

Oktawave S.A.

ul. Poleczki 13

02-822 Warszawa

NIP 521-363-33-06

Poland

Correspondence address:

Cyfrowy Polsat S.A. - Accounting Department

ul. Al. Stanów Zjednoczonych 61A

04-028 Warszawa

Poland

**Dear Sir or Madam,**

We kindly inform you about the changes in the IT system that handles electronic invoices issued to Oktawave S.A. This new functionality allows us to process your invoices more accurately and quickly. To maintain the continuity of the process of accepting invoices, please immediately:

1. Change delivery address for electronic invoices sent to Oktawave S.A. to the following address: e-faktury.oktawave@netia.pl. The acceptable invoice format is PDF.

2) Complete and send a PDF statement attached to the next page to the following address: e-faktury.oktawave@netia.pl - before sending the next invoice. The electronic system will authorize documents sent only from the indicated address or domain.

In addition, we would like to explain that electronic invoices are regulated by the Ministry of Finance in the Regulation of 11 March on 2004 The Goods and Services Tax Ac (Dz.U. z 2016 r., poz.710 as amended). Implementing the provisions of mentioned above Regulation, I am attaching our Statement of Acceptance agreeing to send your invoices as an electronic pdf file. At the same time, please return the copy of the above Statement with your e-mail address or domain from which you will be sending electronic invoices. It is essential that the e-mail address which will be send electronic invoices has to be set up with our IT system.

Faithfully,

Oktawave Team

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**THE STATEMENT OF ACCEPTANCE OF INVOICES RECEIVED IN ELECTRONIC FORM**

According to art. 106n 1 of the Act of 11 March 2004 The Goods and Services Tax Act (Dz.U. z 2016 r., poz.710 as amended) I hereby inform you that from the date\* of receipt copy of this fulfilled Statement of Acceptance from you:

1. I agree to transfer invoices, including corrective invoices and duplicates in an electric form as a **PDF** file (Portable Document Format) issued by:

Company name:……………………………………..……….…………………..………….

Address:…………………………………………………………………………..…………

VAT ID:……………………………………………………………………..……………….…

1. e- invoices in a **PDF** file should be send to the e-mail: e-faktury.oktawave@netia.pl
2. e- invoices in a **PDF** file will be send by the invoice issuer (**fill in only one)** from the e‑mail:……………………………….………….. or domain ………………………… ;\*\*

Company stamp and signature of the invoice issuer

…………………………………………

Date Place

……………………… …………………………

\* the fact that we have received the copy of the Statement of Acceptance will be confirmed by the feedback information send to your e-mail address (position nr 3) or to the e-mail address from which we received the Statement

\*\***after filling in**, please send a scan of this document to the e-mail address: e-faktury.oktawave@netia.pl

**Instructions for sending INVOICES / CORRECTING INVOICES / DUPLICATES / INTEREST NOTES / ACCOUNTING DOCUMENTS to** e-faktury.oktawave@netia.pl:

Each Invoice / .. (+ possibly protocols, attachments, etc.) - **as one PDF file**.

For each invoice + attachments - there will therefore be a separate **ONE** file in PDF

(invoice no. X + attachments is one PDF file, the second invoice no. Y + attachments is a second PDF file, etc.).

Please do not send attachments in separate PDF files or in a format other than pdf.