

RULES OF MEMBERSHIP IN THE QUALIPOL ASSOCIATION OF CONTRACTORS FOR METAL SURFACE PROCESSING

§ 1

GENERAL PROVISIONS

1. The name of the Association is QUALIPOL Association of Metal Surface Treatment Contractors - "QUALIPOL" for short.
2. The goals and tasks as well as the manner of their implementation are specified in § 7 and 8 of the Association's Statute.
3. A member of the Association may be any domestic natural or legal person or an entity without legal personality, as well as foreigners (natural and legal person or entity without legal personality), with or without a place of residence or seat in the territory of the Republic of Poland.
4. Pursuant to the provisions of § 9 of the Association's Statute, the following are distinguished among the members of the Association:
 - a) ordinary members;
 - b) supporting members;
 - c) honorary members.

§ 2

ORDINARY MEMBERSHIP

1. An ordinary member of the Association may be any natural person - a Polish citizen or a foreigner, with full legal capacity and full public rights, delegated by a Polish or foreign company that performs the treatment of metal surfaces, being a producer or supplier of raw materials, materials, semi-finished products and machines and devices used in the process of metal surface treatment.
2. The enterprise posting an ordinary member automatically becomes a supporting member.
3. An ordinary member has the right to vote at the General Meeting of the Association.
4. An ordinary member has passive and active voting rights to the authorities of the Association.

§ 3

SUPPORTING MEMBERSHIP

1. A supporting member of the Association may be domestic or foreign organizational units without legal personality, as well as domestic or foreign legal persons, supporting the statutory activities of the Association and promoting a high standard of coatings on metal surfaces.
2. A supporting member acts through an ordinary member.
3. A supporting member has an advisory vote at the General Meeting of the Association.
4. A supporting member does not have directly passive and active voting rights, and he indirectly exercises these rights through an ordinary member delegated by him, who elects and may be elected.

§ 4

HONORARY MEMBERSHIP

1. A honorary member of the Association can be any natural person - Polish citizen or foreigner, especially meritorious for the implementation of the statutory objectives of the Association.
2. The resolution on awarding the title of honorary member of the Association is taken by the General Meeting of the Association at the request of the Board.
3. An honorary member does not have an active and passive right to vote for the Association's authorities and has the right to vote at the General Meeting of the Association.
4. An honorary member has the right to participate in the General Meeting of the Association and to participate in the work and organizational life of the Association.
5. The title of an honorary member of the Association is revoked pursuant to a resolution of the General Meeting of the Association.

§ 5

ASSOCIATION MEMBER STATUS

1. The rules of acquiring and losing the status of a member of the Association are set out in § 9 of the Association's Statute, and are specified in these Regulations.
2. A person interested in acquiring the status of an ordinary member and at the same time supporting the Association sends a written declaration to the Management Board, which he sends to the Association's address by registered mail with confirmation of receipt or by courier. A person interested in becoming a member of the Association may also send a declaration in electronic form, i.e. an electronic declaration with a qualified electronic signature, which will be equivalent

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to a written form. The declaration in electronic form should be sent to the Association's e-mail address: sekretariat@qualipol.pl. The form of the declaration is attached as **Annex 1** to these Regulations.

