the right to have access to his/her personal data processed by Warsaw University of Technology, as well as to correct them.

§ 9

1. Any alterations or amendments to the Agreement shall be made in writing, otherwise being null and void.
2. To all matters not settled herein, legal regulations shall apply, in particular provisions of the Civil Code and the Act of 4 February 1994 on Copyright and Related Rights.
3. All disputes arising from this Contract shall first be settled amicably.
4. Any disputes that cannot be resolved amicably shall be settled by a competent common court having jurisdiction over the seat of the Contracting Party.

§ 10

The Contract has been made in three identical copies, one for the Contractor and two for the Contracting Party.

.....
Contracting Party

.....
Contractor

NOTE: If the Contract work is performed on WUT premises, the copy of the Contract kept at the unit for which the work is done should include a signed information sheet on risks – annex no. 6 to Regulation no. 39/2008 of the WUT Rector of 8 July 2008 – not applicable to completion of the work referred to in §1 section 1 points 1 and 2 of the Contract

** choose as appropriate*

*** the stipulation is applied only when the Contracting Party plans trips of the Contractor connected with performance of the work and financed as part of remuneration for the work – if the Contracting Party does not plan such trips, this stipulation should be left out.*

Contract for specific work no.

CONTRACT OF MANDATE No.

(with transfer of copyright – *concluded if the parties state that the subject of the Contract is work as defined by the Act of 4 February 1994 on Copyright and Related Rights*)

PSP/order*

concluded on20... in, between

Warsaw University of Technology –, NIP (tax identification number)

.....,

(*faculty, institute or another organisational unit, address*)

hereinafter referred to as the "**Contracting Party**", represented by,

(*person authorised by the WUT Rector to conclude contracts for specific work or contracts of mandate*)

and

....., PESEL number

(*name and surname*)

residing in,

(*address*)

hereinafter referred to as the "**Contractor**".

§ 1

The Contracting Party orders and the Contractor undertakes to perform the following work with due diligence:

.....

§ 2

1. The work shall/shall not* be performed on the Contracting Party's premises.
2. The Contract has been concluded for a specified period from to
3. For appropriate performance of the work, the Contractor shall be paid gross remuneration of PLN (in words:), determined on the basis of the following calculation: hourly fee of PLN multiplied by the estimated maximum number of hours of work The remuneration shall also include the remuneration for transfer of the author's economic rights to the work.
4. At the end of each month covered by the Contract, the Contractor shall submit information on the number of hours he/she worked in a given month, no later than one working day after the end of the month.
5. The delivery-acceptance report on full/partial performance of the Contract* with confirmation of the number of the hours the Contractor worked shall be signed by the person signing the Contract / Mr/Ms* within 3 working days after the end of the month.
6. If the Contractor does not perform any work in a given month, he or she shall submit to the Contracting Party a statement on non-performance of work, no later than one working day after the end of the month.
7. Upon signing the no-claims delivery-acceptance report, the Contractor shall present the Contracting Party with a bill or invoice, on the basis of which the remuneration shall be payable.
8. The remuneration of the Contractor shall be payable no later than on the 18th day of the month following the month in which the bill or invoice is delivered to the Contracting Party.
9. The remuneration shall be payable in lump sum / in monthly payments equivalent to the number of hours the Contractor worked.*
10. During performance of the work under this Contract, the Contractor shall/shall not* complete a work performance timesheet.
11. ** In addition to the remuneration, the Contractor shall receive reimbursement of travel expenses, as well as allowance for the subsistence expenses as determined in accordance with the Regulation of the Minister of Labour and Social Policy of 29 January 2013 on allowances for business trips for workers employed in state or local authority units. / The remuneration shall include all costs borne by the Contractor in connection with the Contract, including travel and subsistence expenses.*

§ 3

The Contractor shall keep confidential all information on the Contracting Party he or she acquired in connection with the Contract (Confidential Information). Confidential Information specified in the previous sentence shall be understood as any information on the Contracting Party, regardless of its form and way of presenting it or level of their processing, acquired by the Contractor in connection with the performance of the Contract. Confidential Information shall be, in particular, all information and technologies protected by law (including know-how, patents, licences, copyright), as well as information on the activity of the Contracting Party and its cooperating parties and partners.

§ 4

In case of a delay in the performance of the full work or part of the work by the Contractor, the Contracting Party may terminate the Contract with immediate effect and the Contractor shall not be entitled to remuneration.

§ 5

1. The Parties hereby declare that by classifying the Contract as a contract of mandate they take the responsibility for appropriate fulfilment of obligations towards the Social Insurance Institution ZUS and the tax office.
2. If the Contract becomes the basis for covering the Contractor with obligatory pension insurance after it has been signed, it shall be assumed that the remuneration referred to in §2 section 3 shall include all social insurance premiums, also those typically covered by the Contracting Party.
3. The Contractor shall inform the Contracting Party in writing of any change in the obligation of payment of social insurance premiums. The Contractor shall take responsibility for the consequences of failure to fulfil this obligation.

