

Manual: GS TFI24 Transaction Service

for Participants of Employee Capital Plans (PPK)

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Logging in to the GS TFI24 transaction service

Logging in to GS TFI24

Go to https://gstfi24.pl and log in to the website using your login details:

- Participant Number your individual, eight-digit Customer number, which you will find in your mailbox or in the welcome letter,
- First login password the password you received via SMS or in a letter sent to your correspondence address.

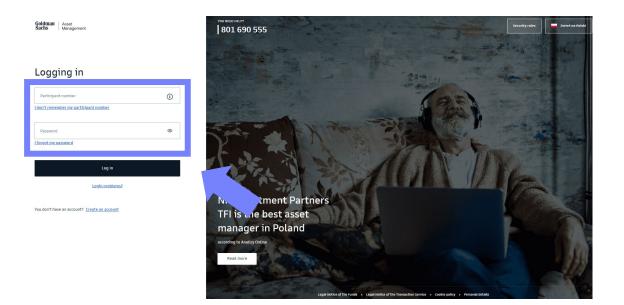
How you receive Participant Number and first login password

How this information is provided depends on the information your employer has provided us with. If we have not received your e-mail address and/or mobile phone number, you will find your login details in the letters sent to your correspondence address.

If you receive data by post, remember to complete your details after logging in (including your mobile phone number!).

Once you have logged in

Change the first login password to your individual one. However, keep your first login password. You will need it when contacting the hotline.



How to reset your password

Can't find your first login password or Participant Number?

If you have lost or deleted your password for the first login or forgot your Participant Number, please contact our hotline.

How to reset your password

If you have forgotten your login password or your account has been locked after you have repeatedly entered the wrong password, use the "I forgot my password" option. Complete your details and ID number.

After successful data verification, you will receive a message with a one-time password, thanks to which you will unlock access or reset your password. You will receive a message on the phone number provided during registration.

← Back

Password reset

After successful verification of your details, we will send you a message with one-time password to reset your password.

I want to reset my password by phone

Participant number
I don't remember my participant number
PESEL number
I do not have a PESEL number
Mother's maiden name
Unavailable option for PPE, PPK and PPI clients
ID card
ID card
Passport
Next

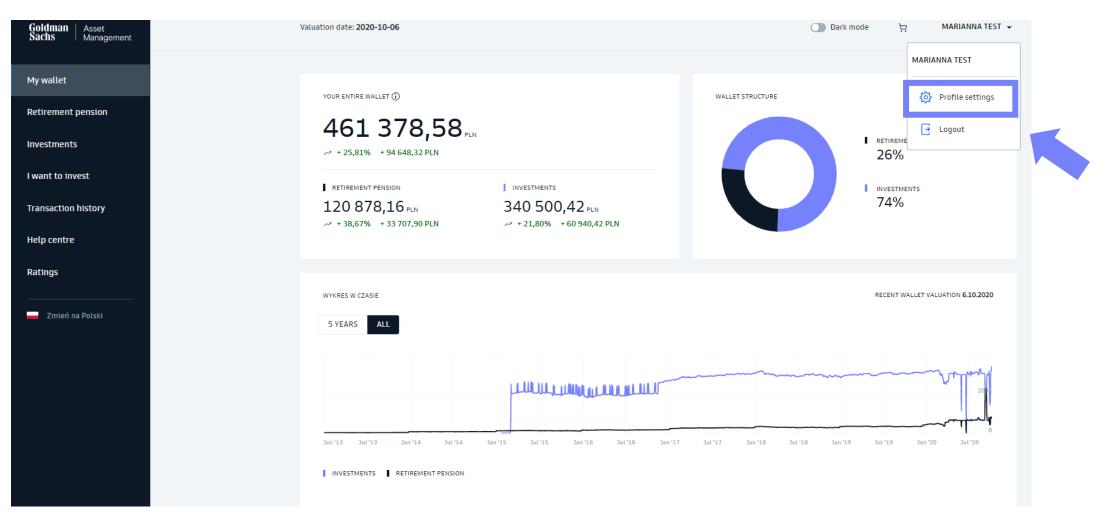


How to submit orders in the transaction service

Orders to submit in GS TFI24 transaction service:

- 1. Change of personal details (slide 8)
- 2. Change of contact details (slide 13)
- 3. Change of bank account number (slide 17)
- 4. Add / Change beneficiaries (slide 22)
- 5. Add / Change additional contribution (slide 26)
- 6. Investment changes change in allocation of payments and funds (slide 31)
- 7. Payout (slide 41)
- 8. Return (slide 47)
- 9. Transfer payout (slide 52)
- 10. Resumption of contributions to the PPK (slide 57)
- 11. Resignation from contributing to the PPK (slide 62)

1. Choose **Profile settings** from the top drop-down list.



2. Choose **Manage** in the PPK section.

Goldman Asset Sachs Asset					Dark mode	Ä	MARIANNA TEST 👻
	← Back						
	Hello, MARIANNA Here you can change the data you entered during reg						
	Product settings Manage your data on individual products. Select the	product which data you want to view or edit.					
	Investment funds, IKE, IKZE	PPE	PPI	РРК			
	PARTICIPANT NUMBER 67119026	PARTICIPANT NUMBER 99313418	participant number 99020822	PARTICIPANT NUMBER 99324373			
	Manage >	Manage >	Manage >	Manage >			

3. In **User details** you can change your last name.

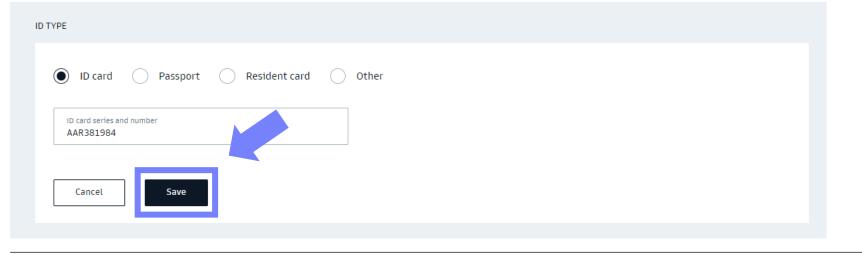
		User details	
•	Click on Edit		_
•	Change your details	Full name MARIANNA TEST	Edit
•	Click on Save	Contact details	×

User details

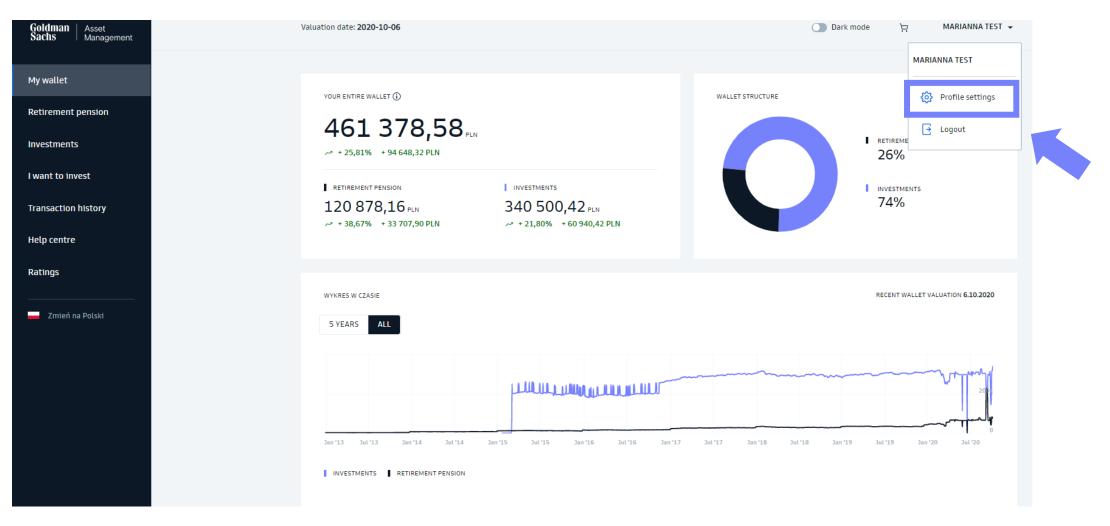
Name	
MARIANNA Middle name	* You cannot edit the names
Surname TEST	
	Cancel Save

- 4. In **Documents** you can update your ID.
 - Click on Edit
 - Change the type, number and series of your ID
 - Click on **Save**

	Documents		^
	PESEL number	*****	<u>Show</u>
	Date of birth	*******	<u>Show</u>
1	Sex	Female	
	ID type	******* <u>Sh</u>	iow Edit
(Citizenship	***	<u>Show</u>