3. Acquisition of the rights of an ordinary and supporting member of the Association takes place after adopting a resolution of the Management Board on accepting the person concerned as a member, on the date the supporting member receives information from the Management Board that a given person has been admitted to the Association. The Management Board's information may be presented in writing or by e-mail.
4. The Board of the Association may refuse to accept the person concerned as a member of the Association. The resolution of the Management Board on the refusal to accept the person concerned as a member of the Association will be sent to the person concerned by registered mail with acknowledgment of receipt or by courier or by e-mail.
5. Within 30 days of receiving the resolution of the Management Board refusing to admit the person concerned as a member of the Association, the person concerned has the right to appeal to the General Meeting of the Association, which may either maintain the resolution of the Board and refuse to accept the applicant as a member of the Association or accept the candidate as a member of the Association or make acceptance from meeting certain conditions. The appeal shall be submitted in writing or by e-mail to the Association's address or to the e-mail address: sekretariat@qualipol.pl. The decision of the General Assembly of the Association will be presented to the interested party by e-mail.
6. Upon receipt of information about admission to the membership of the Association, the member also receives accounting notes that oblige him to pay the registration fee and the annual membership fee in the amounts specified in § 8 below, no later than 7 calendar days from receiving the information on the admission to members of the Association and receipt of accounting notes.
7. In the event of a delay or delay of a newly admitted member of the Association in paying the entry fee or membership fee, lasting longer than 14 consecutive calendar days, the Association will call the member for payment, setting him an additional period of 7 days to pay the arrears, counted from the date of sending the request and after it. Ineffective, the Management Board is entitled to adopt a resolution to exclude a member from the Association and its membership will expire on the date of the resolution by the Management Board without the possibility of claiming any compensation from the Association on this account. The resolution will be adopted and delivered to the excluded member of the Association in writing or by e-mail.

§ 6

RIGHTS AND DUTIES OF THE MEMBER OF THE ASSOCIATION

1. Each member of the Association has the right to:
 - a) participate in all statutory activities of the Association, maintaining the specificity of a given type of membership (ordinary, supporting, honorary member);
 - b) use the graphic designation of the QUALIPOL Association, its name, abbreviation along with the information that the member is associated in the Association.
2. When using:
 - a) Name of the Association - provide the full name of the Association in accordance with the provisions of § 1 of the Statute, i.e. QUALIPOL Association of Metal Surface Treatment Contractors;
 - b) the abbreviation of the name of the Association - the abbreviation QUALIPOL should be used;
 - c) Logotype - files containing the trademark available on the Association's website should be used.
3. A member of the Association is obliged to:
 - a) timely payment of the registration fee and membership fee in the amount decided by the General Meeting of the Association and entered in these Regulations or an annex to it, with the exception of honorary members who do not pay such fees, with the exception of the President of the Board of the Association who does not pay such fees and with the exception of ordinary members, for whose contribution is paid by the supporting member who delegates him, in accordance with § 3 sec. 2 of the Articles of Association;
 - b) comply with the provisions of the Association's Statute, regulations and resolutions of the Association's authorities and the provisions of the Law on Associations of April 7, 1989 (Journal of Laws of 2020, No. 2261);
 - c) taking care of the good name of the Association.
4. In addition, it is agreed that a member of the Association who is a powder paint coater for architectural applications, who has a production infrastructure that allows to meet the requirements of QUALICOAT or QUALANOD or QUALIDECO or QUALISTEELCOAT quality systems, as well as a member of the Association who is a manufacturer of coating materials and chemical preparations, is obliged to within 12 months of being accepted as a member of the Association, start the certification process under one of the above-mentioned quality systems, which will be consistent with the subject of the activity conducted and should complete this certification within the next 12 months from the date of its commencement.
5. After obtaining the certificate for the use of the above-mentioned quality marks, the member of the Association will receive a license for the coater or approval for the materials and technology used, depending on the order. The period of validity of the certificate in each case is 1 year.
6. A member of the Association interested in obtaining or maintaining for another year the already acquired certificate for the use of the above-mentioned quality mark (in terms of licenses or approvals) is obliged to submit a framework annual

order by the end of the calendar year preceding the year in which the certificate is to be valid. This order will be submitted to the Management Board at the following e-mail address: sekretariat@qualipol.pl on the form constituting **Annex 2** to the Regulations. Orders placed in any other way will not be handled by the Association.