§ 6

1. If this Contract results in creation of work in accordance with the Act of 4 February 1994 on Copyright and Related Rights, upon delivery of the work produced under this Contract, the Contractor shall transfer to the Contracting Party full copyright without any temporal and territorial reservations and shall agree to the Contracting Party's execution of derivative copyright to the work created under the Contract.
2. In accordance with the Act of 4 February 1994 on Copyright and Related Rights, the work created under this Contract shall be copyrighted.
3. Transfer of copyright referred to in section 1 shall cover the following fields of use: saving (making a copy which could be used for publication of the work), digitalisation, entering into the memory of computers, printing, copying by printing or recording on a magnetic disc in the electronic form, launching to the market, for example as a book publication, a manuscript, also in the loose-leaf up-dated form, press publication, in the form of saving on any data storage device, free lending or provision of copies, publication (in full or in fragments) on the Internet in a form that can be saved by an interested reader, also in RAM memory – in the original language version and in translation into foreign languages, along with the Contracting Party's right to make compilations and changes of the layout, in and outside of Poland.
4. The Contractor authorizes the Contracting Party to make changes, adaptations or updates of the work and to modify and make adaptations and compilations of the work with other works, and also to use and sell such compilations in the fields of use specified in section 3 without the necessity to acquire additional consent of the Contractor.
5. The Contractor shall be held liable for infringement of personal interests or copyright of third parties in connection with the completion of the Contract or the Contracting Party using the work. Shall there be any claims towards the Contracting Party on the abovementioned grounds, the Contractor shall be obliged to fully satisfy the claims of third parties and to exempt the Contracting Party from the obligation to satisfy such claims, as well as to reimburse to the Contracting Party the remuneration and other costs borne, as well as lost profits.

§ 7

In accordance with Art. 24 section 1 of 29 August 1997 on Protection of Personal Data, the Contracting Party hereby informs the Contractor that the data administrator processing personal data shall be Warsaw University of Technology located in Warsaw, Plac Politechniki 1. The personal data shall be processed exclusively for the purposes of performing the administrator's duties arising from the Contract. The Contractor shall have the right to have access to his/her personal data processed by Warsaw University of Technology, as well as to correct them.

§ 8

The Contract may be terminated by each Party upon a-day notice period or by mutual agreement.

§ 9

1. Any alterations or amendments to the Agreement shall be made in writing, otherwise being null and void.
2. To all matters not settled herein, legal regulations shall apply, in particular provisions of the Civil Code and the Act on Copyright and Related Rights.
3. All disputes arising from this Contract shall first be settled amicably.

4. Any disputes that cannot be resolved amicably shall be settled by a competent common court having jurisdiction over the seat of the Contracting Party.

§ 10

The Contract has been made in three identical copies, one for the Contractor and two for the Contracting Party.

.....
Contracting Party

.....
Contractor

NOTE - if the Contract work is performed on WUT premises, the copy of the Contract kept at the unit for which the work is done should include:

- 1) "work station instruction sheet for a cooperating person or intern" – annex no. 2 to Regulation no. 38/2015 of the WUT Rector of 23 September 2015 on the rules and procedures of completion of trainings on work health and safety for employees, doctoral students and persons performing work on the basis of civil law contracts, trainees and interns,
- 2) "acknowledgement of professional risk connected with work at the work station" or "acknowledgement of health and safety hazards on the premises" – annex no. 5 and 6, respectively, to Regulation no. 39/2008 of the WUT Rector of 8 July 2008
- 3) copy of a doctor's certificate on no contraindications to performing work under the Contract (in accordance with §3 of the regulation)

* choose as appropriate

** the stipulation is applied only when the Contracting Party plans trips of the Contractor connected with performance of the work and financed as part of remuneration for the work – if the Contracting Party does not plan such trips, this stipulation should be left out.

Contract of mandate no.

CONTRACT OF MANDATE No.

PSP/order*
concluded on20... in, between
Warsaw University of Technology –, NIP (tax identification number)
.....,
(faculty, institute or another organisational unit, address)
hereinafter referred to as the "Contracting Party", represented by,
(person authorised by the WUT Rector to conclude contracts for specific work or contracts of mandate)
and
....., PESEL number
(name and surname)
residing in
(address)
hereinafter referred to as the "Contractor".

§ 1

The Contracting Party orders and the Contractor undertakes to perform the following work with due diligence:
.....