1. Choose **Profile settings** from the top drop-down list.



2. Choose **Manage** in the PPK section.

Goldman Asset Sachs Management					Dark mode	Ŕ	MARIANNA TEST 👻
	← Back						
	Hello, MARIANNA Here you can change the data you entered during registration.						
	Product settings Manage your data on individual products. Select the	product which data you want to view or edit.					
	Investment funds, IKE, IKZE	PPE	PPI	РРК			
	PARTICIPANT NUMBER 67119026	PARTICIPANT NUMBER 99313418	PARTICIPANT NUMBER 99020822	PARTICIPANT NUMBER 99324373			
	Manage >	Manage >	Manage >	Manage >			

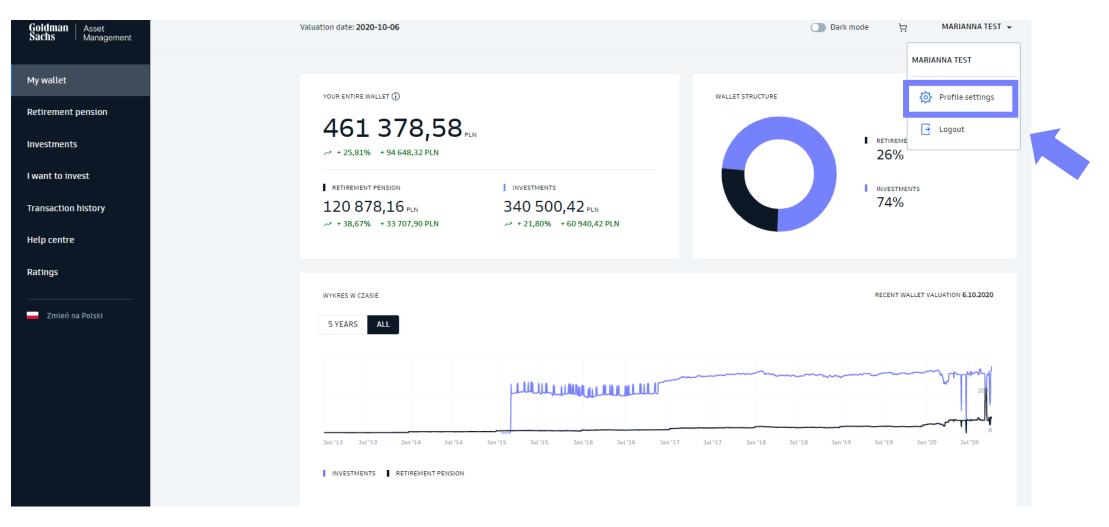
- 3. In Contact details section you may change you address of residence, mailing address, e-mail address and mobile phone number.
 - Click on Edit
 - Change your data
 - Click on Save

If your **corporate details** (e-mail address and mobile phone number) are assigned to the PPK account, change them to **private** ones. If you change jobs, your access to the GSTFI24 transactional service will be active all the time, as long as you have at least one product with a minimum deposit.

After completing or changing the data, you will receive an order **confirmation** from us.

Contact deta	ails		^
Address of residence	******	<u>Show</u>	<u>Edit</u>
Mailing address	******	<u>Show</u>	<u>Edit</u>
Email address	******	<u>Show</u>	<u>Edit</u>
Mobile phone	******	<u>Show</u>	<u>Edit</u>

1. Choose **Profile settings** from the top drop-down list.



2. Choose **Manage** in the PPK section.

Goldman Asset Sachs Management					Dark mode	Ä	MARIANNA TEST 👻
	← Back						
	Hello, MARIANNA Here you can change the data you entered during reg						
	Product settings Manage your data on individual products. Select the	product which data you want to view or edit.					
	Investment funds, IKE, IKZE	PPE	PPI	РРК			
	PARTICIPANT NUMBER 67119026	PARTICIPANT NUMBER 99313418	PARTICIPANT NUMBER 99020822	PARTICIPANT NUMBER 99324373			
	Manage >	Manage >	Manage >	Manage >			

3. In **Bank account** section choose **Edit**.

Goldman Asset Management	Account settings	PARTICIPANT NUMBER 99324373
Investment funds, IKE, IKZE	User details	
PPE PPI	Full name MARIANNA TEST	Edit
РРК	Contact details	~
PRIVACY AND LOGIN SETTINGS Change password Mobile devices	Documents	~
Zmień na Polski	Bank account	^
	Bank account number 43255059954491304097948498	Edit
	Bank name test	
	Currency PLN	

- 4. Enter the bank account number and the name of the bank.
- 5. Confirm the order with **SMS code**. Then we will ask you to make a **verification transfer**. Details regarding the further procedure are sent to the e-mail address indicated by the Participant.

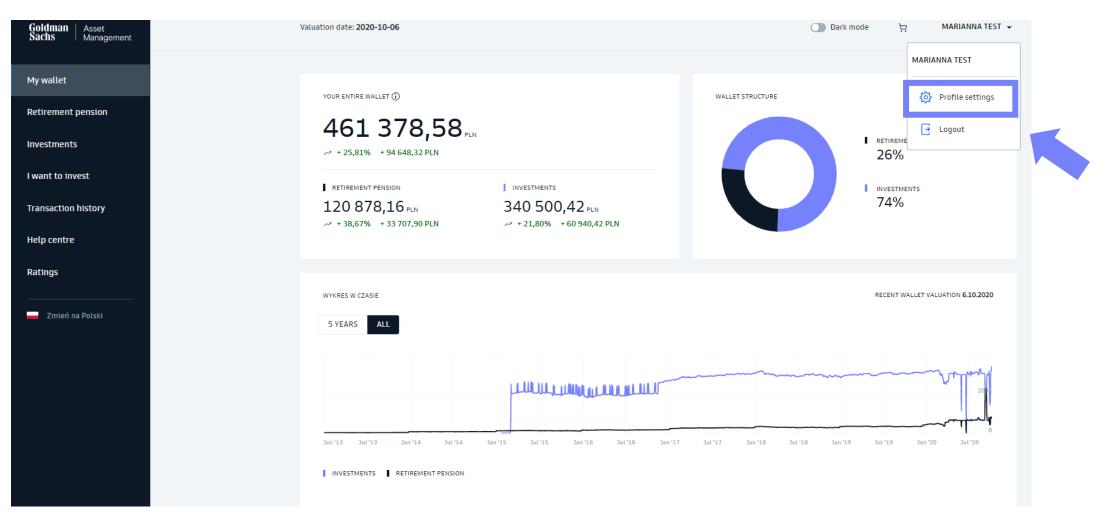
		PLN	
Bank name and address test			
Important! Verification of a new The bank account number will be ch through a verification transfer. We will inform you about the next st must be the owner of the indicated i	anged after confirming your ider eps after the transfer order is ap	ntity and the validity of the new ban	
To approve the order, you must	authorize it with an SMS cod	le.	
erify the entered data above.			

How to submit orders in the transaction service

Add / Change Beneficiaries

Add / Change Beneficiaries

1. Choose **Profile settings** from the top drop-down list.



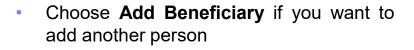
Add / Change Beneficiaries

2. Choose **Manage** in the PPK section.

Goldman Asset Sachs Management					Dark mode	Ä	MARIANNA TEST 👻
	← Back						
	Hello, MARIANNA Here you can change the data you entered during registration.						
	Product settings Manage your data on individual products. Select the	product which data you want to view or edit.					
	Investment funds, IKE, IKZE	PPE	PPI	РРК			
	participant number 67119026	participant number 99313418	participant number 99020822	participant number 99324373			
	Manage >	Manage >	Manage >	Manage >			

Add / Change Beneficiaries

3. In **Beneficiaries** section you may add, edit or cancel Beneficiaries.



- Choose Edit if you want to change personal details of a beneficairy.
- Click on **Save**

Important!

In the case of adding / changing beneficiaries, you should also provide a document confirming this change in paper form. This is an obligation required by law.

Bank account

Beneficiaries

Add your family members to the beneficiaries.

