

# **PURCHASE RULES IN INTERNET SHOP OF POLISH POST S.A.**

## **§ 1**

### **General Resolutions**

1. The Rules describes laws of placing orders and selling postal stamps, philatelic values and also another philatelic values which are named philatelic goods by internet shop.
2. Placing an order in our internet shop it's tantamount to acquaint with this rules and acceptance including terms.
3. The Owner of internet shop, which is functioning on Web address: [www.filatelistyka.poczta-polska.pl](http://www.filatelistyka.poczta-polska.pl), is Polish Post S.A., situated in Warsaw, 26 Rakowiecka Street, entered in the register of entrepreneurs of the National Court Register of XIII Commercial Department under the number KRS 0000334972, the share capital is PLN 740 140 000,00, Tax Identification Number NIP 525-000-73-13.
4. The Internet Shop, named Seller is conducted by Philatelic Service Department in Bydgoszcz, 85-082 Bydgoszcz, 3A Zygmunt August Street.

## **§ 2**

The Internet Shop is selling products connected with philatelic activities in the following form:

- 1) Philatelic products ( i.e. stamps, philatelic values, cards, philatelic subscription),
- 2) Another philatelic products (i.e. albums for stamps, catalogues, magnifiers etc.)

## **§ 3**

### **Condition of do shopping**

1. Shopping in our internet shop should be doing by persons who have full capacity to enter into legal transactions.
2. The condition of order realization is correctly filling of order form, which is on internet shop website.

3. The orders are accepted twenty-four hours a day. Orders which are placed after 17 p.m. in working day and on Saturday, Sunday and holiday will be realized on the next day at the earliest.
4. Accepted an order which was placed in internet shop is confirmed by e-mail or phone by shop services. Realization of order begins after receiving payment from Buyer on bank account, postal money order or international money order.
5. Order forms which are filled incorrect and orders which raised doubts will be verify with agreeing of Buyer by internet shop service. The Buyer will be immediately informed by e-mail or phone about this fact.
6. Orders will be cancelled also in the case when Buyer hasn't made payment on time. Buyer will be immediately informed about cancellation of order by e-mail or phone with giving reasons.
7. Buyer may correct your order only to the moment of confirmation by internet shop service. Changes in order should be confirm by e-mail.
8. In the case of lack ordered philatelic good in warehouse, Buyer is informed by e-mail or phone about this fact and about extension term of realization or unavailable order realization.
9. In higher case Buyer may give up from order or only with positions, which are not available in warehouse and extend order realization.
10. In case of resignation which is written in paragraph 9, Seller returns to Buyer the due amount of payment on postal address by postal money order or transfer on bank account.
11. Prices of philatelic goods are given in polish zlotys and included VAT, price of stamps are tax free. The price given of each philatelic good is bound with the moment of place an order by Buyer.

#### **§ 4**

##### **Forms and terms of payment**

1. For shopping in internet shop payment should be make in the following forms:
  - 1) For Buyers who are Polish clients (parcels send on territories of Poland)
    - a) Transfer on bank account given by internet shop
    - b) Postal money order sent on address given by internet shop

- c) Cash on delivery (payment is made by cash in Polish zlotys when you receive parcel)
- 2) For foreign Buyers (parcels which are sent abroad):
  - a) By transfer for bank account given by internet shop
  - b) By international money order sent on address given by internet shop
- 2. Costs of conversion of foreign currency into the Polish zlotys are paid by Buyer based on the exchange table valid at bank which is serviced internet shop.