7. The order referred to in point. 6 above, will be submitted on the basis of the price offer for the services of the Testing Institute, with which the Association cooperates, valid for the next year, which will be presented to the members of the Association by the end of November of the year in which the order is to be placed. The offer will be sent by the Association to members who already have a certificate. Members who do not yet have a certificate are required to apply to the Association for a current offer. In the case of cooperation with a foreign Testing Institute, the offer will be presented in EURO.
8. The invoices of the Association issued to the members of the Association for handling the certification process and for the provision of other services will be issued in PLN. The amount in EURO will be converted into PLN according to the foreign currency selling rate of the bank maintaining the Association's accounts on the day preceding the date of issuing the VAT invoice. Each member of the Association may, in the Order referred to in point 6 above, indicate that you want to receive an invoice in EURO and in this case the invoice will be issued in EURO. In the event of an erroneous transfer of the amount in EURO to a PLN account, the Association will charge the Member with a fee for currency conversion. Foreign members of the Association will receive VAT invoices in EURO automatically.
9. The payment date for all invoices issued by the Association is set at 14 days from the date of issuing the VAT invoice.
10. In the event that a member of the Association has not paid to the Association the amounts due resulting from previously issued invoices / VAT invoices and is still in delay with the Association, the Association has the right to suspend the started certification process until the arrears are settled by not organizing the inspection of inspectors from the Testing Institute without any liability in this regard.
11. In the event of a delay in payment of the amount due to the Association, which lasts longer than 14 days from the date of payment, the Association will issue and deliver to the Association member a reminder informing about the lack of payment. If no payment is made within the next 14 days from the date of sending the reminder, the Association will call the member of the Association for payment and charge him with the amount of PLN 200 net for the preparation and sending of the request for payment. If a member of the Association, despite the reminder and summons sent to him, still fails to pay the Association's dues, he will be sent further requests for payment every 14 days and with each request for payment, the member of the Association will be charged the net amount of PLN 200 for its preparation and sending. If the delay or delay in the amounts owed to the Association exceeds 60 days from the due date, the Board of the Association may adopt a resolution to terminate the indebted member of the Association from membership. Information on the Board's resolution on exclusion from the Association shall be delivered to the excluded member of the Association in any documentary form. Contributions paid by a member of the Association until the date of receipt of information about exclusion from the group of members of the Association are not refundable.
12. Members who at least twice delayed or are in delay with the payment of the Association's receivables resulting from VAT invoices and did not pay them immediately after receiving the reminder or the first request for payment, will be required to make a prepayment in the amount equal to the value of the ordered service / inspection for on the basis of a proforma invoice. After receiving the funds to the bank account, the member of the Association will receive a VAT invoice and the inspection / service will be performed for him.
13. Each member of the Association may acquire a certificate for the use of one or more of the above-mentioned quality marks.

§ 7

MEMBERSHIP FEES

1. The amount of the registration fee is set at EUR 800 or its equivalent in PLN, converted according to the foreign exchange selling rate of the bank keeping the Association's accounts on the day preceding the day of issuing the accounting note.
2. The amount of the membership fee is set at EUR 1000 per year or its equivalent in PLN, converted according to the foreign exchange selling rate of the bank keeping the Association's accounts on the day preceding the day of issuing the accounting note.
3. The amount of the first membership fee for a member newly admitted to the Association depends on the quarter in which he joined the Association. If a member joined the Association in the first quarter of the calendar year - he will pay 100% of the annual membership fee, set out in section 2 above, if in the 2nd quarter of the calendar year, he pays 75% of the annual membership fee set out in sec. 2 above, if in the third quarter of the calendar year he pays 50% of the annual membership fee set out in sec. 2 above, and if in the fourth quarter of the calendar year, he pays 25% of the annual membership fee, set out in sec. 2 above.
4. The date of payment of the membership fee in the next year following admission to the Association is set on January 2 of the year to which a given membership fee relates, not later than the General Meeting of the Association approving the reports for the previous year.
5. Honorary members are exempt from paying membership fees.

