

Dear Sir/Madam,

Employee Capital Plan (PPK) is a scheme that will make it possible for you to save funds intended for withdrawal once you turn 60. The payments made to your private account maintained as part of the PPK will be financed from three sources: the Employer – in the amount of 1.5% of the remuneration constituting the basis for calculating the old-age and disability pension contribution (basic payment of the Employer), the Employee – in the amount of 2% of the remuneration (basic payment of the Employee) and the Labour Fund – in the form of a one-off welcome payment in the amount of PLN 250 and annual extra payments for active saving, each amounting to PLN 240.

All Employees aged between 18 and 54 who were employed by WUT at the date of 1st January 2021 as contemplated in the Act applicable to each of them (indicated in Article 134(1) of the PPK Act) will be automatically enrolled in the scheme unless they submit to the Employer a declaration of resignation from making payments to the PPK. Employees employed by WUT after the above date will have to additionally comply with the requirement of having an adequate length of service of at least 3 months (including periods of employment at WUT from the previous 12 months prior to the date of employment start). As soon as the above length of service is reached, the Employee will be automatically enrolled in the PPK by the Employer unless they have previously resigned from making payments to the PPK.

Employees who as at the date of signature of an agreement on the maintenance of the PPK are over 55 but under 70 years of age will not be automatically enrolled in the PPK but may join the PPK on a voluntary basis. The Employer will enroll them in the PPK at their request. A request for the conclusion of an agreement on the maintenance of the PPK for the benefit of persons aged over 55 should be submitted with the Employer.

Employees can also make additional Employee payments in an amount not exceeding 2% of their remuneration. Individuals who want to make additional payments need to submit additional declarations on the making of additional payments. In turn, individuals who are joining the PPK or are members of the PPK and whose total remuneration from various sources in a given month does not exceed the amount corresponding to 120% of the current minimum remuneration can pay the basic contribution in an amount lower than 2%, but not lower than 0.5%, of their remuneration, provided that they submit a relevant declaration to that effect.

Templates of all requests, statements, and declarations are available on SAP Employee Portal and in a folder on the following website: <https://pw.edu.pl/Pracownicy> - PPK. If there is a need to use them, the Employee should:

- submit a request through the SAP Employee Portal

and simultaneously

- fill in the right form, print it, sign it and submit the original to the employee taking care of human resources in the Employee organizational unit or to the Human Resources Office/Human Resources Department in Płock.

The date of submission of a request to the Employer shall be the date on which the original document is delivered to the Human Resources Office/Human Resources Department in Płock.

Since a conclusion of a contract by WUT for conducting a PPK should be done by 9th April 2021.

The documents should be delivered through internal post or in person and submitted to the Human Resources Secretariat Office /Human Resources Department in Płock Secretariat Office.

We would like to inform you that, pursuant to the PPK Act of 4 October 2018, the funds accumulated in the PPK are private funds of PPK participants and are inheritable. You will be able to use them, including tax credits, the Social Insurance Institution credit and payments from the Labour Fund, once you turn 60. In some cases, you will be able to use them, at least in part, before you turn 60 (e.g. in the event of a serious illness or when purchasing an apartment / building a house and taking out a loan for this purpose).

Detailed information on the PPK can be found on the website of PKO TFI <https://www.pkotfi.pl/ppk-z-pko-tfi/>.

Yours faithfully,

Professor Mirosław Karpierz, PhD, DSc
Vice-Rector for General Affairs