

After concluding the PPK management agreement, the employer is required to conclude a contract for the operation of the PPK in the name and on behalf of the employees. In order to do this, it is necessary to notify the List of Participants for whom the agreement will be concluded.

### 1. Prepare the appropriate data file

The employee data file (xml or csv) must comply with the specification of the Standard recommended by the PPK Project Group, specifying which data is required. A description of the Standard can be found in the PPK Service in the field for importing data (see point 3).

Some HR and payroll applications have an option to generate a file for PPK that complies with the Standard described above.

### 2. Log in to PPK Service

Employees, notified by their employer as "administrators" of the application, received a welcome packet with a link to the PPK Service by email. If you did not receive the link or have forgotten your password go to: <https://ppkservice.psinteco.pl/ppk/login> and use the "Remind Password" option. The login is the administrator's email address.

### 3. The next step is to import the file with the List of Participants for whom the contract of conduct (UoP) is to be concluded

#### 4. Import the file in the Source of data.

PPK Serwis – demo version (not for use with production data)!

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Language TFI ALLIANZ POLSKA S.A. Allianz Testowy **LOG OUT**

### Import Employee List From File

PPK > Employees > Import Employee List From File

Home

**Employees**

Contracts

Contribution history

Contribution import

Dispositions

Transactions

Returns

#### Import of employee list

**Source of data**

file Download the file with data to be imported. Acceptable formats are: csv, ppk, txt, xls, xlsx, xml.

**Wybierz plik** Nie wybrano pliku

text Copy the data from Excel/XML to the field below:

**Format of source data**

The format of imported data has been described in the following documents:

- Pro Service Finteco Transfer Agent Standard: [Scope and format of electronic communication between the Employer and Pro Service Finteco Transfer Agent](#)
- Standard recommended by the PPK Project Group: [Scope and format of electronic communication between the Employer and the PPK area Financial Institution](#)

#### 5. Verify the data preview and run the import.

The fact that a file has been imported does not yet mean that a lead contract has been concluded. Employee data has been uploaded to the system, but it is in the "waiting room" and awaiting the conclusion of the contract.

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### Import Employee List From File

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Returns

Administrators

Company Information

My Information

Documents

#### Import of employee list

#### View of data to be imported

View the data to make sure that the system has correctly read the files. Herebelow, over ten first records are displayed.

Header:

imie	imie_2_nazwisko	obywatelstwo	nr_pesel	plec	dok_tozsamosci_rodzaj	dok_tozsamosci_seria_numer	data_urodzenia	kontakt_email	kontakt_telefon	uczestnik_identifikator_informatyczny
Bartosz	Dpolughf	PL	71022547639	M			1971-02-25 00:00:00	sdfghj@gmail.com	123456789	
Mateusz	Xklhgyuf	PL	81011721197	M			1953-01-17 00:00:00	oiujhgf@gmail.com	234567899	
Wojciech	Dkljhfgf	US		M			1970-09-01 00:00:00	yhgvdg@wp.pl	600987654	

**Backwards** **Start import**

#### 6. Go to the „Employees” tab – do not click „Conclude a UoP”

Here, check the statuses of the lead contracts located in the upper right corner.

Employees

PPK > Employees

Status of Management Contracts

Concluded (112) Formal errors (7) **Conclude a UoP**

**New** **Import from file** **Export to Excel** **Verify records**

Employee's data:

**Filter** **Clear**

Displayed 1 results

Last name and First name	Status of agreement	HR number	PESEL	Date of birth
<b>Nowak Joanna</b>	<b>Conclude a UoP</b> Status of agreement NONE		PESEL 89092751243	Date of birth 1989-08-27

## Contract statuses:

- concluded - at the first import of the List will always be (0)
- formal errors - you should focus on these employees, because for them you will not be able to conclude a PPK agreement. Click on this status and the system will show us only those employees where the data is wrong or there are some gaps.

PPK Serwis – demo version (not for use with production data)!

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Language: English TFI ALLIANZ POLSKA S.A. Allianz Testowy LOG OUT

New Import from file... Download report Verify records

Employee's data... Status of agreement: formal errors Filter Clear

Displayed 2 results

Last name and First name	Status of agreement	HR number	PESEL	Date of birth
ROMAN ROMAN	Status of agreement none, formal errors	HR number PPK0000009086	PESEL 11111111111	Date of birth 1111-11-11
kowalsak anna	Status of agreement none, formal errors		PESEL 12345678900	Date of birth 2022-01-02

By clicking on the employee's data there will be information about errors or deficiencies. You should check these records and remove the reason for such status.

Status *none, formal errors* may occur if the list includes an employee who is older than 55 and, according to the PPK Law, the employer must receive a declaration from the employee to enter into a PPK agreement. If the employee has made such a declaration, simply uncheck this option and save the changes

We need to get to a situation where it will be possible to conclude contracts on behalf of all employees for guidance - the status of formal errors (0).

## 7. Removal of employees prior to the conclusion of the agreement to operate the PPK

In a situation where there is a person on the list of employees who should not appear on it (for example, he has already submitted a notice of resignation) at this stage you can still remove his data. Click in the details of the employee in question and select Delete from the top menu. It is possible to delete individual records, it is not possible to delete several employees at the same time.

**NOTE: It is not possible to delete the data of an employee after the conclusion of a UoP Contract**

Employee Details

PPK > Employees > Joanna Nowak

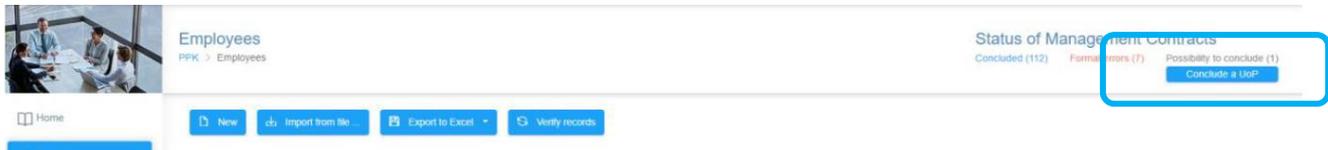
Home Back Save Delete

Employee details

Status of Management Contract

## 8. Conclusion of the agreement on the operation of PPK

The PPK agreement is concluded only after clicking on „**Conclude a UoP**”. You can conclude an agreement for a specific employee by clicking on the above-mentioned field next to his or her data, or conclude an agreement for all employees with a single click from the statuses of the agreement.



***The conclusion of a PPK conduct agreement obligates the employer to begin making PPK contributions.***

A few days before we plan to conclude a conduct agreement, we can prepare a list of employees in accordance with the above instructions, and on the day we want to conclude the agreement, click only „**Conclude a UoP**”.

It results in the enrollment of employees in PPK, and a PPK conduct agreement is sent to the administrators' email addresses

If you have any questions, please send a message to [fundusze.ppk@allianz.pl](mailto:fundusze.ppk@allianz.pl)