Rödl & Partner

TPR FORM VERSION 5

How to fill it out?

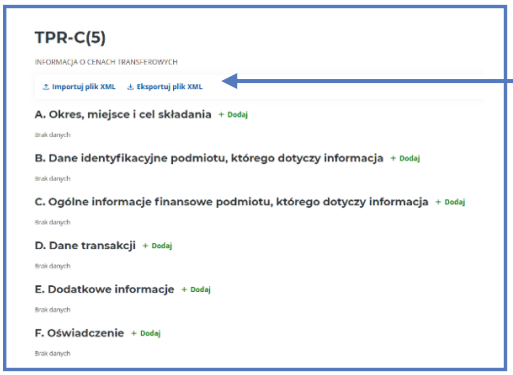
TPR form version 5. How to fill it out?

1

TPR-C(5) - eFormularz (mf.gov.pl)

Go to the form's webpage.
The final version of the form has the **.xml** extension.

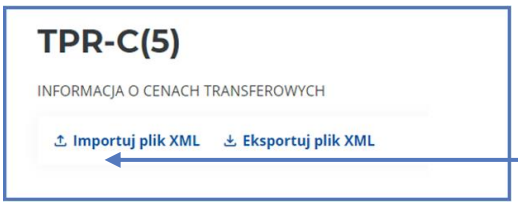
2



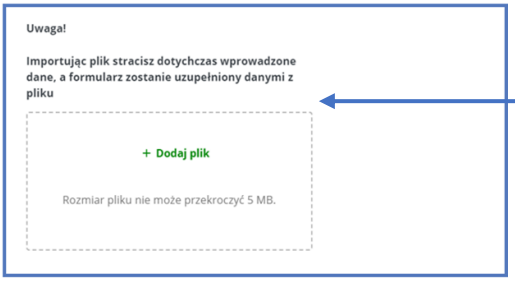
Open and fill in the tabs on your own.

You can export the completed form as an .xml file to be shared with another person, using the **Eksportuj [Export]** option.

3

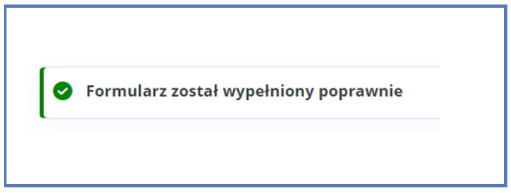


If you want to import a form filled out and sent by another person, choose the **Importuj plik xml [Import xml file]** option.



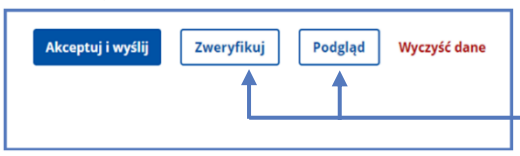
In the window that pops out, add the **xml** form and click **Dodaj plik [Add file]**.

Once the form is uploaded or filled out, you should get a message.



4

Then, click
Akceptuj i wyślij [Accept and send]
– at the bottom of the document.



You can check if the document is technically correct by clicking on **Zweryfikuj [Verify]**.

If you click **Podgląd [Preview]** you will see the PDF visualisation.

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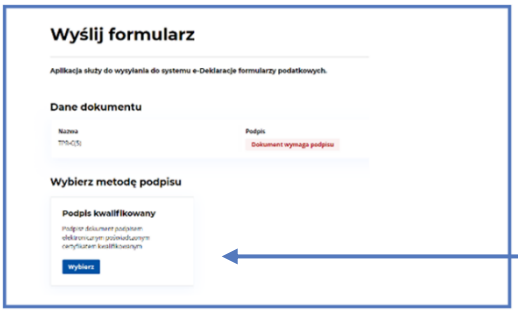
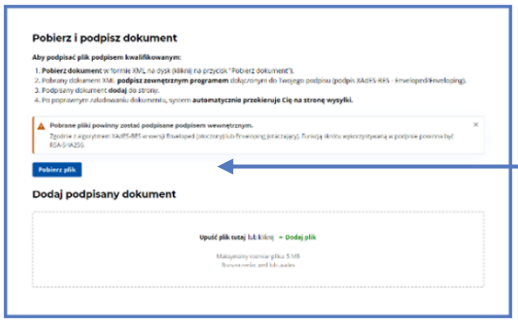
5



After you select **Akceptuj i wyślij [Accept and send]**, a window will appear where you can sign the document.
Select **Podpis kwalifikowany [Qualified signature]**.

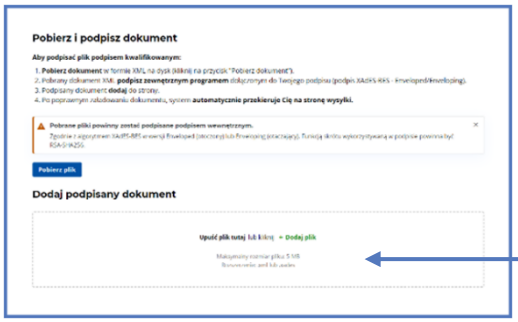
6



Then, download the file by clicking on **Pobierz plik [Download file]**, save the .xml file on your computer, sign it with a qualified electronic signature using your signing software and save also the signed file on your computer.

The .xml version of the form must be signed with a qualified electronic signature. The signature must be marked as **XAdES-BES - Enveloped/Enveloping. This is important because importing a file in a different format into the software may be problematic.**

7



Once you sign the file, add it to the window and click **Dodaj plik [Add file]**.

8

After you have uploaded the file and seen a message that the file has been signed successfully, click **Wyślij [Send]**.

After it has been sent, a message appears with the assigned document reference number – please copy and save it.

9

Enter the reference number and download the official confirmation of receipt (UPO form) using the link:
Status e-Deklaracji (mf.gov.pl)
The confirmation should be available within a few hours after sending the form.