**Foreign entrepreneur branch**

Registering applications to enter an entrepreneur into the National Court Register occurs in the Court Registers Portal ([PRS portal](https://prs.ms.gov.pl/)) and requires creating a user account on the portal.

Submitting an application to register a foreign entrepreneur branch in the National Court Register consists in filling out the forms made available in the [e-formularze KRS](https://sso-toz-kont-prod.apps.ocp.prod.ms.gov.pl/auth/realms/ms-ext/protocol/openid-connect/auth?response_type=code&client_id=prs-portal&state=VFJMdmdiTzNtVjF6djVPVGlBTi05V0ZoTmtLb3NYQi55aXRpMjVLbkVpQ0oz&redirect_uri=https://prs-ekrs.ms.gov.pl&scope=openid&code_challenge=Avls_97FosunJwOg9mAJQbONPev_S-8IrWjgPwrtFqA&code_challenge_method=S256&nonce=VFJMdmdiTzNtVjF6djVPVGlBTi05V0ZoTmtLb3NYQi55aXRpMjVLbkVpQ0oz) tab.

The following documents must be attached to the application to register a branch in the National Court Register:

1. if the foreign entrepreneur acts on the basis of an instrument of incorporation, agreement or bylaws, their certified copies − together with a certified translation into the Polish language (in cases where a foreign entrepreneur has opened more than one branch in the territory of the Republic of Poland, such documents may be attached to the registration files of one of these branches, except that the registration files of the remaining branches must contain copies of such documents; the branch to whose registration files the original documents were attached and the designation of the court where the files can be found and the branch’s registration number must be indicated),
2. if the foreign entrepreneur operates or conducts its business based on an entry into the register, a certified copy of such register together with a certified translation into the Polish language (in cases where a foreign entrepreneur has opened more than one branch in the territory of the Republic of Poland, such documents may be attached to the registration files of one of these branches, except that the registration files of the remaining branches must contain copies of such documents; the branch to whose registration files the original documents were attached and the designation of the court where the files can be found and the branch’s registration number must be indicated),
3. a document granting authorisation to represent the foreign entrepreneur to a person employed by the branch;
4. statements of persons representing the branch that include their consent to appointment (person authorised to represent the foreign entrepreneur in the branch, commercial proxy). The statement is not required if persons representing the entity signed the company registration application or granted a power of attorney to submit such application or if their consent has been expressed in the minutes made during the meeting of a body that appointed the person;
5. statements of persons representing the branch, showing their addresses for service; if such addresses are located outside the territory of the European Union, an agent for service in the Republic of Poland must be named;

The application and other pleadings submitted via an ITC system, as well as documents made in electronic form, must be signed by a qualified electronic signature, trusted signature or facsimile.

If documents forming the basis of entry into the National Court Register have been made in hard copy, the following must be attached to the application:

1. electronic certified copies of such documents certified by a notary or attorney appearing in the case who is a barrister or a legal counsel, or
2. electronic copies of such documents; in such case, originals of such documents or their officially certified copies or extracts must be submitted to the registration court within 3 days from the date of submitting electronic copies of the documents.

The application is submitted together with a court fee equal to PLN 500 and a fee for announcing the registration in the Monitor Sądowy i Gospodarczy, equal to PLN 100.

Instructions on how to create a user account, register an entity in the register of entrepreneurs, handle attachments to KRS e-forms and pay for applications using e-payments, as well as other guidelines, are available on the Court Registers Portal website in the [Instrukcje](https://prs.ms.gov.pl/krs-pomoc/instrukcje).

The registration takes place in the Polish language.