§ 2

1. The work shall/shall not* be performed on the Contracting Party's premises.
2. The Contract has been concluded for a specified period from to
3. For appropriate performance of the work, the Contractor shall be paid gross remuneration of PLN (in words:), determined on the basis of the following calculation: hourly fee of PLN multiplied by the estimated maximum number of hours of work
4. At the end of each month covered by the Contract, the Contractor shall submit information on the number of hours he/she worked in a given month, no later than one working day after the end of the month.
5. The delivery-acceptance report on full/partial performance of the Contract* with confirmation of the number of the hours the Contractor worked shall be signed by the person signing the Contract / Mr/Ms* within 3 working days after the end of the month.
6. If the Contractor does not perform any work in a given month, he or she shall submit to the Contracting Party a statement on non-performance of work, no later than one working day after the end of the month.
7. Upon signing the no-claims delivery-acceptance report, the Contractor shall present the Contracting Party with a bill or invoice, on the basis of which the remuneration shall be payable.
8. The remuneration of the Contractor shall be payable no later than on the 18th day of the month following the month in which the bill or invoice is delivered to the Contracting Party.
9. The remuneration shall be payable in lump sum / in monthly payments equivalent to the number of hours the Contractor worked.*
10. During performance of the work under this Contract, the Contractor shall/shall not* complete a work performance timesheet.
11. ** In addition to the remuneration, the Contractor shall receive reimbursement of travel expenses, as well as allowance for the subsistence expenses as determined in accordance with the Regulation of the Minister of Labour and Social Policy of 29 January 2013 on allowances for business trips for workers employed in state or local authority units. / The remuneration shall include all costs borne by the Contractor in connection with the Contract, including travel and subsistence expenses.*

§ 3

The Contractor shall keep confidential all information on the Contracting Party he or she acquired in connection with the Contract (Confidential Information). Confidential Information specified in the previous sentence shall be understood as any information on the Contracting Party, regardless of its form and way of presenting it or level of their processing, acquired by the Contractor in connection with the performance of the Contract. Confidential Information shall be, in particular, all information and technologies protected by law (including know-how, patents, licences, copyright), as well as information on the activity of the Contracting Party and its cooperating parties and partners.

§ 4

In case of a delay in the performance of the full work or part of the work by the Contractor, the Contracting Party may terminate the Contract with immediate effect and the Contractor shall not be entitled to remuneration.

§ 5

1. The Parties hereby declare that by classifying the Contract as a contract of mandate they take the responsibility for appropriate fulfilment of obligations towards the Social Insurance Institution ZUS and the tax office.
2. If the Contract becomes the basis for covering the Contractor with obligatory pension insurance after it has been signed, it shall be assumed that the remuneration referred to in §2 section 3 shall include all social insurance premiums, also those typically covered by the Contracting Party.
3. The Contractor shall inform the Contracting Party in writing of any change in the obligation of payment of social insurance premiums. The Contractor shall take responsibility for the consequences of failure to fulfil this obligation.

§ 6

In accordance with Art. 24 section 1 of 29 August 1997 on Protection of Personal Data, the Contracting Party hereby informs the Contractor that the data administrator processing personal data shall be Warsaw University of Technology located in Warsaw, Plac Politechniki 1. The personal data shall be processed exclusively for the purposes of performing the administrator's duties arising from the Contract. The Contractor shall have the right to have access to his/her personal data processed by Warsaw University of Technology, as well as to correct them.

§ 7

The Contract may be terminated by each Party upon a-day notice period or by mutual agreement.

§ 8

1. Any alterations or amendments to the Agreement shall be made in writing, otherwise being null and void.
2. To all matters not settled herein, legal regulations shall apply, in particular provisions of the Civil Code and the Act on Copyright and Related Rights.
3. All disputes arising from this Contract shall first be settled amicably.
4. Any disputes that cannot be resolved amicably shall be settled by a competent common court having jurisdiction over the seat of the Contracting Party.

§ 9

The Contract has been made in three identical copies, one for the Contractor and two for the Contracting Party.

.....
Contracting Party

.....
Contractor

NOTE - if the Contract work is performed on WUT premises, the copy of the Contract kept at the unit for which the work is done should include:

- 1) *"work station instruction sheet for a cooperating person or intern" – annex no. 2 to Regulation no. 38/2015 of the WUT Rector of 23 September 2015 on the rules and procedures of completion of trainings on work health and safety for employees, doctoral students and persons performing work on the basis of civil law contracts, trainees and interns,*
- 2) *"acknowledgement of professional risk connected with work at the work station" or "acknowledgement of health and safety hazards on the premises" – annex no. 5 and 6, respectively, to Regulation no. 39/2008 of the WUT Rector of 8 July 2008*
- 3) *copy of a doctor's certificate on no contraindications to performing work under the Contract (in accordance with §3 of the regulation)*

** choose as appropriate*

*** the stipulation is applied only when the Contracting Party plans trips of the Contractor connected with performance of the work and financed as part of remuneration for the work – if the Contracting Party does not plan such trips, this stipulation should be left out.*

Contract of mandate no.

