Attachment No. 4

RULES ON THE USE OF REIMBURSEMENT OF COSTS FOR CERTIFICATION OF DOCUMENTS BY A NOTARY PUBLIC

within the framework of the project **"Opolskie Hospitable – Supporting social integration of third-country nationals**", implemented by the Polish Labor Department in Opole financed by the European Funds for Opolskie Regional Programme 2021-2027 (FEO).

§ 1

Conditions of participation

1. Reimbursement may cover the cost of certification of documents by a notary public when the certified documents are necessary in matters of labour law, legalisation of residence, family law or administrative proceedings (hereinafter referred to as reimbursement).

2. In justified cases, the head of the CIC may decide to reimburse the cost of notary certification of documents other than those indicated in paragraph 1.

3. A condition for applying for a refund is submitting a declaration of enrolment to the project along with a consent for processing personal data and presenting a document confirming data included in the declaration, including meeting conditions specified in § 2 of the Rules of Recruitment and Participation in the Project.*

4. The declaration to join the project must be completed no later than the day the notary services are used.

* Persons engaged in business activities are excluded from the reimbursement of the cost of certification of documents by a notary public in case the certified documents are used for and related to the conduct of business activities.

5. Templates of declarations of participation in the Project together with consent for processing of personal data constitute Attachments No. 1a, 1b to the Rules and Regulations of Recruitment and Participation in the Project.

6. In the case of certification of documents concerning a child, the person declaring enrolment in the project is obliged to present a document confirming the fact that he/she is the parent/legal guardian of the child/ward, to whom the documents refer.

7. In order to obtain a refund, a participant must submit an application for a refund, a specimen of which is attached as Annex 4.1 to these Rules. The submission of an application is not tantamount to the granting of a refund.

8. A single application for reimbursement of the costs of certifying documents by a notary public may concern only one person.

9. Along with the application for reimbursement, the participant is required to submit the following documents:

1) a statement to the refund application, a specimen of which is attached as Annex 4.2 to these Rules,

2) a copy of the personalized invoice (original for inspection) issued to the participant. The invoice must indicate the name and surname of the project participant or child/ward to whom the documents refer. It is not allowed to issue a single invoice covering the service for an adult participant of the project and his/her underage children/wards. **Payments (including advance payments) do not have to be made by the person who submits the application for reimbursement of the costs for certification of documents.**

3) confirmation of payment: in the case of a non-cash payment, a bank statement; in the case of a cash payment, proof of payment (receipt) or confirmation of payment on the invoice (to be paid 0.00 or "paid" in full).

4) original certified documents for inspection to verify the documents.

10. Applications for refunds should be submitted to the Centre for Integration of Foreigners in Opole, 7 Damrota Street, on a continuous basis until the funds available for this purpose are exhausted.

11. Refunds are granted on a first-come, first-served basis.

12. A project participant may benefit from a refund within the framework of the project several times **until the pool of funds earmarked for this purpose is exhausted**, subject to paragraph 14.

13. It is not possible to be reimbursed for the same invoice more than once.

14. A parent/legal guardian can receive reimbursement for several children/carers.

15. **The total amount of the refund per person covered by the refund cannot exceed PLN 100.00 gross**, but the refund cannot exceed the gross value of the service resulting from the VAT invoice issued by the notary. Project implementation period: 01.10.2023 r.-30.09.2025 r.,

16. If the value of the service exceeds the amount referred to in paragraph 15, the project participant is obliged to bear the remaining costs in accordance with the fees established by the notary.

17. The documents referred to in paragraphs 7 and 9 should be delivered to the Centre for Integration of Foreigners in Opole, 7 Damrota Street, **no later than 10 working days from the date of notarization (certification of documents).**

18. Refunds will be made within 14 working days of the delivery from the date of submission of the refund application with all the correct documents referred to in paragraph 17 to the bank account number indicated in the application for reimbursement of the costs of certification of the documents by a notary public.

Attachments:

1) Attachment No. 4.1 Template of the application for reimbursement of costs of certification of documents by a notary public.

2) Attachment No. 4.2 Statement to request reimbursement of costs for certification of documents by a notary public.