Attachment No. 5

RULES ON THE USE OF REIMBURSEMENT FOR SWORN TRANSLATION SERVICES

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. The reimbursement of costs of sworn translation may be used by an adult person who submitted a declaration of enrolment to the project (Attachment 1a) or a parent/legal guardian who submitted a declaration of enrolment to the project on behalf of a minor child/ward (Attachment 1b) together with consent for processing personal data and presented documents confirming data included in the declaration, including meeting conditions specified in § 2, point. I of the Rules of Recruitment and Project Participation.*
2. The declaration of enrolment must be completed no later than the date of the invoice/receipt. ATTENTION!!! The invoice/receipt must include the number of the repertory. Specimens of declarations of enrolment to the project along with the consent for the processing of personal data constitute Attachments no. 1a, 1b to the Rules of Recruitment and Participation in the Project. in the Project.
3. Reimbursement may cover the cost of sworn translation services when the translated **documents into Polish** are necessary for matters of labor law, legalization of residence, family law, the rules of the Polish judiciary, and administrative proceedings.
4. In the case of sworn translations for a child, the person signing the declaration to join the project is required to present a document confirming the fact that he/she is the parent/legal guardian of the child/ward on behalf of whom he/she is signing the declaration.

* Persons engaged in business activities are excluded from the possibility of receiving reimbursement for sworn translation services in case the translated documents relate to business activities.

5. In order to obtain a refund, the project participant or parent/legal guardian must complete an application form for reimbursement of certified translation costs, the template of which is enclosed as appendix no. 5.1 to these Rules. Submission of the application does not imply the granting of a refund.

6. Applications with the required attachments for reimbursement of sworn translation services should be submitted to the Centre for Integration of Foreigners in Opole, Damrota 7 Street, continuously until the funds available for this purpose are exhausted. Refunds are granted on a first-come, first-served basis.

7. The same invoice/receipt and document with the same repertory number may not be reimbursed more than once.

8. A parent/legal guardian can be reimbursed for a certified translation service for several children/carers. **The total amount of the project reimbursement per person covered by the reimbursement may not exceed PLN 1,500 gross**, but the reimbursement may not exceed the amount resulting from the VAT Invoice/receipt. **Project implementation period: 01.10.2023-30.09.2025.**

9. If the invoice/receipt exceeds the amount referred to in paragraph 8, the project participant and the parent/legal guardian in the case of sworn translation services for the child/ward shall bear the remaining costs of the sworn translation service by the fees set by the service provider.

§ 2

Payment terms

1. The service of certified translation takes the form of a reimbursement for an invoice/receipt paid by the project participant or the parent/legal guardian requesting the reimbursement.

2. To obtain a refund, the project participant or the child's parent/legal guardian is required to provide the following documents:

1) A completed application for reimbursement of sworn translation services.

A specimen application form is enclosed as Annex No. 5.1 to these Rules (also available at the seat of the Centre for Integration of Foreigners). The application concerns only one

person. If a parent/legal guardian is going to translate documents for him/herself and his/her children, he/she must submit applications for each person separately.

2) A statement to the application for reimbursement of sworn translation services. A specimen statement is attached as Annex 5.2 to these Rules.

3) A copy of the personalized invoice/receipt (original for inspection) issued to the project participant or the parent/guardian who submitted the application for reimbursement of the certified translation service. The content of the invoice/receipt must indicate the name and surname of the project participant or child/ward to whom it applies and the repertory number of the translated documents, the date of issuing the invoice/receipt cannot be earlier than the date on the declaration of accession to the project.

4) Confirmation of payment: in the case of non-cash payment - bank statement, in the case of cash payment - proof of payment (receipt) or confirmation of payment on the invoice/receipt (to be paid 0.00 or "paid" in full). Fees (including advance payments) do not have to be made by the person who applies to reimbursement of the costs of sworn translation services.

5) A single invoice/receipt covering a certified translation service for two or more persons is not acceptable.

6) Original translated documents to be inspected for document verification.

3. The documents referred to in paragraph 2 should be delivered to the Centre for Integration of Foreigners in Opole, Damrota 7 Street, not later than 10 working days from the date of the invoice/receipt for the sworn translation service.

4. Reimbursement will be made within 14 working days of the date of submission of the application with all the correct documents referred to in paragraph 2 to the bank account number indicated in the application for reimbursement of sworn translation services.

5. The final decision on reimbursement of sworn translation services is made by the Head of the Centre for Integration of Foreigners or an employee of the CIC designated by him/her.

§ 3

Final resolutions

1. The Voivodeship Labor Office in Opole reserves the right to make changes to these Rules, in particular, if this becomes necessary due to changes in the Project implementation rules or in the event of a written order to introduce specific changes from the Ministry of Funds and Regional Policy or other bodies authorized to control the implementation of the Project.
2. Any changes will be published on the Project website wupopole.praca.gov.pl, under the tab "Urząd" and will be effective from the date of their publication unless otherwise stated.
3. In the case of a decision of the Ministry of Funds and Regional Policy or other authorized bodies regarding the discontinuation/stopping of the Project. authorities regarding discontinuation/stopping of the Project, the Voivodeship Labor Office in Opole reserves the right to shorten the implementation period or stop the Project.

Attachments:

5.1 Template of the application for reimbursement of sworn translation services

5.2 Statement to the application for reimbursement of sworn translation services