CONTRACT FOR SPECIFIC WORK No.
(with no transfer of copyright)

PSP/order*
concluded on20... in, between
Warsaw University of Technology –, NIP (tax identification number)
.....,
(faculty, institute or another organisational unit, address)
hereinafter referred to as the "Contracting Party", represented by,
(person authorised by the WUT Rector to conclude contracts for specific work or contracts of mandate)
and
....., PESEL number
(name and surname)
residing in
(address)
hereinafter referred to as the "Contractor".

§ 1

1. The Contractor undertakes to perform the following work for the Contracting Party:
..... of the parameters / specified in annex no.
..... to the Contract.*
2. The work shall be performed in the period from to as a whole /
in parts – in the periods*.
3. The Contracting Party shall pay the Contractor gross remuneration of PLN (in words:
.....). The hourly remuneration is in lump sum/in instalments.*
4. A list of specific parts of the work and the deadlines for their performance shall be contained in annex no.
..... to the Contract.**
5. On the part of the Contracting Party, organisational and technical matters relating to the completion of the
task specified in section 1 shall be supervised by
6. **In addition to the remuneration, the Contractor shall receive reimbursement of travel expenses, as well as
allowance for the subsistence expenses as determined in accordance with the Regulation of the Minister of
Labour and Social Policy of 29 January 2013 on allowances for business trips for workers employed in state
or local authority units. / The remuneration shall include all costs borne by the Contractor in connection with
the Contract, including travel and subsistence expenses.*
7. The Contract may be terminated by each Party upon a-day notice period or by mutual agreement. If
the Contract is terminated by the Contracting Party, the Contracting Party may pay the relevant Contractor's
remuneration on the basis of a report on the level of completion of the work signed by the Parties.

§ 2

The Contractor shall keep confidential all information on the Contracting Party he or she acquired in connection
with the Contract (Confidential Information). Confidential Information specified in the previous sentence shall
be understood as any information on the Contracting Party, regardless of its form and way of presenting it or
level of their processing, acquired by the Contractor in connection with the performance of the Contract.
Confidential Information shall be, in particular, all information and technologies protected by law (including
know-how, patents, licences, copyright), as well as information on the activity of the Contracting Party and its
cooperating parties and partners.

§ 3

1. The work shall be prepared using the Contractor's own resources / resources delivered against confirmation of
receipt by the Contracting Party*.
2. The Contractor shall clear the accounts regarding the resources received within days following the
acceptance of the work.
3. The work shall be performed on the Contracting Party's premises, using the Contracting Party's tools and
equipment and energy sources / shall not be performed on WUT premises.*
4. During performance of the work under this Contract, the Contractor shall/shall not* complete a work
performance timesheet.

§ 4

1. The transfer-receipt report of the work/part of the work* shall be signed by a commission appointed by the
Contracting Party within two weeks of the date of performance of the work or part of the work, pursuant to §
1 of the Contract, in the presence of the Contractor.
2. Any faults in the work or part of the work, determined in the transfer-receipt proceedings, shall be eliminated
by the Contractor for no additional remuneration by the deadline specified in the transfer-receipt report,
followed by another transfer-receipt procedure.

3. Upon acceptance of the work/part of the work*, the Contractor shall present the Contracting Party with a bill (bills) or invoice (invoices), on the basis of which the remuneration shall be payable.
4. The remuneration of the Contractor shall be payable no later than on the 18th day of the month following the month in which the bill or invoice is issued.

§ 5

Additional stipulations:

.....

§ 6

1. In case of a delay in the creation of the work or part of the work by the Contractor, the Contracting Party may terminate the Contract with immediate effect and the Contractor shall not be entitled to remuneration.
2. In case of the Contractor's failure to perform the Contract, the Contractor shall pay the Contracting Party contractual penalty of 20% of the remuneration.
3. The Contractor hereby consents to have 1.0% of his or her remuneration specified in § 1 section 3 deducted as contractual penalty for each day of the delay, in total no more than 30% of the remuneration.
4. Based on applicable laws, the Contracting Party may seek compensation greater than contractual penalties and damages for losses incurred by the Contracting Party in the course of performance of the Contract.

§ 7

1. The Parties hereby declare that by classifying the Contract as a contract for specific work they take the responsibility for appropriate fulfilment of obligations towards the Social Insurance Institution ZUS and the tax office.
2. If the Contract becomes the basis for covering the Contractor with obligatory pension insurance after it has been signed, it shall be assumed that the remuneration referred to in §1 section 3 shall include all social insurance premiums, also those typically covered by the Contracting Party.
3. The Contractor shall inform the Contracting Party in writing of any change in the obligation of payment of social insurance premiums. The Contractor shall take responsibility for the consequences of failure to fulfil this obligation.