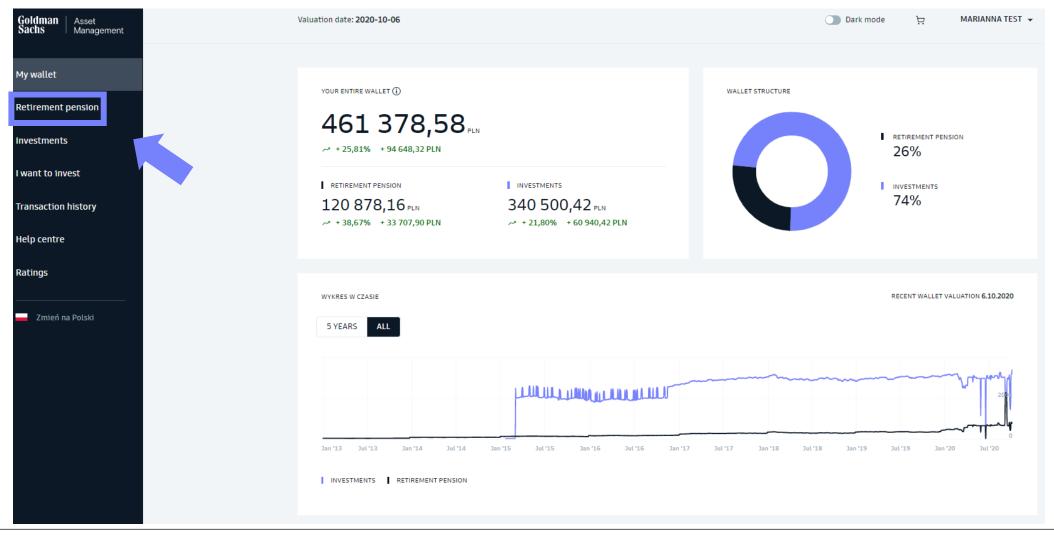




Statements

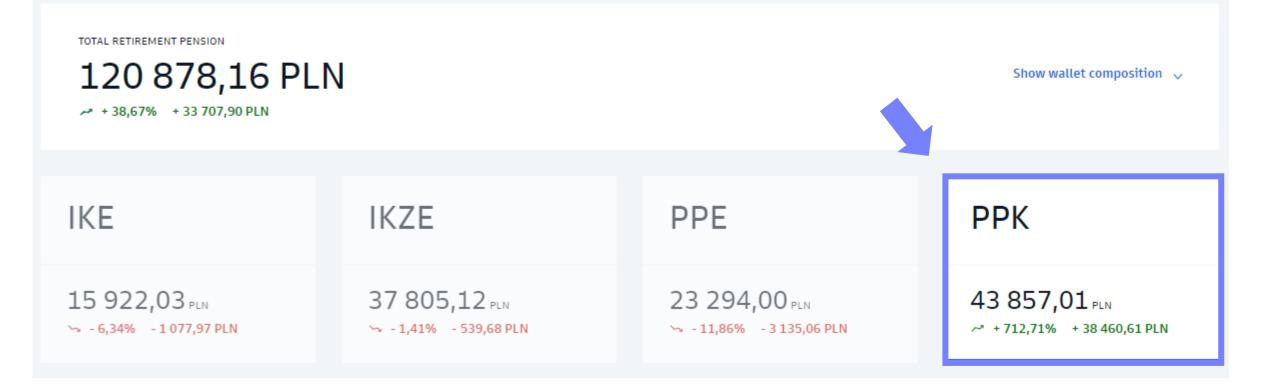
 \sim

1. Go to **Retirement pension** tab from the sidebar on the left side.

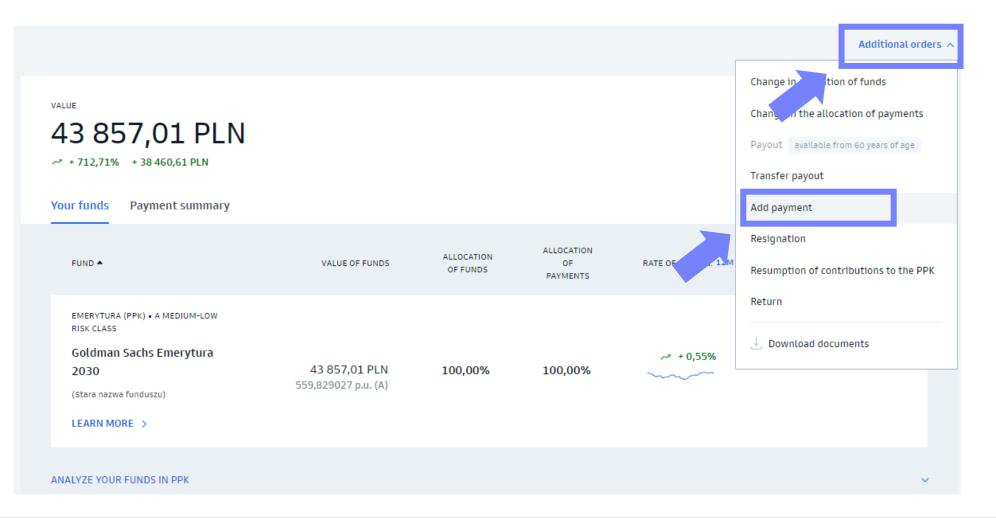


2. Choose the **PPK** tab.

Retirement pension



3. Choose Add / change payment from Additional orders drop-down list



4. Change the amount of the additional payment.

- Change the amount of the additional payment or cancel it.
- Confirm via SMS code.



AMOUNT OF THE DECLARED ADDITIONAL PAYMENT

None

You can declare an additional payment of up to 2% of your remuneration. The change will be effective from the next calendar month.

%

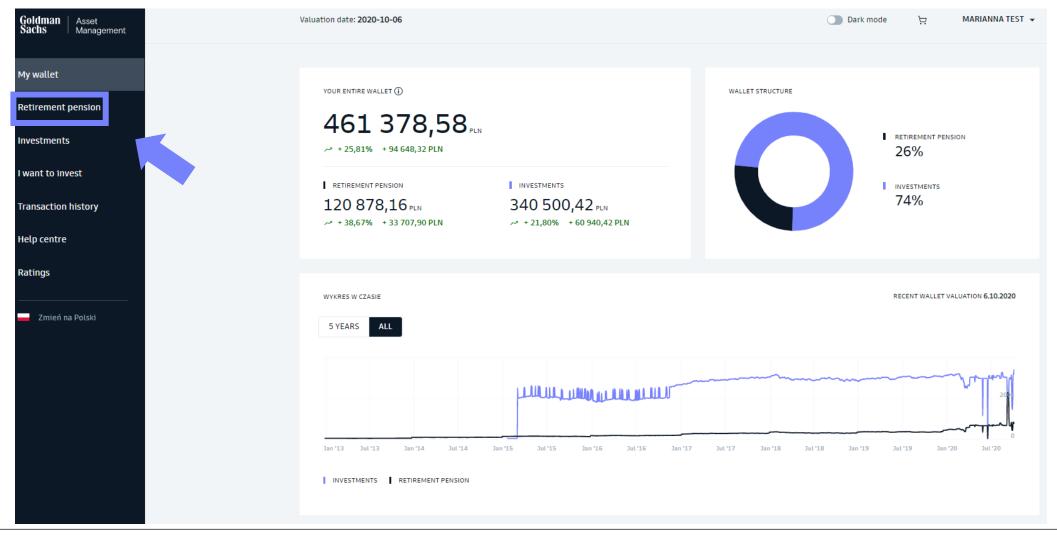
Amount of the additional payment

Verify the entered data above.

If so, confirm the order with the code we will send to your phone (*** *** 087)