## **§ 5**

### **Terms of delivery**

1. Shipment of ordered philatelic goods in internet shop are realized by parcels by Polish Post.
2. Cost of delivery in the case of lower order value than 50 PLN is paid by Buyer in accordance with the current price list..
3. Situation which is referred to in paragraph 2, The Buyer can choose kind of parcel, which order will be sent, i.e.:
  - 1) Registered letter (economic or priority)
  - 2) Letter with declare value (economic or priority)
  - 3) Postal parcel (economic or priority)
  - 4) Cash on delivery parcels (economic or priority) - payment is made by cash in Polish zlotys when you receive parcel. There is also possibility to check the contents of the parcel when you receive it.
4. The parcels which referred to in paragraph 3, without registered letters can be sent to Buyer as parcels with declare value except shipment to country which don't provide this service.
5. In the case of orders, which total value is 50 PLN or higher, shipment of goods is on the cost of Seller, as:
  - 1) Cash on delivery parcels (priority)
  - 2) Registered parcel (priority)
  - 3) Letter with declare value (priority)
  - 4) Postal parcel (priority)
  - 5) Postal parcel with declare value (priority)

Internet shop is decided about kind of parcel, which philatelic goods will be send to Buyer

6. Each of parcel includes a purchase document (VAT Invoice or Specification).

VAT Invoice is issued for business entity after giving in order form the name of company and address and also Tax Identification Number (NIP)

## **§ 6**

### **Return and complaint**

1. Pursuant to the provisions of article 7 of Regulation dated 2<sup>nd</sup> March 2000 concerning protection some consumer rights and liability for causing damage by danger product (Dz. U. Nr 22 poz. 271, with later amendments), The Buyer shall have the right to terminate this agreement without giving the reason and without financial consequence.
2. In the case of withdrawal of agreement, The Buyer made a writing statement concerning return of buying philatelic good and send it to Seller with duly packaging of philatelic good in 10 days from receiving its. Costs of return of philatelic goods is covered by Buyer. The philatelic goods shall be returned only in good condition.
3. In the case referred to in paragraph 2, The Seller is obligated to return the amount of payment for return philatelic good to Buyer in 14 days from the date of receiving statement and philatelic good.
4. The Seller is reserved the right to deduction of cost from Buyer payment concerning return the payment (the charge for sending of return amount as for postal money order or transfer for bank account on the basis of Price List of cash payment and withdrawal).
5. In the case of lack possibility to complete order realization when the payment is made, the difference between payment and value of factually order realization, will be returned on the bank account or address of Buyer in 14 days from the day of order realization.
6. The Buyer shall have the right to complaint in the case of quantity, kind or quality of philatelic good, which is inconsistent with the agreement The Buyer lodges a writing complaint by e-mail or fax.

7. The complaint will be undertaken based on VAT invoice or specification. The complaint will be considered in 14 days from the day of return the philatelic good to Seller.
8. In the case of complaint acceptance, The Seller sends to Buyer exchanged philatelic good of standard value and if it's not possible, The Seller returns to Buyer the due amount of payment.
9. Returns and complaints should be sent on correspondence address of philatelic internet shop:  
Philatelic Service Department  
3a Zygmunt August Street  
85-082 Bydgoszcz  
  
Phone No. (48) 52 . 322-72-03  
Fax No. (48) 52 . 322-20-24
10. In the case of receiving damaged parcel or incomplete (decrease of contents), The Buyer shall have the rights to make a complaint on general terms provided for regulation dated 12<sup>th</sup> June 2003 Postal Law (Dz. U. Nr z 2008 r. Nr 189, poz. 1159 with later amendments), and in the case of foreign postal . on general terms in Acts of World Postal Convention (Dz. U. z 2007 r., Nr 206 poz. 1494).

## **§ 7**

### **Data Protection**

1. Administrator of personal data is Polish Post S.A.
2. The internet shop acts in accordance with the requirements of the Regulation dated 29<sup>th</sup> August 1997 about personal data protection (Dz.U. Nr 133 poz. 883 with later amendments). The Buyers have access to your data . they can verify, modify and eliminate them. Polish Post S.A. reserves the rights to shall use contact data for purposes of own marketing research or to send promotion materials.

## **§ 8**

### **Final provisions**

Matters not regulated herein shall be governed by the provisions of the Civil Code, Regulation dated 2nd March 2000 about protection some consumer rights liability for causing damage by danger product (Dz. U. z 2000 r. Nr 22, poz. 271 with later amendments) and Regulation dated 27<sup>th</sup> July 2002 about consumer sale terms and about changing Civil Code (Dz. U. z 2002 r. Nr 141 poz. 1176 z p. zm.).