§ 8

In accordance with Art. 24 section 1 of 29 August 1997 on Protection of Personal Data, the Contracting Party hereby informs the Contractor that the data administrator processing personal data shall be Warsaw University of Technology located in Warsaw, Plac Politechniki 1. The personal data shall be processed exclusively for the purposes of performing the administrator's duties arising from the Contract. The Contractor shall have the right to have access to his/her personal data processed by Warsaw University of Technology, as well as to correct them.

§ 9

1. Any alterations or amendments to the Agreement shall be made in writing, otherwise being null and void.
2. To all matters not settled herein, legal regulations shall apply, in particular provisions of the Civil Code.
3. All disputes arising from this Contract shall first be settled amicably.
4. Any disputes that cannot be resolved amicably shall be settled by a competent common court having jurisdiction over the seat of the Contracting Party.

§ 10

The Contract has been made in three identical copies, one for the Contractor and two for the Contracting Party.

.....
Contracting Party

.....
Contractor

NOTE - if the Contract work is performed on WUT premises, the copy of the Contract kept at the unit for which the work is done should include:

- 1) "work station instruction sheet for a cooperating person or intern" – annex no. 2 to Regulation no. 38/2015 of the WUT Rector of 23 September 2015 on the rules and procedures of completion of trainings on work health and safety for employees, doctoral students and persons performing work on the basis of civil law contracts, trainees and interns,
- 2) "acknowledgement of professional risk connected with work at the work station" or "acknowledgement of health and safety hazards on the premises" – annex no. 5 and 6, respectively, to Regulation no. 39/2008 of the WUT Rector of 8 July 2008
- 3) copy of a doctor's certificate on no contraindications to performing work under the Contract (in accordance with §3 of the regulation)

* choose as appropriate

** the stipulation is applied only when the Contracting Party plans trips of the Contractor connected with performance of the work and financed as part of remuneration for the work – if the Contracting Party does not plan such trips, this stipulation should be left out.

Contract for specific work no.

CONTRACT FOR SPECIFIC WORK No.
(with transfer of copyright)

PSP/order*
concluded on20... in, between
Warsaw University of Technology –, NIP (tax identification number)
.....
(faculty, institute or another organisational unit)
hereinafter referred to as the "**Contracting Party**", represented by,
(person authorised by the WUT Rector to conclude contracts for specific work or contracts of mandate)
and
....., PESEL number
(name and surname)
residing in
(address)
hereinafter referred to as the "**Contractor**".

§ 1

1. The Contractor undertakes to perform the following work for the Contracting Party:
..... of the parameters / specified in annex no.
..... to the Contract.*
2. The work shall be performed in the period from to in whole / in
parts – in the periods*.
3. The Contracting Party shall pay the Contractor gross remuneration of PLN (in words:
.....) – in lump sum. The remuneration shall also include the remuneration for
transfer of the author's economic rights to the work.
4. A list of specific parts of the work and the deadlines for their performance shall be contained in annex no.
..... to the Contract.**
5. **In addition to the remuneration, the Contractor shall receive reimbursement of travel expenses, as well as
allowance for the subsistence expenses as determined in accordance with the Regulation of the Minister of
Labour and Social Policy of 29 January 2013 on allowances for business trips for workers employed in state
or local authority units. / The remuneration shall include all costs borne by the Contractor in connection with
the Contract, including travel and subsistence expenses.*
6. The Contract may be terminated by each Party upon a-day notice period or by mutual agreement. If
the Contract is terminated by the Contracting Party, the Contracting Party shall pay the relevant Contractor's
remuneration on the basis of a report on the level of completion of the work signed by the Parties.

§ 2

1. The work shall be prepared using the Contractor's own resources / resources delivered against confirmation of
receipt by the Contracting Party.
2. The Contractor shall clear the accounts regarding the resources received within days following the
acceptance of the work.
3. The work shall be performed on the Contracting Party's premises, using the Contracting Party's tools and
equipment and energy sources / shall not be performed on WUT premises.*
4. During performance of the work under this Contract, the Contractor shall/shall not* complete a work
performance timesheet.

§ 3

The Contractor shall keep confidential all information on the Contracting Party he or she acquired in connection
with the Contract (Confidential Information). Confidential Information specified in the previous sentence shall
be understood as any information on the Contracting Party, regardless of its form and way of presenting it or
level of their processing, acquired by the Contractor in connection with the performance of the Contract.
Confidential Information shall be, in particular, all information and technologies protected by law (including
know-how, patents, licences, copyright), as well as information on the activity of the Contracting Party and its
cooperating parties and partners.