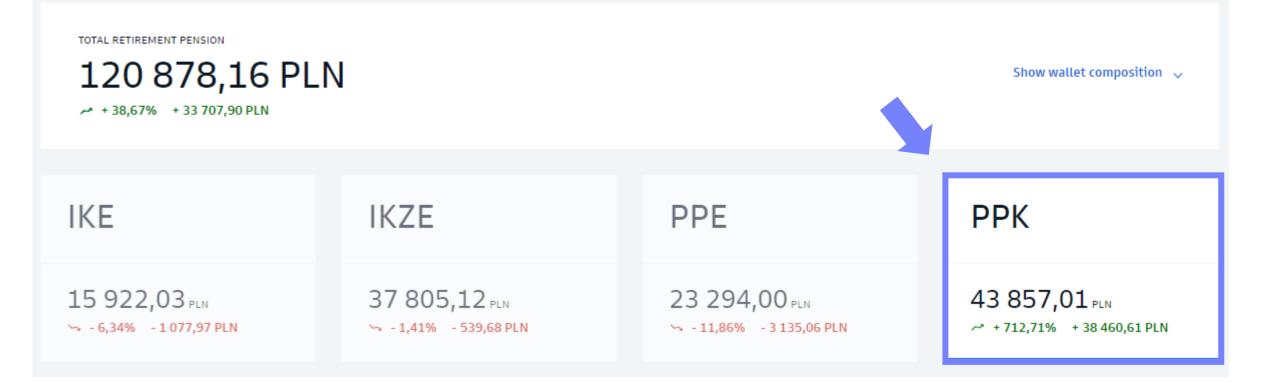
Confirm with SMS code

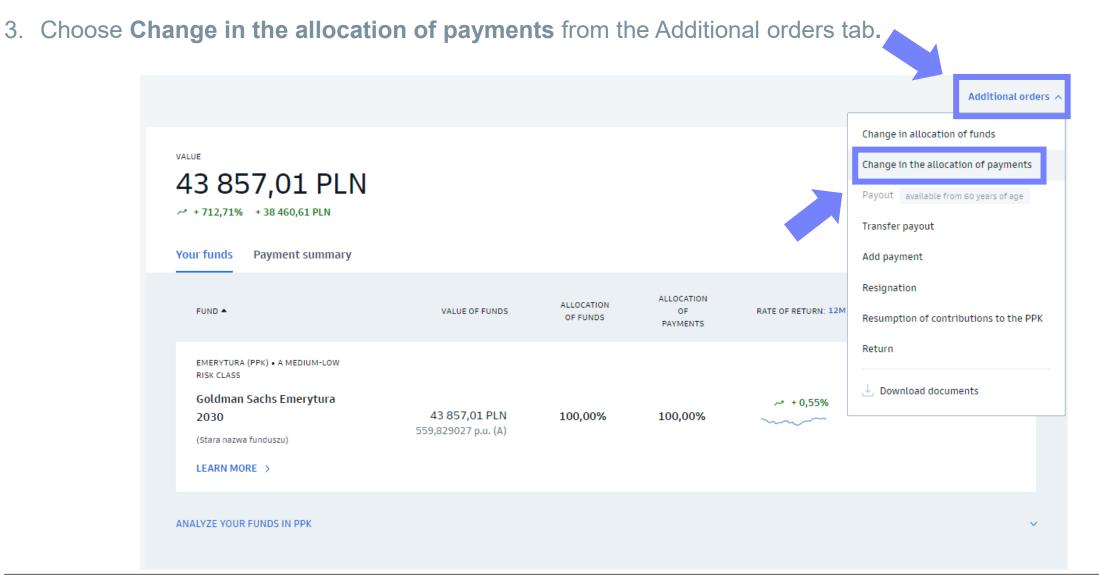
1. Go to **Retirement pension** tab from the sidebar on the left side.



2. Choose the **PPK** tab.

Retirement pension



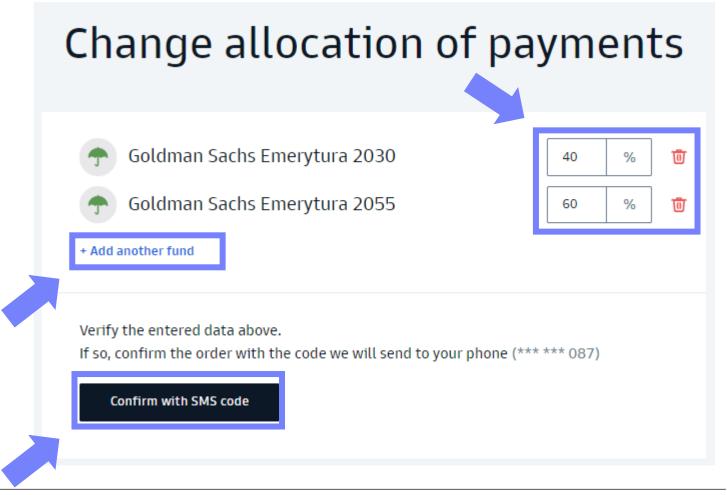


4. Change the allocation of payments.

- You may **add** another sub-fund, **change** the procentage allocation of payments or **delete** a sub-funds.
- Confirm via SMS code.

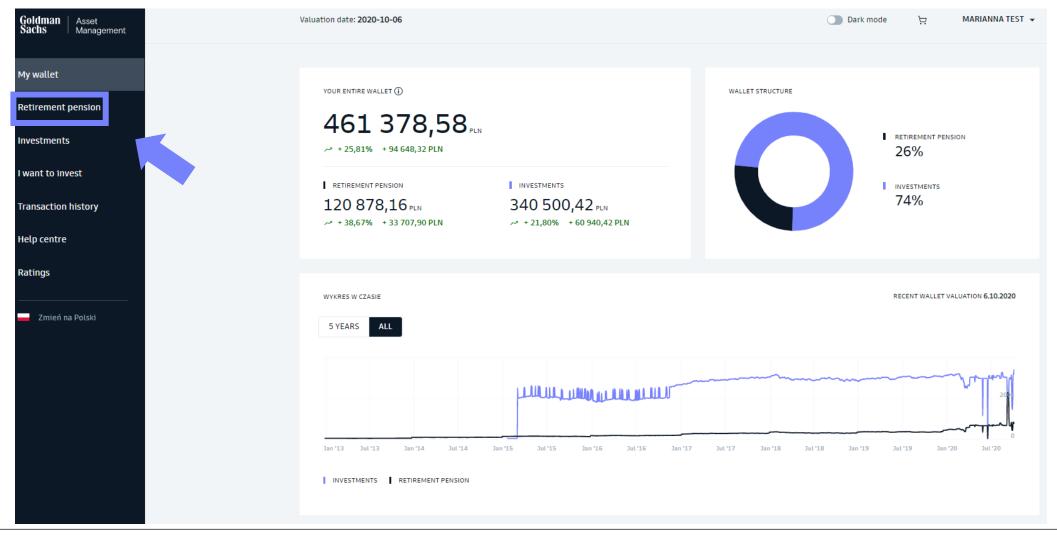
Important!

The change in allocation of payments effects only future contributions, and it does not impact the already accumulated funds.



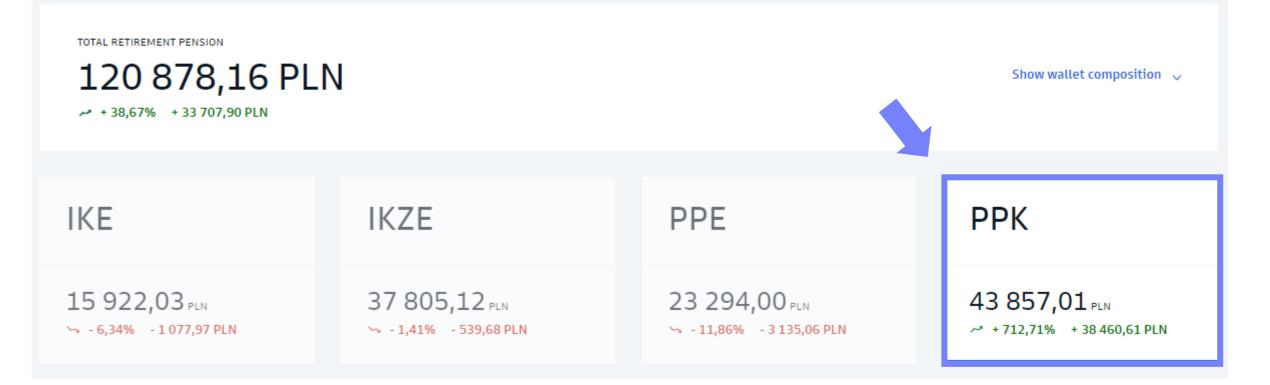
Investment changes – change in allocation of funds

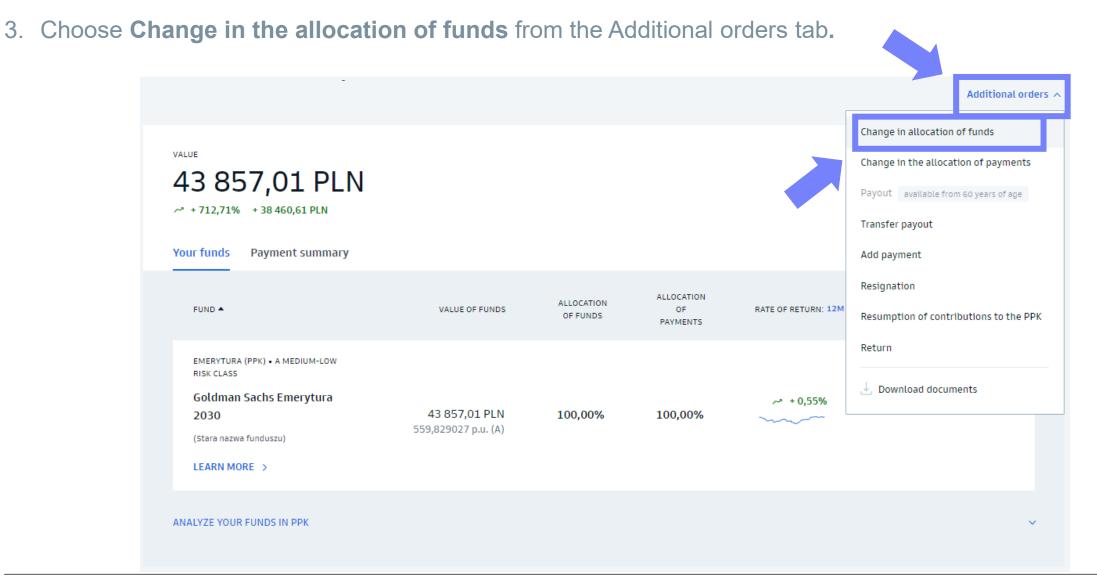
1. Go to **Retirement pension** tab from the sidebar on the left side.



