

## **Regulations for payment of individual membership fee, institutional membership fee and conference participation fee by bank transfer and via PayU payment system**

### **§ 1 Definitions**

For the purposes of these Regulations, the following terms are defined:

- 1. Center** – International Center of Public Finance and Tax Law Research with its headquarters in Białystok, 1 Adam Mickiewicz Street, Room 219, established pursuant to Resolution No. 1/2002 of September 6, 2002. on the establishment of the Information and Organization Center of Public Finance and Tax Law Research of Central and Eastern European Countries operating at the Faculty of Law of the University of Białystok, registered in the register of associations, other social and professional organizations, foundations and independent health care institutions of the National Court Register kept by the District Court in Białystok, XII Economic Department of the National Court Register under the number KRS 0000136524, NIP 5422801216, REGON 052196190, being the owner of the Web Service.
- 2. Web Service** – a website owned by the Center, operating at <https://centroffinance.org>, which publishes, in particular information on the activities of the Center (including current information, information on conferences), which allows you to pay the membership fee (individual and institutional) and pay the fee for participation in the Conference.
- 3. Center Member** – natural person, residing in the territory of the Republic of Poland or abroad, who has submitted a membership declaration to the Center.
- 4. Conference Participant** – a natural person who has created an individual account on the Web Service and has filled out an application form for the Conference.
- 5. Conference** – a conference presented on the Internet service in which a Center Member may participate after completing the registration form available on the Web Service and paying the participation fee.
- 6. Individual membership fee** – the fee paid by individuals who are members of the Center in the amount determined for a given year by resolution of the General Meeting of the Center.
- 7. Institutional membership fee** – fee paid by legal persons and organizational units without legal personality, in the amount determined for a given year by resolution of the General Meeting of the Center.
- 8. PayU** – PayU S.A. with its seat in Poznań, 60-166 Poznań, at 186 Grunwaldzka Street, entered in the register of entrepreneurs kept by the District Court Poznań - Nowe Miasto and Wilda in Poznań, VIII Economic Department of the National Court Register under KRS number 0000274399, NIP 7792308495.
- 9. Konto PayU** – a tool provided by PayU, allowing to make payments for purchases made on the Web Service.

## **§ 2**

### **General provisions**

1. The Internet Service allows payment of: individual membership fee, institutional membership fee and fees for participation in Conferences via the Internet (online).
2. The Center shall operate in Poland, which does not exclude the possibility of paying fees by persons residing outside the Republic of Poland.
3. The member of the Center is obliged to timely pay the fees referred to in § 3 of these Regulations.
4. Registration of participation in the Conference is possible after prior establishment of an individual account in the Web Service.
5. Internet access is required to use the Web Service.
6. The Center shall not be liable for the inability to use the Web Service or any part thereof resulting from improper browser, incorrect software or hardware configuration, and does not guarantee that the use of the service will be possible to the full extent using any hardware and software configuration.
7. Personal data provided when creating an individual account on the Web Service and in the submitted registration application shall be processed only for the time necessary to organize, operate and communicate in connection with the event (or membership in the Center) and the time of necessary archiving. The administrator of the personal data is the Center.

## **§ 3**

### **The amount, term and method of payment of individual and institutional membership fees**

1. The amount of individual and institutional membership fee is determined for each calendar year by resolution of the General Meeting of the Center.
2. The amount of membership fees referred to in pt. 1 shall be determined in currency:
  - a) polish zloty (PLN) and
  - b) euro (EUR)- with the Center's Member deciding on his/her own in which currency he/she will pay the membership fee.
3. Information on the amount of membership fees indicated in pt. 1 is published on the Web service, in the "Membership" tab, as well as in the individual profile of the Center Member.
4. The individual or institutional membership fee should be paid by the deadline of April 1 of a particular calendar year.
5. Not paying the annual membership fee for a given calendar year by September 1 shall result in termination of membership.
6. The deadline specified in pt. 4 and 5 shall not apply to new Members of the Center, who may pay the fee until the end of the calendar year in which they become Members of the Center.
7. Payment of the institutional fee shall exempt Members of the Center having an affiliation of a given legal person or unincorporated organizational unit from the obligation to pay the individual fee in a particular calendar year.
8. A member of the Center may make payment for the individual or institutional fee in one of the following forms:
  - a) by bank transfer - if he/she has an account in one of the banks operating in the Republic of Poland - to the Center's account maintained at Bank Santander Bank Polska S.A., to the account:
    - PLN account: 11 1500 1083 1210 8008 7025 0000

- Foreign exchange account: PL 85 1500 1083 1210 8009 9099 0000  
SWIFT code: WBKPPLPP.

b) via PayU system.

9. A member of the Center may make payment for an individual or institutional fee in the manner specified in § 3 pt. 8 letter b from the level of his/her individual profile established on the Web Service.

10. In order to receive an invoice for the payment of the fee, the Member of the Center must submit a request for its issuance to p.woltanowski@uwb.edu.pl and provide all necessary data (including address data for sending it).

11. The invoice referred to in para. 10 will be sent within 14 days from the date of confirmation of receipt of the request for its issuance.

#### **§ 4**

##### **The amount, term and method of payment of the Conference fee**

1. The amount of the Conference fee is published on the Web Service, in the “Annual Conference ...” tab.

2. The amount of the Conference fee referred to in pt. 1 is determined in currency:

a) polish zloty (PLN) and

b) euro (EUR)

- the Participant of the Conference decides on his own which currency he will pay it in.

3. The prices given in the Conference description are gross prices.

4. The Conference fee should be paid at the time of registration, but no later than by the deadline for registration for the Conference specified on the Web Service, in the “Annual Conference ...” tab.

5. The Conference fee may be paid in one of the following forms:

a) by bank transfer - if it has an account in one of the banks operating in the Republic of Poland, to the account of the Center maintained in the Bank Santander Bank Polska S.A., to the account:

- PLN account 11 1500 1083 1210 8008 7025 0000

- Foreign exchange account: PL 85 1500 1083 1210 8009 9099 0000

SWIFT code: WBKPPLPP.

b) via PayU system.

6. In order to receive an invoice for the payment of the fee in question, you must submit a request for its issuance in the registration form for participation in the Conference or send it to p.woltanowski@uwb.edu.pl - with all the necessary data (including address data for sending it).

7. The invoice referred to in pt. 6 will be sent within 14 days from the date of confirmation of receipt of the request for its issuance.

#### **§ 5**

##### **Reunds**

1. Paid individual or institutional contribution is not refundable.

2. Conference participant may resign from participation in the Conference without giving a reason at any time, but the fee paid for participation in the Conference is not refundable.

**§ 6**  
**Operation of the Web Service**

The Center will make every effort to ensure that the Web Service operates without malfunctions, however, due to necessary maintenance and modernization work, interruptions may occur in operation.

**§ 7**  
**Final provisions**

1. Using the Web Service to pay individual or institutional membership fees or to pay the Conference fee is tantamount to agreeing to all the provisions and information contained herein in these Regulations.
2. The Center reserves the right to amend these Regulations. The Center will inform about the change of the Regulations on the Web Service.
3. Amendments to the Regulations shall come into force on the date of their publication on the website and shall not have retroactive effect.
4. In matters not covered by these Regulations, the provisions of Polish law, including the Civil Code, shall apply.