

PPK TRANSFER PAYMENT (Art. 19 of the Act on PPK)

Transfer payment from the previous PPK to new employees

Below is a brief description of the transfer payment process to be carried out with newly employed employees.

1. Agreement for and on behalf of the Employees

The employer should conclude a contract to keep the PPK for a new employee not earlier than after 14 days of employment and not later than by the 10th day of the month following the month in which the term of 3 months of employment expired.

In accordance with the Act on PPK – Art. 16 sections 2 and 3 - the 3 months' period of employment includes:

- employment from the previous 12 months which took place with the employer concerned and periods of employment with other employers, if the current employer is its legal successor, by virtue of separate provisions;*
- in the case of home-based work, a period of employment with a previous employer, where the change of employer has taken place, in accordance with the rules laid down in Article 231 of the Labour Code.*

Subsequently, according to Article 19 of the Act on PPK within 7 days from the conclusion of the contract for running a PPK for the employee:

- the employer receives from the new employee, information regarding which PPK he/she was registered with, with the previous employer and which financial institution kept his/her PPK account (An-nexe no. 1).
- the employer informs them of the obligation to apply on their behalf for the transfer payment of funds accumulated in the PPK to date.

2. Consent to the transfer of funds

If the employee does not object within 7 days from the date of receipt of the above information, the employer submits an application on his behalf for **a transfer payment** of funds accumulated on the PPK accounts kept by previous employers.

The instruction is submitted **via the application for the employer, PPK Serwis (or via API)**. When using the PPK Service application, the employer searches for an employee in the **Contracts** tab and selects the option **Dispositions**. Then he selects the Transfer PPK order.

Kot Marriusz

Status of agreement
active

HR number

PESEL

Date of birth

Dispositions

A form will appear that allows you to submit a transfer withdrawal order:

- transfer payment - legal basis Art. 19 paragraph 4 (regarding this procedure for new hires)
- change of the financial institution - the legal basis of Article 12 (4) (when the Employer decides to change the financial institution running the PPK in his enterprise).

← PPK Transfer

Employee

First name: RAFAELLO
Last name: SANTINI
Document: Id document, ACY728667

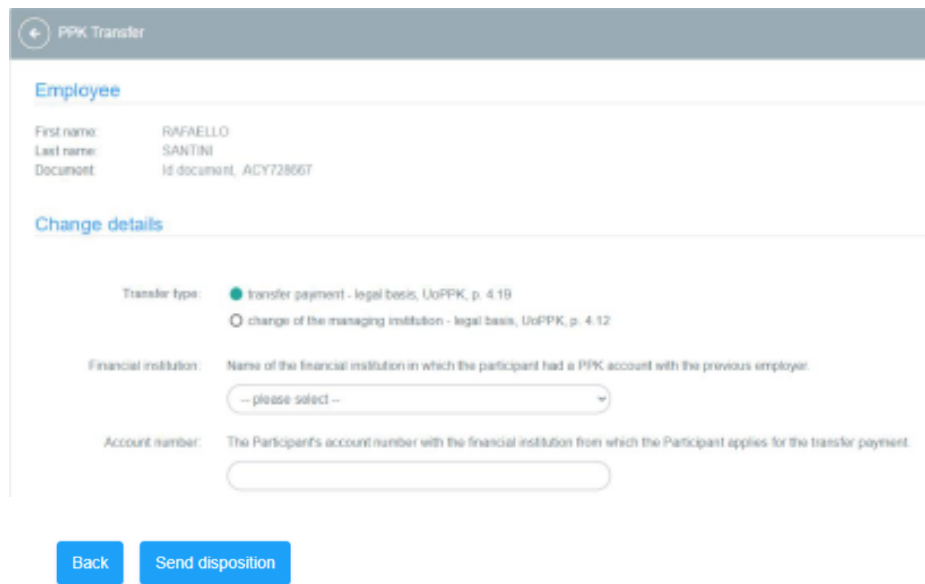
Change details

Transfer type: transfer payment - legal basis, UoPPK, p. 4.19
 change of the managing institution - legal basis, UoPPK, p. 4.12

[Back](#) [Send disposition](#)

You should select the appropriate type of transfer and enter the data from the **PPK participant's declaration on the concluded agreements on PPK operation**:

- select the financial institution in which the PPK Account was kept
- the account number at the previous financial institution should be rewritten from the declaration



The screenshot shows a web form titled "PPK Transfer". It is divided into two main sections: "Employee" and "Change details".

Employee section:

- First name: RAFAELLO
- Last name: SANTINI
- Document: Id document, ACY72866T

Change details section:

- Transfer type:** Two radio buttons are present. The first is selected: "transfer payment - legal basis, UoPPK, p. 4.1B". The second is "change of the managing institution - legal basis, UoPPK, p. 4.12".
- Financial institution:** A label reads "Name of the financial institution in which the participant had a PPK account with the previous employer." Below it is a dropdown menu with "-- please select --" and a downward arrow.
- Account number:** A label reads "The Participant's account number with the financial institution from which the Participant applies for the transfer payment." Below it is an empty text input field.

At the bottom of the form, there are two blue buttons: "Back" and "Send disposition".

After submitting the above instruction, the employer does not send documents to TFI Allianz Polska and archives it on his own. The transfer is made on the basis of an instruction provided by the employer's application.

3. Lack of consent to the transfer of funds

Within 7 days of receiving the information on the obligation to submit a transfer payment application, on behalf of the employee, the participant in the PPK may inform the employer in writing that they do not agree to submit such an application (Annexe no. 2).

The employer will not send any forms to the financial institution and will archive both the statement received from the employee about the accounts held by the PPK and also information about the lack consent to the transfer of funds (Annexe no. 1 and Annex no. 2) in its own right.

The employee now has another PPK account.