2. Choose the **PPK** tab.

Retirement pension



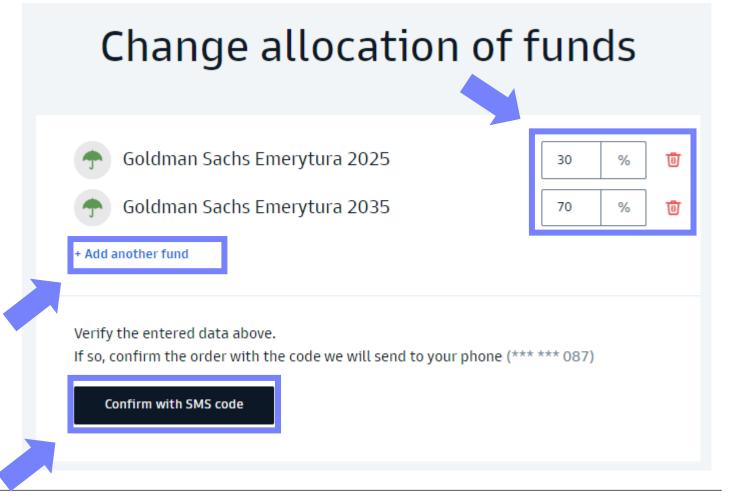


4. Change the allocation of funds

- You may add another sub-fund, change the procentage allocation of funds or delete a sub-funds.
- Confirm via SMS code.

Important!

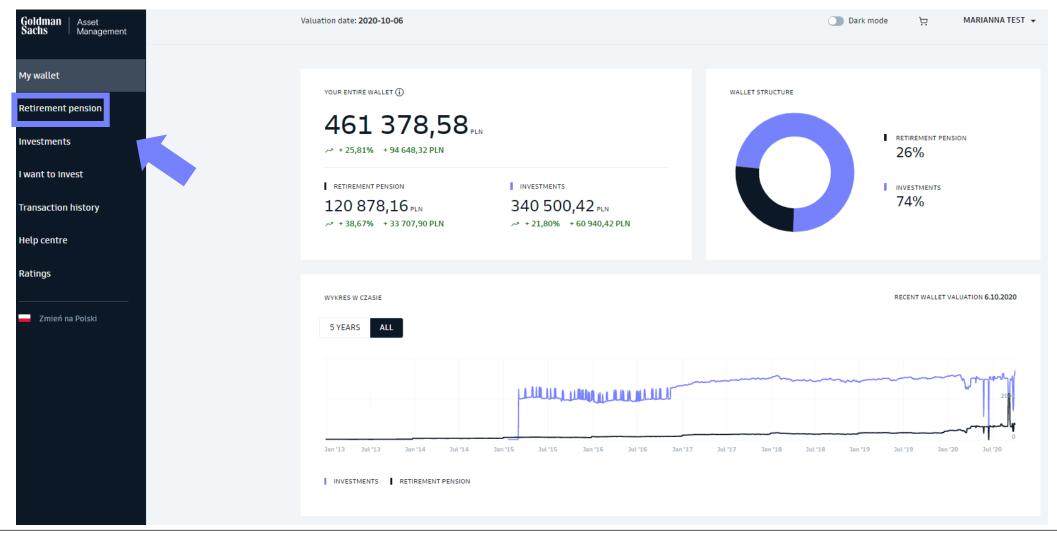
The change in allocation of funds effects only already accumulated funds, and it does not impact future contributions.



How to submit orders in the transaction service

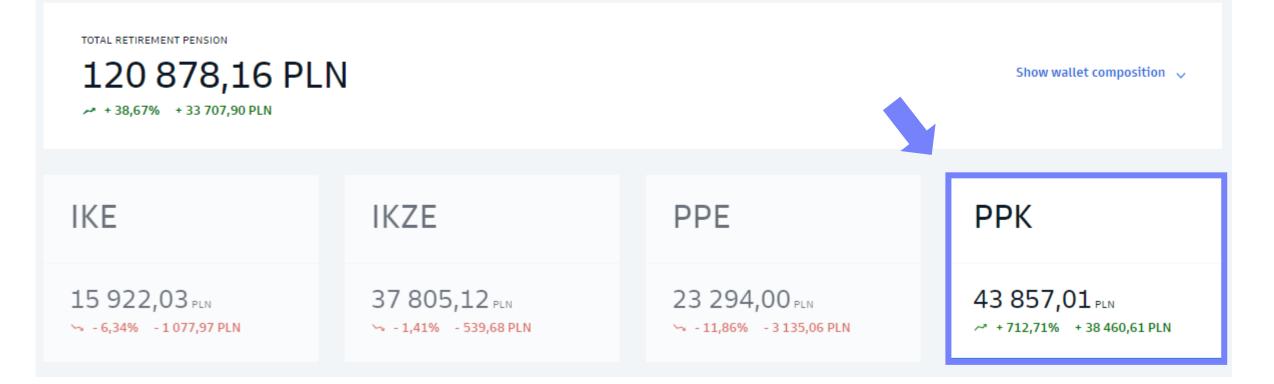


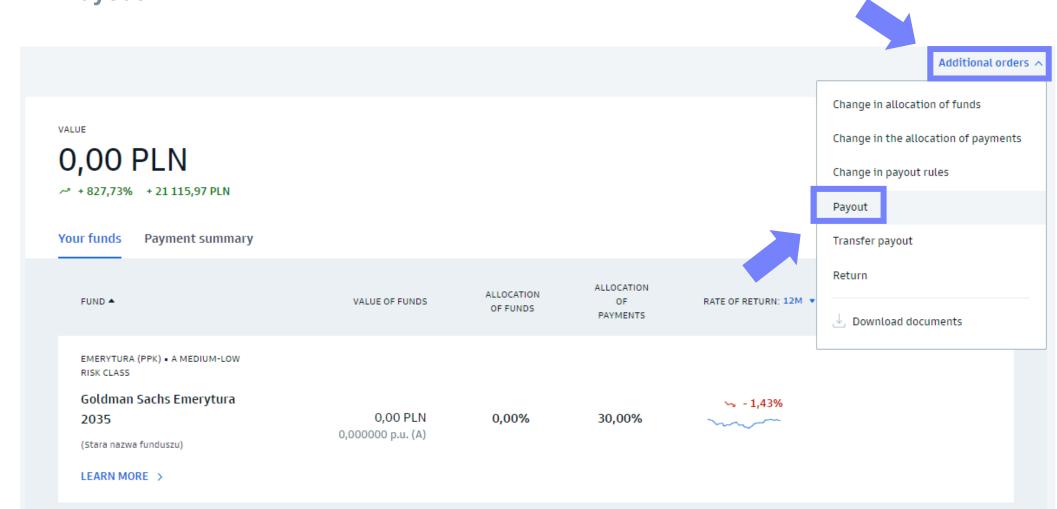
1. Go to **Retirement pension** tab from the sidebar on the left side.



