



# Sign documents electronically!

Take advantage of simple solutions and use a qualified electronic signature

A qualified electronic signature, in accordance with the requirements of the Civil Code and [the EU eIDAS Regulation](#), is equivalent to a handwritten signature. [Electronic documentation workflow based on a qualified electronic signature](#) will allow you to maintain easy access to our services, without need to send paper documents and direct contacts.

## Good to know:

### 1 What's in the regulations?

The eIDAS regulation allows three electronic signature levels:

- basic
- advanced
- **qualified**

Each type of electronic signature is compliant with eIDAS, but only **a signature qualified can be fully considered equivalent to a handwritten signature** and gives certainty as to the identity of the signatory and the validity of his / her statement (importantly: independently, without any additional tools).

### 2 What is a qualified electronic signature?

A qualified electronic signature is created **using a qualified electronic certificate, assigned to a specific natural person**, identifiable in this certificate by name, surname and number of the ID document or PESEL. In this way the signature is connected to a specific person.

### 3 How do you get a qualified electronic signature?

Qualified signatures are issued all over Europe. There are several suppliers in Poland with this status. It is even possible to obtain a certificate remotely. **A list of qualified trust service providers** within the EU can be found at <https://webgate.ec.europa.eu/tl-browser/#/> (select the „QCert for Esig” certified provider).

### 4 How to submit a document with a qualified electronic signature at the Bank?

The document signed by a qualified electronic signature (PDF with signature in the PADES standard) should be **sent by e-mail**, in a properly secured manner, to your Relationship Manager or CitiService Representative.

## Benefits:

- ▶ **without leaving home and direct contact** - important for our security in time of COVID-19
- ▶ **fast and convenient** - one signature for the entire document, without signing each page separately; documents signed are sent electronically to Citi Handlowy immediately
- ▶ **secure** - the authenticity of the signature confirmed by an independent institution issuing the certificates; data correctness can be verified at any time in a publicly available certificate registry
- ▶ **easy to use** - various forms of signing with the electronic signature and software supporting it are available
- ▶ **economical** - no costs incurred for sending documents by traditional mail
- ▶ **eco-friendly** - electronic signed documents mean less paper documentation, and thus the next step in care for the environment



For further details please contact your Relationship Manager or CitiService Representative.