§ 4

1. The transfer-receipt report of the work/part of the work* shall be signed by a commission appointed by the Contracting Party within two weeks of the date of performance of the work or part of the work, pursuant to § 1 of the Contract, in the presence of the Contractor.
2. Any faults in the work or part of the work, determined in the transfer-receipt proceedings, shall be eliminated by the Contractor for no additional remuneration by the deadline specified in the transfer-receipt report, followed by another transfer-receipt procedure.
3. Upon acceptance of the work/part of the work*, the Contractor shall present the Contracting Party with a bill (bills) or invoice (invoices), on the basis of which the remuneration shall be payable.
4. The remuneration of the Contractor shall be payable no later than on the 18th day of the month following the month in which the bill or invoice is issued.

§ 5

1. In accordance with the Act of 4 February 1994 on Copyright and Related Rights, the work created under this Contract shall be copyrighted.
2. Upon receipt of the work produced under this Contract, the Contractor shall transfer to the Contracting Party full copyright without any temporal and territorial reservations and shall agree to the Contracting Party's execution of derivative copyright to the work created under the Contract.
3. Transfer of copyright referred to in section 2 shall cover the following fields of use: saving (making a copy which could be used for publication of the work), digitalisation, entering into the memory of computers, printing, copying by printing or recording on a magnetic disc in the electronic form, launching to the market, for example, as a book publication, a manuscript, also in the loose-leaf up-dated form, press publication, in the form of saving on any data storage device, free lending or provision of copies, publication (in full or in fragments) on the Internet in a form that can be saved by an interested reader, also in RAM memory – in the original language version and in translation into foreign languages, along with the Contracting Party's right to make compilations and changes of the layout, in and outside of Poland.
4. The Contractor authorizes the Contracting Party to make changes, adaptations or updates of the work and to modify and make adaptations and compilations of the work with other works, and also to use and sell such compilations in the fields of use specified in section 3 without the necessity to acquire additional consent of the Contractor.
5. The Contractor shall be held liable for infringement of personal interests or copyright of third parties in connection with the completion of the Contract or the Contracting Party using the work. Shall there be any claims towards the Contracting Party on the abovementioned grounds, the Contractor shall be obliged to fully satisfy the claims of third parties and to exempt the Contracting Party from the obligation to satisfy such claims, as well as to reimburse to the Contracting Party the remuneration and other costs borne, as well as lost profits.

§ 6

Additional stipulations:

§ 7

1. In case of a delay in the creation of the work or part of the work by the Contractor, the Contracting Party may terminate the Contract with immediate effect and the Contractor shall not be entitled to remuneration.
2. In case of the Contractor's failure to perform the Contract, the Contractor shall pay the Contracting Party contractual penalty of 20% of the remuneration specified in § 1 section 3.
3. The Contractor hereby consents to have 1.0% of his/her remuneration specified in § 1 section 3 deducted as contractual penalty for each day of the delay, in total no more than 30% of the remuneration.
4. Based on applicable laws, the Contracting Party may seek compensation greater than contractual penalties and damages for losses incurred by the Contracting Party in the course of performance of the Contract.

§ 8

1. The Parties hereby declare that by classifying the Contract as a contract for specific work they take the responsibility for appropriate fulfilment of obligations towards the Social Insurance Institution ZUS and the tax office.
2. If the Contract becomes the basis for covering the Contractor with obligatory pension insurance after it has been signed, it shall be assumed that the remuneration referred to in §1 section 3 shall include all social insurance premiums, also those typically covered by the Contracting Party.
3. The Contractor shall inform the Contracting Party in writing of any change in the obligation of payment of social insurance premiums. The Contractor shall take responsibility for the consequences of failure to fulfil this obligation.

§ 9

In accordance with Art. 24 section 1 of 29 August 1997 on Protection of Personal Data, the Contracting Party hereby informs the Contractor that the data administrator processing personal data shall be Warsaw University of Technology located in Warsaw, Plac Politechniki 1. The personal data shall be processed exclusively for the purposes of performing the administrator's duties arising from the Contract. The Contractor shall have the right to have access to his/her personal data processed by Warsaw University of Technology, as well as to correct them.

§ 10

1. Any alterations or amendments to the Agreement shall be made in writing, otherwise being null and void.
2. To all matters not settled herein, legal regulations shall apply, in particular provisions of the Civil Code and the Act of 4 February 1994 on Copyright and Related Rights.
3. All disputes arising from this Contract shall first be settled amicably.
4. Any disputes that cannot be resolved amicably shall be settled by a competent common court having jurisdiction over the seat of the Contracting Party.

§ 11

The Contract has been made in three identical copies, one for the Contractor and two for the Contracting Party.

