

Appendix No. 3 to Offer Enquiry No. 1/2026 –  
*Specimen Promissory note Agreement and Promissory note*

## **PROMISSORY NOTE AGREEMENT**

concluded in ....., on ..... between:

Silva LS Sp. z o.o., ul. Waryńskiego 1, 78-400 Szczecinek, NIP: 6731796092, REGON: 320108793,  
KRS 0000243017, hereinafter referred to as the "Payee" (or "Creditor")

and

..... [supplier details]

.....,

hereinafter referred to as the "Issuer of the Promissory Note" (or „Issuer”),

hereinafter also collectively referred to as the "Parties".

### **§ 1**

This agreement regulates the manner in which the Payee will fill out an uncompleted promissory note at the time of issue (blank promissory note) issued to secure the amount of the claim (together with statutory interest and other costs of pursuing the claim) arising from the performance of the Agreement [.....] concluded between the Payee and the Issuer of the promissory note (hereinafter referred to as the "Agreement").

### **§ 2**

In connection with the performance of the Agreement between the Payee and the Issuer of the promissory note, the Issuer authorises the Payee to:

1. complete the promissory note for an amount corresponding, as at the date of its completion, to the value of the Payee's claim against the Issuer, up to the equivalent of the subsidy that the Payee is obliged to repay, increased by interest and the costs of pursuing the claim, excluding court costs and legal representation fees, as well as other monetary obligations of the Issuer towards the Payee, but not exceeding 50% (in words: fifty percent) of the gross remuneration specified in the Agreement, and to:
2. fill in the promissory note at the discretion of the holder of the note as to:
  - 2.1. the date of payment;
  - 2.2. the place of payment of the promissory note other than the place of issue indicated in the promissory note;
  - 2.3. the place of issue of the promissory note other than the place indicated in the designation of the issuers;
  - 2.4. the date of issue of the promissory note;
  - 2.5. and to include the clause "without protest" on the promissory note.

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3. The promissory note may be endorsed.

**§ 3**

The Payee is obliged to notify the Issuer of the blank promissory note in writing of its intention to complete the promissory note. The letter should be sent by registered mail no later than \_\_ days before the payment date of the promissory note.

**§ 4**

In the event of termination of the cooperation between the Parties and upon payment in full by the Issuer of the promissory note to the Payee on the date it becomes due, the Payee shall, within (...) days, return the promissory note referred to in § 1 of this Promissory note agreement to the Issuer of the promissory note.

**§ 5**

1. Any amendments to this Promissory note agreement must be made in writing under pain of nullity.
2. In matters not regulated by this Promissory note agreement, the provisions of the Civil Code and the Bill of Exchange Law shall apply.
3. A specimen blank promissory note is attached as Appendix 1 to this Promissory note agreement.

.....

Signature of the Payee

.....

Signature of the Issuer of the promissory note

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Annex No. 1

**PROMISSORY NOTE**

..... on ....., promissory note in the amount of .....  
(place of issue) (date of issue) (amount of the promissory note)

(word:.....)

On .....  
(due date of the promissory note)

I will pay unconditionally for this promissory note without protest to the order of:

Silva LS Sp. z o.o., ul. Waryńskiego 1, 78-400 Szczecinek, NIP: 6731796092, REGON: 320108793.

the amount of ..... (in words: .....),

payable at .....  
(place of payment of the promissory note)

.....  
.....  
.....  
.....

(details of the issuer of the promissory note, name,  
PESEL, place of residence, if applicable, indication of  
the entity which is represented by the signatory of the  
promissory note)

.....  
(legible handwritten signature of the promissory note  
issuer)