

# Sign documents electronically! Take advantage of simple solutions and use a qualified electronic signature

A qualified electronic signature, in accordance with the requirements of the Civil Code and <u>the EU elDAS Regulation</u>, is equivalent to a handwritten signature. <u>Electronic documentation workflow based on a qualified electronic signature</u> will allow you to maintain easy access to our services, without need to send paper documents and direct contacts.

## Good to know:

#### What's in the regulations?

The eIDAS regulation allows three electronic signature levels:

- basic
- advanced

#### qualified

Each type of electronic signature is compliant with elDAS, but only a signature qualified can be fully considered equivalent to a handwritten signature and gives certainty as to the identity of the signatory and the validity of his / her statement (importantly: independently, without any additional tools).

#### What is a qualified electronic signature?

A qualified electronic signature is created **using a qualified** electronic certificate, assigned to a specific natural person, identifiable in this certificate by name, surname and number of the ID document or PESEL. In this way the signature is connected to a specific person.

### How do you get a qualified electronic signature?

Qualified signatures are issued all over Europe. There are several suppliers in Poland with this status. It is even possible to obtain a certificate remotely. A list of qualified trust service providers within the EU can be found at <u>https://esignature.ec.europa.eu/efda/tl-browser</u> (select the "QCert for Esig" certified provider).

#### How to submit a document with a qualified electronic signature at the Bank?

The document signed by a qualified electronic signature (PDF with signature in the PADES standard) should be **sent by e-mail**, in a properly secured manner, to your Relationship Manager or CitiService Representative.

## **Benefits:**

- without leaving home and direct contact important for our security in time of COVID-19
- fast and convenient one signature for the entire document, without signing each page separately; documents signed are sent electronically to Citi Handlowy immediately
- secure the authenticity of the signature confirmed by an independent institution issuing the certificates; data correctness can be verified at any time in a publicly available certificate registry
- easy to use various forms of signing with the electronic signature and software supporting it are available
- economical no costs incurred for sending documents by traditional mail
- eco-friendly electronic signed documents mean less paper documentation, and thus the next step in care for the environment

For further details please contact your Relationship Manager or CitiService Representative.

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