	Gdańsk, date
Specimen – Do not fill in!	
Fill in the Polish form / in Polish.	
Applicant's first and last name (organisation name)	
Address	
Telephone number	
PESEL(physical persons)*/NIP(entrepreneurs)	
1 ESEE(physical persons) /1vii (chitepreneurs)	
	THROUGH
	name/address of responsible office **
	URZĄD MIEJSKI W GDAŃSKU
	WYDZIAŁ BUDŻETU MIASTA I PODATKÓW
	UL. NOWE OGRODY 8/12
	80-803 GDAŃSK
STAMP DUTY REFU	IND APPLICATION
I would like to request for a stamp duty ref	jund for
1	paid on to the
	paid on to the
amount ofzł.	
JUS	TIFICATION
	<u></u>
the application should include a statement that the documenthereof concerning: (name principal/proxy or file No. or the concerning) of the concerning of the	g the granting power of attorney or proxy, or a copy or extract thereof, ent stating the granting power of attorney or proxy, or a copy or extract he matter which the powers of attorney concern) has not been filed at a in matters relating to public administration or court procedures.
Please make the refund ***:  • in eash at the City Hall cash desk  • to my home address (refund minus the or	cost of the postal money order)
	nt:
Include: receipt of the payment of the stamp duty (o may be in the form of a printout confirming a ban	riginal) or a certified copy of this receipt. The payment receipt ak operation or a certified copy thereof.
authorised person (KRS) or a person with paid powers of with the application a document stating the giving of pow	ed and signed by a physical person on their own behalf, signed by an attorney in the case of legal persons, the applicant's proxy must include vers of attorney using the format set out in the Order of the Minister of owers of attorney and power of attorney for delivery, and formats for the powers of attorney (Journal of Laws item 2330).

Date and applicant's signature

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	- /	
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CONFIRMATION OF THE LEGITIMACY OF THE REF	UND BY THE RESPONSIBLE OFFICE
LEGAL BASIS FOR THE CHARGING OF THE DUTY	
SUM OF REFUND	
REASON FOR REFUND	
	1) stamp of responsible office 2) signature of the responsible office
	employee with first name, last name and position
	3) date

## **IMPORTANT:**

- § 6. 1. In case of filing a request for a stamp duty refund, as per Art. 9(2) of the law, prior to the decision on the refund of this duty, the tax authority shall call for the body with whom the application or notification has been filed or sent such an application or notification, which failed to perform the official act, did not issue the certificate or permit (permission, licence), to send:
- 1) the application or notification or certified copies thereof;
- 2) a document to confirm not performing an official act, not issuing the certificate or not issuing the permit (permission, licence);
- 3) a certified copy of the payment receipt or a stamp duty payment receipt or a copy of the stamp duty payment receipt that remains in the files.
- 2. If the stamp duty refund application was filed with an office that did not perform an official act, did not issue a certificate or permit, this office, when handing over this application to the tax office, shall include the documents referred to in par. 1. (Order of the Minister of Finance of 28 September 2007 on stamp duty payment (Journal of Laws No. 187, item 1330)

<sup>\*</sup> in the case of non-residents: number and series of passport or another ID document, or another ID number should the applicant have no tax ID

<sup>\*\*</sup> the application should be sent to the address of the office responsible for the procedure

<sup>\*\*\*</sup> delete as appropriate



## Stamp duty

With respect to the commencement on 25 May 2018 of the General Data Protection Regulation (GDPR), the task office informs that:

- 1) the administrator of your personal data is the Mayor of Gdańsk, Gdańsk City Hall (Prezydent Miasta Gdańska, Urząd Miejski w Gdańsku), ul. Nowe Ogrody 8/12, 80-803 Gdańsk, e-mail: <a href="mailto:umg@gdansk.gda.pl">umg@gdansk.gda.pl</a>; tel. +48583236000; fax: +48583023941,
- 2) content details to the personal data inspector at Gdańsk City Hall: e-mail: iod@gdansk.gda.pl; tel. +48583236000, +48583236068,
- 3) your personal data will be processed to a degree necessary to carry out the rights or responsibilities of the administrator determined in the regulations on stamp duty for the purposes of determining the fee, collecting the fee, accounting records, debt collection and possible enforcement,
- 4) the obligation to provide the data results from the stamp duty regulations and is necessary to identify the taxpayer, and the consequence of failure to provide such data will be the taking of legal measures provided for in the tax law,
- 5) your personal data may be disclosed to staff authorised by the administrator, post operators, banking and IT service providers, and to other authorised entities to whom personal data may be disclosed pursuant to the law,
- 6) your personal data will be stored for a period no longer than necessary to achieve the objectives of the personal data processing. Furthermore, this period may be extended due to processing for statistical and archival purposes under the terms and conditions consistent with the regulations on the national archival fonds and archives,
- 7) you have the right to access your data, correct it and limit its processing in accordance with the principles of the data protection regulations,
- 8) you have the right to bring a complaint to the President of the Office for the Protection of Personal Data in case of processing the provided data in a way that is inconsistent with the Regulation of the European Parliament and of the Council (UE) 2016/679 of 27 April 2016.