6. The President of the Management Board of the Association is exempt from paying fees in accordance with the Resolution of the General Meeting of the Association No. 4/2015 of March 20, 2015.
7. For an ordinary member, the fee is paid by the supporting member who delegates him to the Association.
8. Contributions paid by a supporting member include the contribution of a supporting and ordinary member.
9. The contributions are paid to the Association's bank ac:
 - a) for PLN payments: PLN 22 1020 1127 0000 1102 0085 9173;
 - b) for EUR payments: EUR 32 1020 1127 0000 1502 0281 8003

§ 8

EXPIRATION OF MEMBERSHIP

1. Ordinary membership expires upon recall by a supporting member.
2. Membership in the Association ceases with effect:
 - a) death of a natural person or loss of legal personality by a legal person or loss of legal existence by a legal person;
 - b) a person's voluntary written resignation from membership in the Association, after all obligations towards the Association have been settled, on the basis of the resolution of the Association's Management Board approving the submitted resignation;
 - c) exclusion from the Association members due to the member's actions to the detriment of the Association, on the basis of a resolution of the General Meeting of the Association.
 - d) A lack of payment the annual membership fee on time and in the event of arrears in paying other amounts due to the Association in accordance with the provisions of the Regulations, pursuant to a resolution of the Association's Management Board.
3. A member's written declaration on resignation from membership in the Association shall be sent by registered mail with return receipt requested or by courier to the Association's address. Resignation from membership in the Association may also be made in electronic form, i.e. a declaration of will submitted in electronic form, with a qualified electronic signature may be sent to the Association's e-mail address.: sekretariat@qualipol.pl.
4. The statement of the supporting member regarding the dismissal of an ordinary member shall be sent in writing to the address of the Association or by e-mail to the e-mail address.: sekretariat@qualipol.pl.
5. The resolutions of the Management Board and the General Assembly of the Association, referred to above, will be sent to the member of the Association in any document form.

§ 9

FINAL PROVISIONS

1. Changing or supplementing the Regulations requires a resolution of the General Meeting of the Association, adopted in accordance with the Articles of Association of the Association.
2. In matters not covered by the Regulations, the provisions of applicable law and the Articles of Association shall apply.
3. Members of the Association are obliged to provide the Association with e-mail addresses and to update them
4. The content of the Regulations and its attachments in electronic form is available on the Association's website.
5. The Regulations come into force on the day of its approval by a resolution adopted at the next General Meeting of the Association, i.e. on November 9, 2022.

Annex 1 to the Regulations

The membership declaration

Name of the entity interested in becoming a member of the QUALIPOL Association:

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Name and surname of the delegated ordinary member of the Association	Function	Email	Phone number
Entrepreneur's address	VAT ID	Email	Phone number
Contact person from the accounting department		Email to the accounting department	Phone number to the accounting department

I, the undersigned, acting on behalf and for the benefit of the entrepreneur indicated above as the entity applying for the acquisition of membership in the Qualipol Association, declare that the above-mentioned entrepreneur declares its willingness to join the Qualipol Association and I request that it be admitted as a supporting member. At the same time, I declare that the delegate of the above-mentioned entrepreneurs in the Association will be the person indicated above and I am asking for her admission to the ordinary members of the Qualipol Association.

At the same time, I declare that by submitting this declaration, I accept and accept the Articles of Association of the Association and all applicable regulations and resolutions, which the entity and its delegate undertake to comply.

Moreover, I declare that the above-mentioned the entity, after being accepted as a member of the Association, undertakes to pay the following fees in a timely manner: entry fee, membership fees and to pay all amounts due to the Association on time.

Please find attached the current excerpt from the National Court Register and the power of attorney *).

City:

Date:

Legible signature

*) a power of attorney is submitted only if the person placing the order is a representative of a member of the Association.

Annex 2 to the Regulations

QUALIPOL Association services order for the year

Name of the member of the Association placing the order :

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Type of certification	The numbers of the certificates held	How many lines / facilities will be controlled	Other information
QUALANOD			
QUALICOAT coater			
QUALICOAT powder producer			
QUALIDECO			
QUALISTEELCOAT			
GRM facade cleaning			
Chemical supplier			

I, the undersigned, declare that I represent the member of the Association indicated above and I am entitled to submit on his behalf and on his behalf a declaration of will regarding the contract for the year specified above, the QUALIPOL Association services listed in the table, as part of the certification of the above-mentioned quality programs, whose General Licensee in Poland is the Association.

At the same time, I declare that for the services of the Qualipol Association provided in connection with the order placed, the VAT invoice should be issued in PLN / EURO *).

City:

Date:

Legible signature

*) please select your preferred currency.