.....
Contracting Party

.....
Contractor

NOTE - if the Contract work is performed on WUT premises, the copy of the Contract kept at the unit for which the work is done should include:

- 1) *"work station instruction sheet for a cooperating person or intern" – annex no. 2 to Regulation no. 38/2015 of the WUT Rector of 23 September 2015 on the rules and procedures of completion of trainings on work health and safety for employees, doctoral students and persons performing work on the basis of civil law contracts, trainees and interns,*
- 2) *"acknowledgement of professional risk connected with work at the work station" or "acknowledgement of health and safety hazards on the premises" – annex no. 5 and 6, respectively, to Regulation no. 39/2008 of the WUT Rector of 8 July 2008*
- 3) *copy of a doctor's certificate on no contraindications to performing work under the Contract (in accordance with §3 of the regulation)*

** choose as appropriate*

*** the stipulation is applied only when the Contracting Party plans trips of the Contractor connected with performance of the work and financed as part of remuneration for the work – if the Contracting Party does not plan such trips, this stipulation should be left out.*

Contract for specific work no.

Joint Transfer-Receipt Report

(for results of contracts for specific work – with transfer of copyright and with no transfer of copyright)

of the result of the contract for specific work no.,

concluded on, the subject matter of which was:
.....
.....

prepared in the presence of the Contractor:

1. Commission:

Commission chairperson:

members:

- 1)
- 2)
- 3)

2. The Contractor delivers the work/part of the work* in the form of:

3. The Commission's decisions:

- 1) The Contractor presents the full work/part of the work* of the value of PLN.....
- 2) The work has/has not* been completed in accordance with the contract.
- 3) The quality of the work is assessed to be:
- 4) The work requires/does not require* corrections or amendments: by
.....
- 5) The need for corrections or amendments is due to:
- 6) The Commission requests financial settlement of the full work/part of the work*).

There being no further comments, the report has been concluded and signed:

Commission chairperson:.....

members:

Contractor:

1.

2.

3.

The report has been made in three identical copies, one for the Contractor and two for the Contracting Party.

* choose as appropriate

Warsaw,

Delivery-Acceptance Report
(for contracts of mandate and all short-term contracts)

of performance of the contract no.,

concluded on, the subject matter of which was:
.....
.....

prepared in the presence of the Contractor:

1. The Contractor states that in the period from to he or she worked hours.
2. On the part of the Contracting Party, the work is accepted by and the number of hours is confirmed.
3. The accepting party's decisions:
 - 1) The work was performed in full/in part* of the value of PLN.....
 - 2) The work was/was not* completed in accordance with the contract.
 - 3) The work requires/does not require* corrections or amendments: by
.....

There being no further comments, the report has been concluded and signed:

Contracting Party:

Contractor:

.....

.....

The report has been made in three identical copies, one for the Contractor and two for the Contracting Party.

* choose as appropriate

Warsaw,

.....
(place, date)

Tax-payer's data:

Surname

Name

PESEL number / NIP number

Passport number*)

BILL

For Warsaw University of Technology

for

prepared in accordance with contract of mandate/contract for specific work**) no.

of performed in the period from to

for the gross remuneration of PLN

(in words:).

.....
signature of the bill issuer

Verified with regard to its factual content

Accepted for payment

.....
Signature of the verifier
WUT Rector

.....
Date and signature of the person authorised by the
to conclude contracts for specific work or
contracts of mandate

Order no./ PSP element	amount	list number

Verified with regard to its formal and accounting content.

.....
signature of the Bursar's plenipotentiary

* applicable to persons who do not have a personal ID
**) choose as appropriate

.....
(place, date)

Tax-payer's data:

Surname

Name

PESEL number / NIP number

Passport number^{*)}

BILL FOR WORK (WITH TRANSFER OF COPYRIGHT)

For Warsaw University of Technology

for

prepared in accordance with contract of mandate/contract for specific work^{**) no.}

of performed in the period from to

In accordance with the Act of 4 February 1994 on Copyright and Related Rights, the work under this Contract is copyrighted and the deductible costs are 50% in%.

The gross remuneration is: PLN

(in words:).

.....
signature of the bill issuer

Verified with regard to its factual content

Accepted for payment

.....
Signature of the verifier
WUT Rector

.....
Date and signature of the person authorised by the
to conclude contracts for specific work or
contracts of mandate

Order no./ PSP element	amount	list number

Verified with regard to its formal and accounting content.

.....
signature of the Bursar's plenipotentiary

^{*)} applicable to persons who do not have a personal ID

^{**) choose as appropriate}

Statement on non-performance of work

For contract of mandate no. of concluded between
Warsaw University of Technology -
(WUT unit)

name and surname PESEL number

I hereby declare that I did not perform any work in (month and year) on the basis
of the abovementioned Contract.