2. Choose the **PPK** tab.

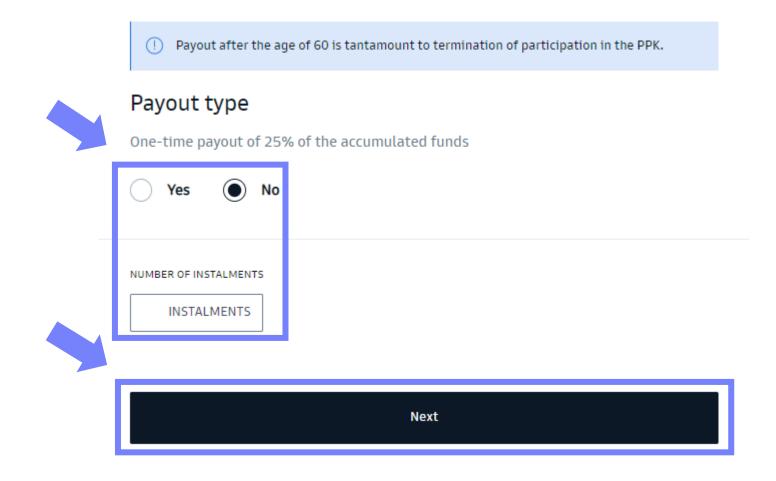
Retirement pension





3. Choose **Payout** from the Additional orders tab.

4. Choose the form of payout, so how you want to pay the funds out. Then click on Next.



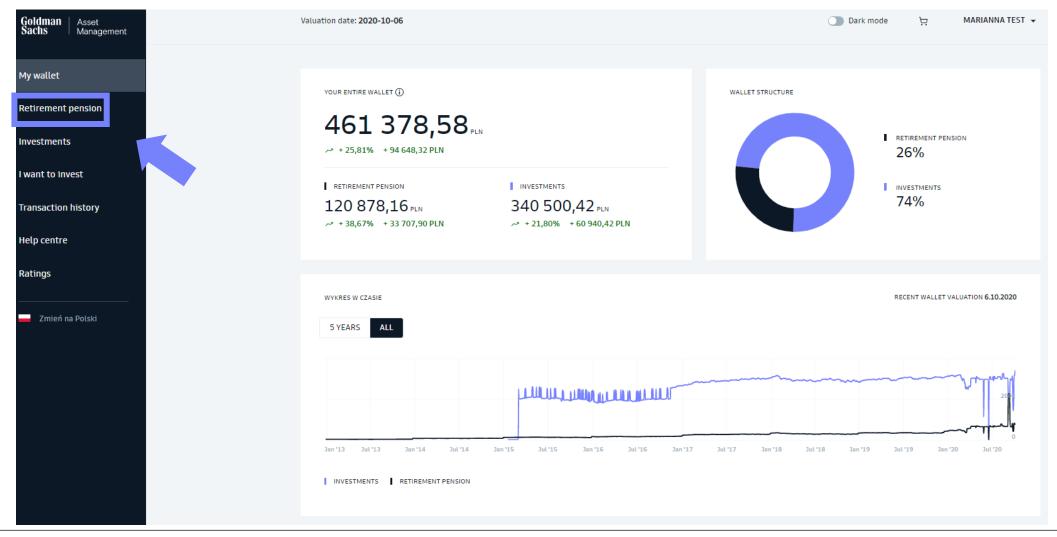
5. Confirm the order with SMS code.

PAYOUT TYPE			
One-time payout of 25% of the accumulated funds		Yes	Change
Number of instalments		20	
BANK ACCOUNT (j)			
Bank account number 09 1050 1025 1000 0022 4268 52		25 1000 0022 4268 522	6
Account owner	HYGK DNIBY	STNDA	
STATEMENTS			
Following the Article 30a(1)(11b) of the Act of 16 July 1991 on Personal Income Tax, if the payout is made in fewer than 120 monthly instalments, or as the one-time withdrawal referred to in Article 99(2) of the Act on Employee Capital Plans, a 19% flat income tax shall			
be collected from the PPK Participant's income.			
Verify the entered data above.			
If so, confirm the order with the code we will send to your phone (*** *** 019)			
Confirm with SMS code			

How to submit orders in the transaction service

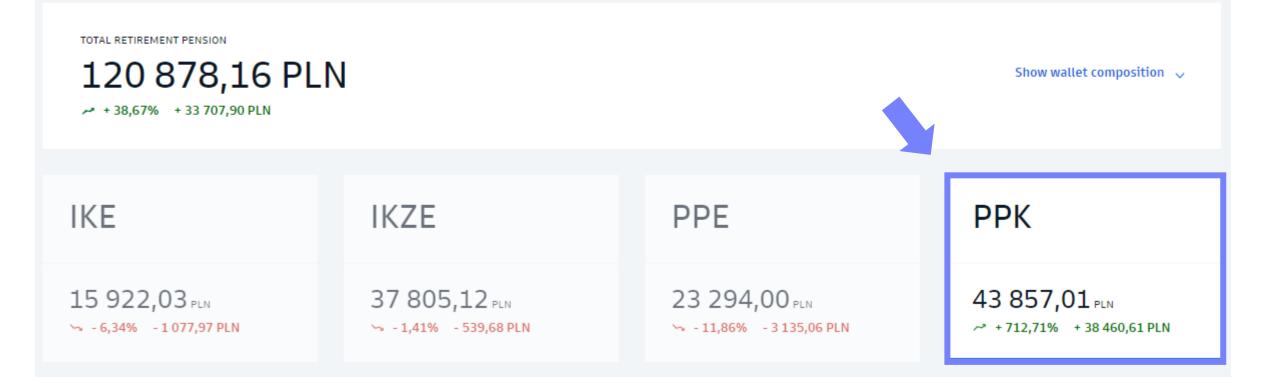
Return

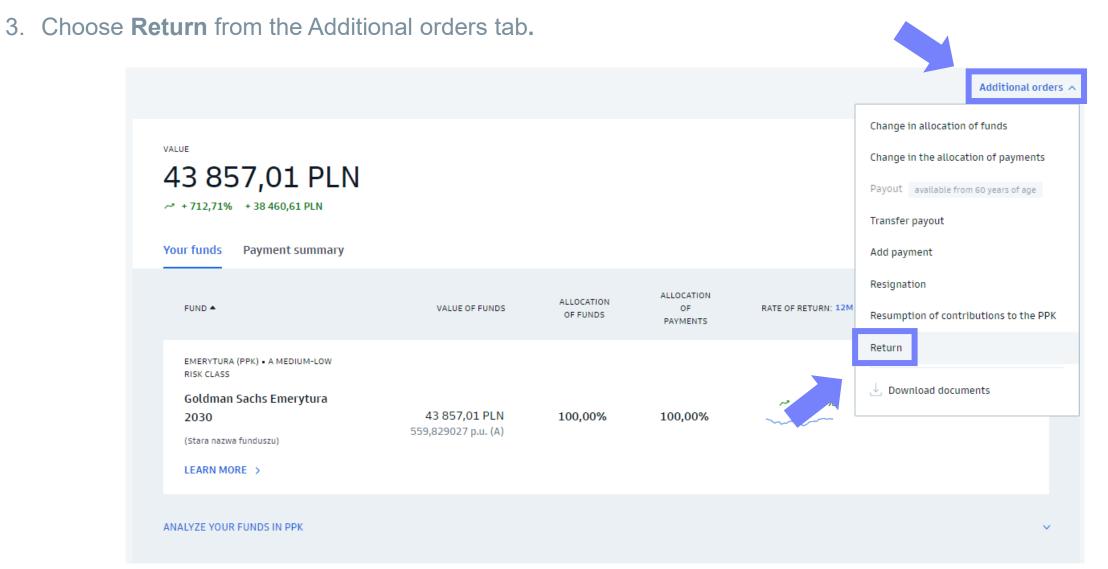
1. Go to **Retirement pension** tab from the sidebar on the left side.



2. Choose the **PPK** tab.

Retirement pension





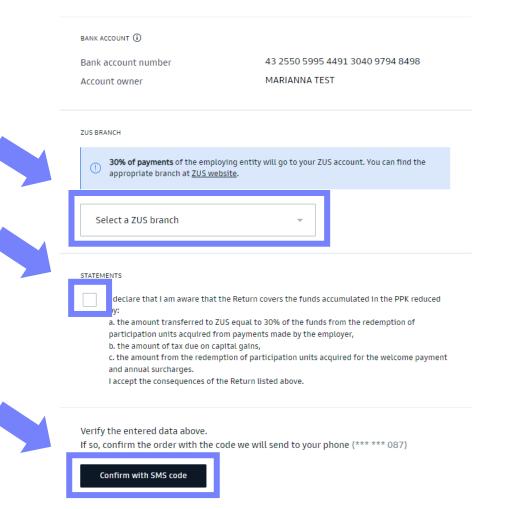
50

4. Complete the order.

- Choose your ZUS branch
- Confirm that you have read the statement
- Confirm with SMS code

