Recommendations regarding correct filling in a blank bill of exchange and the blank bill of exchange agreement

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| Legal form | Bill of exchange - formal requirements | Agreement - formal requirements | Other documents |
| Natural person conducting the economic activity | * signature of the owner * signature of the spouse (if there is no system of separated estates in matrimony), * in case of separated estates in matrimony The National Centre for Research and Development reserves the right to require an aval. | - signature of the owner  - signature of spouse  (if there is no system of separated estates in matrimony), | Depending on the facts, the following documents:  - the original of the special power of attorney for incurring liabilities under the bill of exchange, signed by a notary public, should the representative be present,  - photocopy of notarial deed of separated estates in matrimony (if such exists)  or  - a statement of the spouse's consent to assume the bill of exchange obligation (if there is no spouse's signature on the bill of exchange) certified by a notary public,  - a declaration of non-marriage. |
| Civil partnership | - signatures of all partners,  - signatures of the spouses (if there is no system of separated estates in matrimony),  in case of separated estates in matrimony The National Centre for Research and Development reserves the right to require an aval. | - signatures of all partners  - signatures of the spouses (if there is no separated estates in matrimony). | 1. A photocopy of the articles of association certified as a true copy of the original,  2. For each partner, depending on the facts, the following documents:  - the original of the special power of attorney for incurring liabilities under the bill of exchange, signed by a notary public, should the representative be present,  - photocopy of notarial deed of separated estates in matrimony (if any)  or  - a statement of the spouse's consent to assume the bill of exchange obligation (if there is no spouse's signature on the bill of exchange), certified by a notary,  - a declaration of non-marriage. |
| General partnership, professional partnership, limited partnership, limited joint-stock partnership | - company stamp,  - signatures of authorised persons  for representation in accordance with the National Court Register. | - company stamp  - signatures of persons authorised to represent in accordance with the National Court Register. | - the original of the special power of attorney for incurring liabilities under the bill of exchange, signed by a notary public, should the representative be present, |
| Sp. z o. o. or S.A. company | - company stamp,  - signatures of persons authorised to represent in accordance with the National Court Register. | - company stamp,  signatures of persons authorised to represent in accordance with the National Court Register. | - the original of the special power of attorney for incurring liabilities under the bill of exchange, signed by a notary public, should the representative be present, |

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1. Persons authorised to issue a *blank* bill of exchange are persons who, in the light of the Act, the founding document and/or an extract from the relevant register (e.g. the National Court Register), are authorised to make declarations of will on behalf of the entity they represent with regard to the management of property and/or contracting liabilities.-/-
2. If the bill of exchange is to be signed by persons other than those specified in point 1, then they must receive a special power of attorney to issue a bill of exchange in favour of the National Centre for Research and Development (NCBR), signed jointly by the persons referred to in point 1, and issued before the date of issue of the bill of exchange.-/-
3. If the bill of exchange is signed by a representative, a special power of attorney to bind the bill of exchange with a notarised signature is required.-/-
4. The bill of exchange should be issued according to the specimen placed on the NCBR website dedicated to the competition, programme or undertaking.-/-
5. The *blank* bill of exchange must be signed by persons authorised (pursuant to the Act, the founding document and/or an extract from the relevant register and possibly a special power of attorney) in the presence of a notary (then the notary certifies the signatures affixed to the bill of exchange), or a person authorised by NCBR.-/-
6. A correctly issued *blank* bill of exchange should include the company stamp of the entity (a company stamp is not required in the case of sole traders), and the signatures of authorised persons in the bottom right-hand blank box of the bill of exchange.-/-
7. The bill of exchange declaration shall be signed by the persons referred to in points 1 and 2 (all the information required in the declaration must be given), and stamped by the issuer of the bill of exchange.-/-
8. Any documents submitted in the form of photocopies must be certified as true copies on each page by the issuer of the bill of exchange or an attorney.
9. The contract number and contract date will be completed by NCBR.-/-