.....

date

.....

signature of the Contractor

.....

date and signature of the person who signed the contract of mandate/ authorised to accept the result of the
contract of mandate

Personal information form PZ-SAP

Registration / Modification (**)

The form must be completed in capital letters or on the computer

Name				SAP ID number***			
Family Name				PESEL number			
First name		Second name		Sex (**)		female/male	
Father's name		Mother's name		Professional title			
Date of birth		Place of birth		Country of birth			
Citizenship 1		Citizenship 2		NIP (tax ID number)			
Address of residence (for taxation purposes)						Country:	
Street		House number		Flat number			
City		Postal code		Post office			
Voivodeship/Region/State		County (powiat)		Gmina/District			
Correspondence address – only in Poland (if the same as the address of residence, put "X" in the box next to this one)							
Street		House number		Flat number			
City		Postal code		Post office			
Voivodeship		County (powiat)		Gmina/District			
Additional information on the address							
e-mail				Phone contact number			
ID document (*)		1. personal ID		2. permanent residence card		3. temporary residence card	
Series and number		Expiry date		Issued by			
Passport (completed by persons who do not have a Polish personal ID)							
Series and number		Expiry date		Issuing country			
I am entitled to: (*)		1. retirement pension		2. pension		The pension has been granted until:	
Number of the pension:		Unit paying the pension		Address:			
I hold a disability certificate issued for the period				From:		to:	
Date of issuing the certificate:		Type of disability (*)		mild		moderate	
NFZ Branch code:		Tax office:		Tax office address:			
Form of remuneration payment: (*)		Cash		Bank transfer (to a bank account in Poland):		-----	
I am a (*)		student		doctoral student		University : Student record book number	
I declare that I am a Polish resident and I ask to have my (*) included as my tax ID on Information on income and income tax withholdings PIT-11						NIP	
I declare that I am a resident of (write what country)						My tax identification number TIN (insurance)	
I declare that the data on this information form are true. I am aware of criminal liability for attestation of an untruth. I shall inform the Remuneration Department of Warsaw University of Technology of any changes to this information form within 3 days by submitting a new personal information form. I acknowledge that any change of data for PIT (IFT) must be submitted by 07.01. of the year of its issuing.							
Place and date of completion				signature			
(*) – Mark the appropriate box by putting "X"		Date of receipt:		Additional information:			
(**) – delete as appropriate							
(***) – completed by an employee of the organisational unit							

**Declaration for ZUS social insurance purposes
in connection with contract of mandate no. of**

Surname

Name

PESEL /NIP* passport (or permanent residence card)
number.....

I. I hereby declare that:

1. ☐ I am an employee of Warsaw University of Technology and at present I am on:
 - ☐ maternity / parental leave – leave period
 - ☐ unpaid parental / unpaid leave - leave period
2. ☐ I am also employed on the basis of a job contract or an equivalent contract in Poland in a business entity other than WUT.
My monthly gross remuneration under the job contract amounts to:
 - ☐ at least the minimum wage,
 - ☐ less than the minimum wage.but at present I am on:
 - ☐ maternity / parental leave - leave period
 - ☐ unpaid parental / unpaid leave - leave period
3. ☐ I am already covered by (retirement pension and pension) insurance as a person employed as an outworker, on the basis of another contract of mandate or an agency contract concluded for the period:
and the monthly remuneration amounts to:
 - ☐ at least the minimum wage,
 - ☐ less than the minimum wage.
4. ☐ I am already covered by (retirement pension and pension) insurance as a self-employed person and my business activity is another type of work than the work under this contract of mandate. ZUS premiums are paid on the following basis:
 - ☐ general premiums
 - ☐ preferential premiums and the contribution assessment basis amounts to:
 - ☐ at least the minimum wage,
 - ☐ less than the minimum wage.
5. ☐ I am paid a maternity allowance by ZUS – the period of payment of the allowance
6. ☐ I am a retiree or a pensioner.
7. ☐ I am a secondary-school pupil or a student and I am under 26.
8. ☐ I do not have another entitlement to ZUS social insurance.
9. ☐ The contract of mandate is performed outside the Republic of Poland.
10. ☐ I am covered by social insurance in (give the country)

II. In view of the above, in connection with this contract:

1. ☐ I am covered by obligatory social (retirement pension and pension) insurance.
 - ☐ I wish to be covered by freestanding health insurance.
2. ☐ I wish to be covered by freestanding retirement pension and pension insurance.
3. ☐ I do not wish to be covered by freestanding retirement pension and pension insurance.

(In this case, it is necessary to submit a certificate of coverage by social insurance and of calculation and deduction of social insurance premiums in the period of the contract and in the month of payment of the remuneration under the contract.)

4. ☐ I am not covered by social (retirement pension and pension) insurance.

III. I hereby declare that the data in this declaration are true. I am aware of criminal liability for attestation of an untruth or concealment of the truth. I shall inform the Employer of any changes to this declaration, which may result in another calculation of ZUS premiums, within 3 days by submitting a new declaration.

** delete as appropriate*

☐ Mark the appropriate box with X

.....
date

.....
Contractor's signature