PAYOUT TYPE

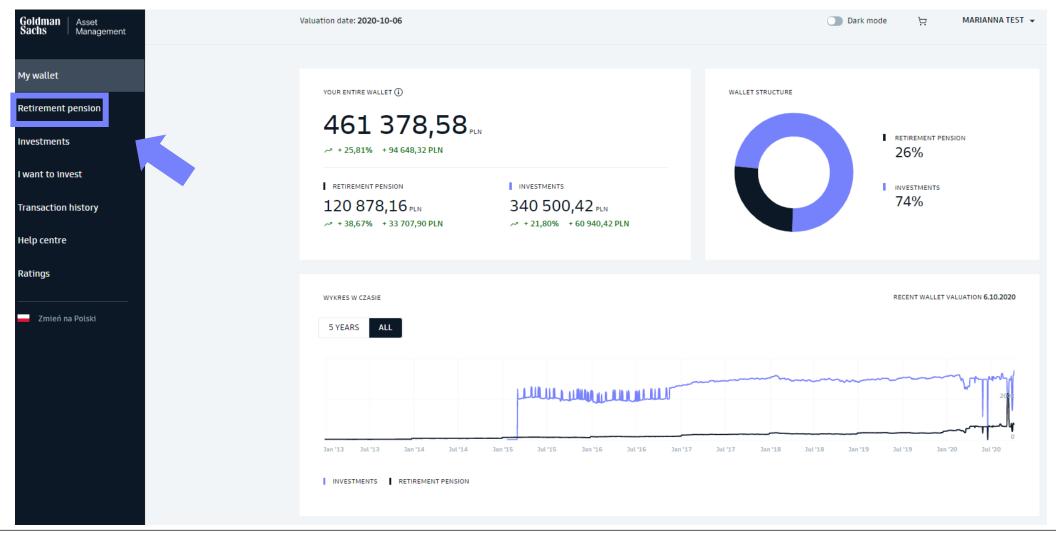
All accumulated funds



How to submit orders in the transaction service

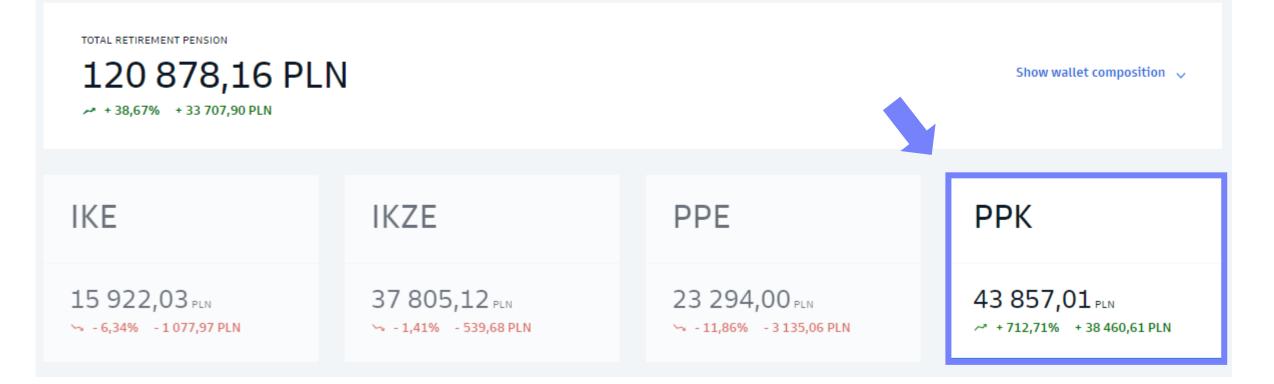
Transfer payout

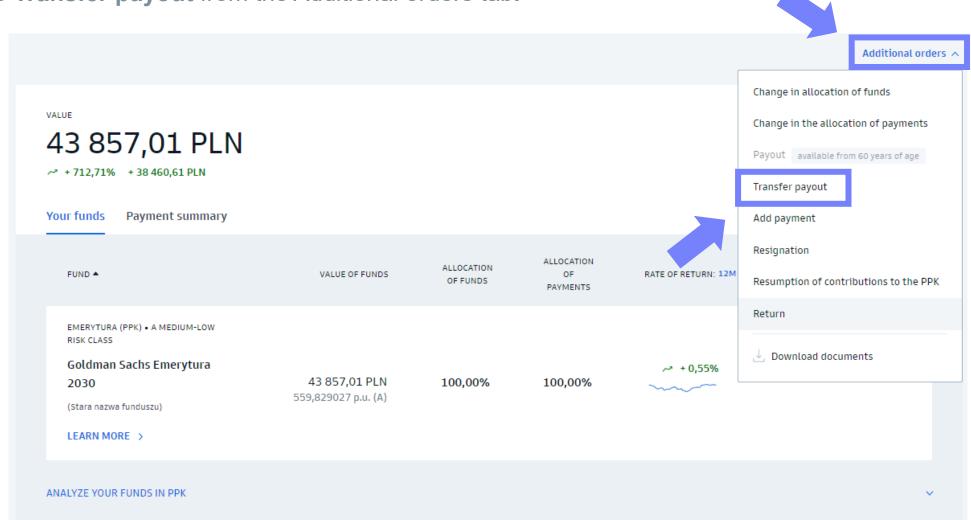
1. Go to **Retirement pension** tab from the sidebar on the left side.



2. Choose the **PPK** tab.

Retirement pension





3. Choose **Transfer payout** from the Additional orders tab.

4. Complete the order.

 Choose a financial institution to which you are transferring funds.

- Enter the **participant number** assigned to you at the new institution.
- Complete the **bank account number** in the new financial instituion to which you are transferring the funds.
- Confirm the statement.
- Confirm the order with SMS code.

I hereby submit a Transfer Payout instruction for all funds accumulated under my PPK to another financial institution operating my PPK.

Name of the institution to which the transfer payout will be made:

Select a financial institution

PARTICIPATION NUMBER IN OF TARGET INSTITUTION

Participation number

ACCOUNT NUMBER FOR ACCEPTING THE TRANSFER PAYMENT

Bank account number PLN

Bank name and address

STATEMENTS

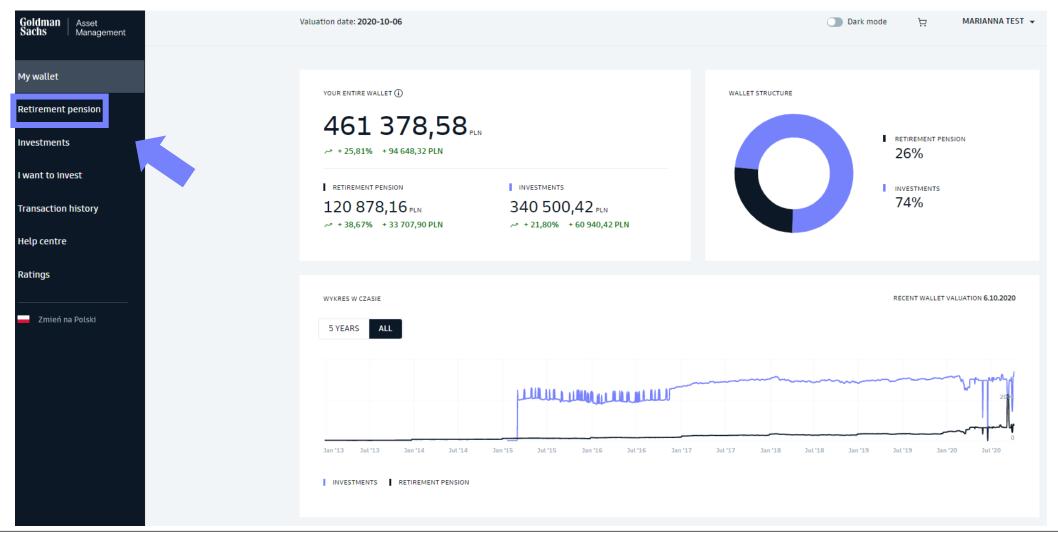
I declare that I read the terms and conditions for the execution of the transfer payout made under Article 102 of Act of 4 October 2018 on Employee Capital Plans (Journal of Laws of 2018, item 2215, as amended).

Verify the entered data above.

If so, confirm the order with the code we will send to your phone (*** *** 087)

