

WITHDRAWAL OF THE MARKETING AUTHORISATION – DOCUMENTS REQUIRED

	Document	Original / Copy	Language
1	Cover letter	Original	PL
2	Withdrawal application form	Original	PL
3	Proof of payment (420 zł)	Original / Copy	-
4	Extract from the relevant register of entrepreneurs for the marketing authorisation holder	Original / Copy	PL
5	Power of attorney to act on behalf of the marketing authorisation holder (if applicable)	Original	PL
6	Proof of payment of stamp duty for power of attorney (if applicable)	Original / Copy	-

Original – it means that the document should be signed with an electronic qualified signature (as defined in regulation EU No 910/2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC) or trusted signature (signature related to the platform ePUAP), or handwritten signature. If a document in eCTD is a copy of the document signed with a handwritten signature, the marketing authorisation holder should additionally submit the paper document signed with an original handwritten signature.

Original / Copy – it means that the submission of a copy of the signed document is sufficient or a signature is not required.

PL – it means that the document should be prepared in Polish or translated into Polish. If the document was prepared in a language other than Polish, its translation into Polish must be attached to the document. The translation must be certified by a sworn translator.

Documents can be submitted in paper or electronic form via ePUAP or CESP.

Submitting documents in any other way (e.g. via Eudralink, email) is not acceptable.

More information on proof of establishment (PoE), power of attorney (PoA) and duty stamp can be found on our website.

Proof of payment (**PoP**) for withdrawal application should include in the description:

155 PL/DZL/ZLR (MA number), **skrócenie**, (MRP/DCP procedure number, if applicable)

Bank account number for withdrawal application fees:

Domestic transfer:

NBP O/O Warszawa: 30 1010 1010 0094 1022 3100 0000

International transfer:

Narodowy Bank Polski

00-950 Warszawa, Plac Powstańców Warszawy 4

Nr konta: PL30 1010 1010 0094 1022 3100 0000

Kod BIC NBP: NBPLPLPW

Stamp duty shall be paid for submission of a power of attorney or commercial power of attorney. Stamp duty should be paid to the bank account of the competent tax authority (Warsaw City Hall).

Competent tax authority (Warsaw City Hall)

Domestic transfer:

Urząd Miasta Stołecznego Warszawy
Centrum Obsługi Podatnika
21 1030 1508 0000 0005 5000 0070

International transfer:

Urząd Miasta Stołecznego Warszawy
Centrum Obsługi Podatnika
PL 21 1030 1508 0000 0005 5000 0070
Kod SWIFT do przelewów zagranicznych: CITIPLPX