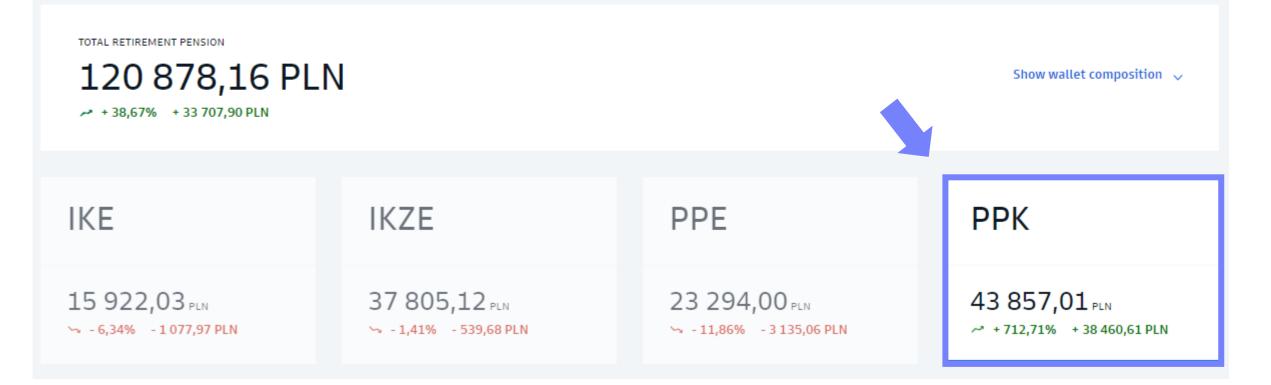
Confirm with SMS code

1. Go to **Retirement pension** tab from the sidebar on the left side.

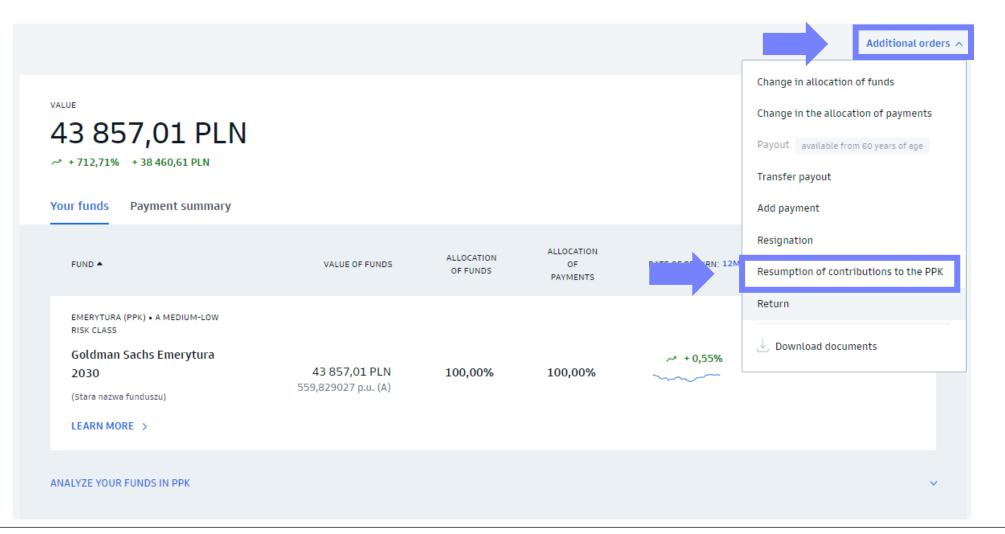


2. Choose the **PPK** tab.

Retirement pension



3. Choose **Resumption of contributions to the PPK** from the Additional orders tab.



4. Complete the order and confirm with SMS code.



Under Article 23(1) of the Act of 4 October 2018 on Employee Capital Plans (Journal of Laws of 2018, item 2215, as amended), I request that payments be made to PPK. Payments to the PPK shall be made by the employing entity starting from the month following the month in which this request is submitted.

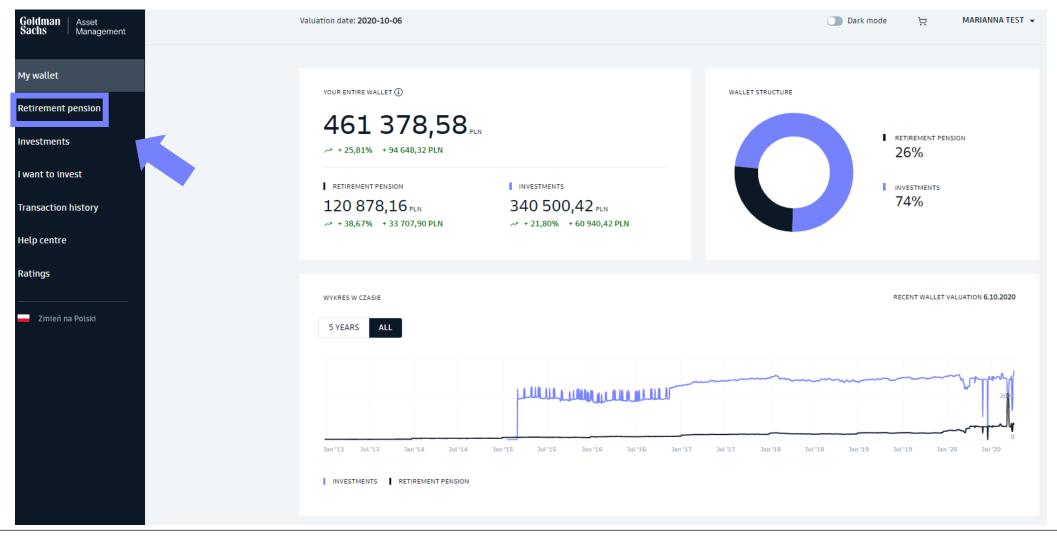
Important!

If you submit a declaration of resumption of contributions to the PPK, you also need to submit a paper declaration form to your Employer.

To resume your payment, confirm the order with the code we will send to your phone (*** *** 087)

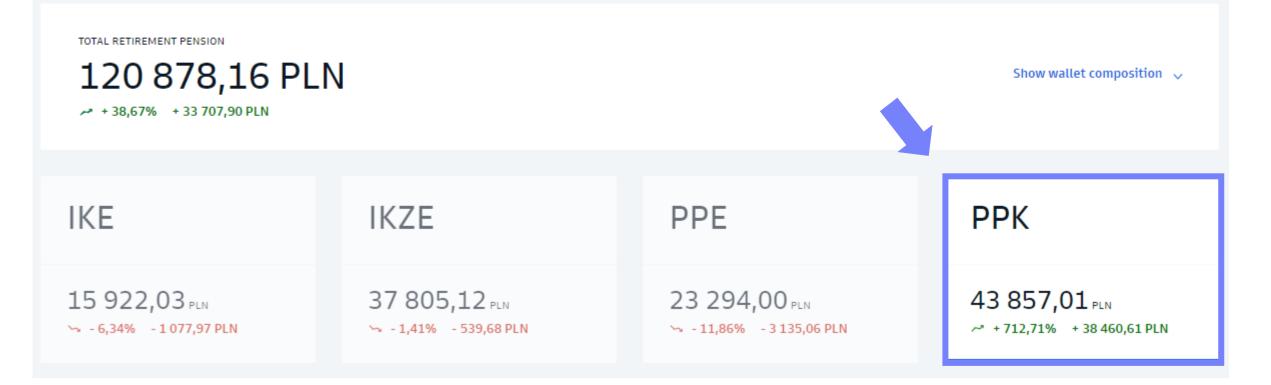
Confirm with SMS code

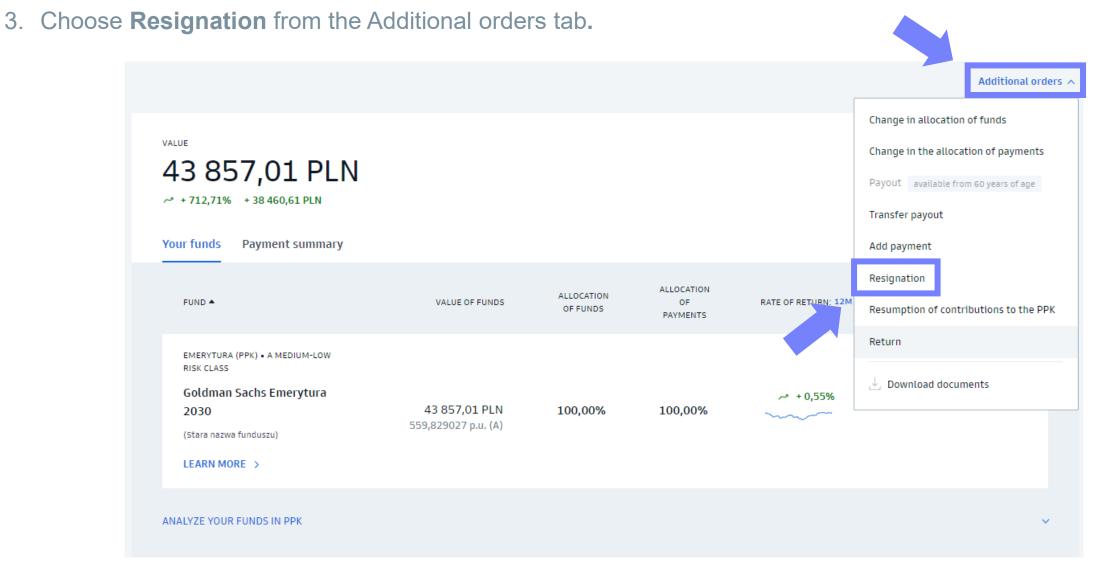
1. Go to **Retirement pension** tab from the sidebar on the left side.



2. Choose the **PPK** tab.

Retirement pension





65

- 4. Confirm the order and provide the employer with a declaration of resignation in paper form.
- Confirm that you have read the statement.
- Confirm the order with SMS code.

Important!

In the case of an order to resign from making payments to the PPK, a document confirming this change should also be submitted to the employer in paper form. I declare that I resign from making payments to the PPK and I am aware of the consequences of submitting this declaration, including:

1) not receiving the welcome payment of PLN 250 due to PPK participants (applies to a PPK participant who did not become entitled to the welcome payment before submitting the declaration);

2) not receiving annual surcharges of PLN 240 due to PPK participants after meeting the conditions set forth in Article 32 of Act of 4 October 2018 on Employee Capital Plans (Journal of Laws, item 2215, as amended);

3) not receiving primary payments financed by the employing entity in the amount of at least 1.5% of the monthly remuneration.

To cancel further payments to the PPK, confirm the order with the code we will send to your phone (*** *** 087)



Need help?

WEBSITE

gstfi.pl

Contact form

HELPLINE

+48 801 690 555

+48 22 541 75 11

9:00 - 17:00 (weekdays)

The cost of the call is in line with your operator's rate.

YOUR EMPLOYER

If the orders regarding your participation in the PPK are not visible in the GS TFI24 transactional service, contact the Employer managing your PPK.