



ARCHIMEDES

DATA PROTECTION POLICY

ARCHIMEDES Ltd.

1. General conditions

This document entitled "Personal Data Protection Policy" (hereinafter referred to as the Policy) is to constitute a map of requirements, principles and regulations of personal data protection in Archimedes Ltd. with registered office in Toruń (hereinafter referred to as the Company).

This Policy is a personal data protection policy within the meaning of the RODO – Regulation (EU) 2016/679 of the European Parliament and of the Council of 27.04.2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Regulation on Data Protection) (OJ EU L 119, p. 1).

2. Content

The policy includes:

- a) description of the data protection rules applicable in the Company
- b) references to specific annexes (model procedures or instructions for specific areas of personal data protection to be specified in separate documents).

3. Responsibility rules

Generally, the Company's Management Board is responsible for the implementation and maintenance of this Policy, and within the Management Board the responsible for the implementation and maintenance of this Policy is:

- member of the Management Board entrusted with the supervision of the personal data protection area
- the person designated by the Management Board to ensure compliance with personal data protection

Responsible for supervising and monitoring compliance with the Policy are:

- the Data Protection Officer, who has been designated in the company
- the internal audit unit, if it operates in the Company

Responsible for applying this Policy are:

- the Company
- organisational unit responsible for information security

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- organisational units that process personal data on a large scale
- other organisational units
- all Company personnel

The Company shall make every effort to ensure that the Company's contractors comply with this Policy to the extent appropriate when personal data is provided to them by the Company.

4. Abbreviations and definitions:

- a) **Policy** means this Data Protection Policy, unless the context clearly indicates otherwise.
- b) **RODO** means Regulation (EU) 2016/679 of the European Parliament and of the Council of 27.04.2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Regulation on Data Protection) (OJ EU L 119, p. 1).
- c) **Data shall** mean personal data, unless the context clearly indicates otherwise.
- d) **Sensitive data shall** mean special data and criminal data.
- e) **Special data** shall mean data listed in Article 9(1) of the RODO, i.e. personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data to uniquely identify an individual or data concerning health, sexuality or sexual orientation.
- f) **Criminal data** means the data listed in Article 10 of the RODO, i.e. data relating to convictions and offences.
- g) **Children's data** means data on persons under 16 years old.
- h) **Person** means the data subject, unless otherwise clearly apparent from the context.
- i) **Processor means** an organisation or person to whom the Company has entrusted the processing of personal data (e.g. IT service provider, external accountancy).
- j) **Profiling** means any form of automated processing of personal data which involves the use of personal data to automatically assess certain personal factors of an individual, in particular to analyse or forecast aspects relating to the individual's performance, economic situation, health, personal preferences, interests, reliability, behaviour, location or movement.
- k) **Export of data** means the transfer of data to a third country or international organisation.
- l) **DPO or EDPS** means the Data Protection Officer
- m) **Register** means the Register of Personal Data Processing Activities
- n) **Company** means Archimedes Ltd. located in Toruń

5. Personal data protection in the Company - general principles

5.1 Pillars of personal data protection in the Company:

- a) **Legitimacy** - the Company takes care of privacy protection and processes data in accordance with the law.

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- b) **Security** - the Company ensures an appropriate level of data security by constantly taking actions in this respect.
- c) **Rights of the Entity** - the Company enables the persons whose data is being processed to perform their rights and fulfill those rights.
- d) **Accountability** - the Company documents how it fulfils its obligations so that it can demonstrate compliance at any time.

5.2 Data protection principles

The Company processes personal data in accordance with the following principles:

- a) on a legal basis and in accordance with the law (legalism);
- b) honest and fair (honesty);
- c) transparent to the data subject (transparency);
- d) for specified purposes and not 'in stock'. (minimizing);
- e) no more than necessary (adequacy);
- f) with care for the accuracy of the data (accuracy);
- g) no longer) than necessary (timeliness);
- h) ensuring adequate data security (security).

5.3 Data protection system

The personal data protection system in the Company consists of the following elements:

A. Data inventory.

The Company identifies personal data resources in the Company, data classes, relationships between data resources, identification of the ways in which data are used (inventory), including:

- a) cases of special data processing and "criminal" data (**sensitive data**)
- b) cases of processing of data of persons whom the Company does not identify (**unidentified data/UFO**)
- c) the processing of children's data
- d) profiling
- e) co-management of data

B. Register.

The Company develops, runs and maintains a **Register of Personal Data Activity** in the Company (the Register). The Register is a tool for accounting for compliance with data protection in the Company.

C. Legal basis.

The Company ensures, identifies, verifies the legal basis for data processing and registers it in the Register, including:

- maintains a system for managing **compliance with data processing** and remote communication
- inventories and specifies the justification for cases where the Company processes data based on the Company's legitimate interest.

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D. Handling of individual rights.

The Company meets its disclosure obligations towards the persons whose data it processes and ensures the handling of their rights by executing the requests received in this respect, including the following:

- **Information obligations.** The Company provides the legal persons with the required information when collecting data and in other situations, and organises and provides documentation of the performance of such obligations.
- **The possibility of executing the requests.** The Company verifies and ensures that each type of request can be effectively executed by itself and its processors.
- **Processing of requests.** The Company ensures that the requests of the persons are executed on time and in the manner required by RODO and documentation.
- **Notification of violations.** The Company has procedures in place to determine the need to notify persons affected by an identified breach of data protection.

E. Minimisation.

The Company has rules and methods to manage minimisation (privacy by default), including

- a) **Adequacy** management principles;
- b) principles of rationing and managing **access** to data;
- c) principles of data **retention** management and verification of continued relevance;

F. Security.

The Company ensures an appropriate level of data security, including

- a) performing **risk analyses** for data processing activities or their categories;
- b) conducting impact assessments for data protection where the risk of violation of persons' rights and freedoms is high;
- c) adjusting data protection measures to the risks identified;
- d) having an information security management system;
- (e) implementing procedures to identify, assess and report the identified data breach to the Data Protection Authority - manage incidents.

G. Processor.

The Company has rules for the selection of data processors for the benefit of the Company, requirements concerning the conditions of processing (**entrustment consent**), rules for verification of the performance of entrustment consents.

H. Export of data.

The Company has rules for verifying whether the Company does not transfer data to third countries (i.e. outside the EU, Norway, Liechtenstein, Iceland) or to international organisations and ensuring legal conditions for such transfer, if any.

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I. Privacy by design.

The Company manages changes that affect your privacy. For this purpose, the procedures for launching new projects and investments in the Company shall take into account the need to assess the impact of the change on data protection, ensuring privacy (including compatibility of the purposes of processing, data security and minimisation) already at the design stage of the change, investment or at the beginning of a new project.

J. Cross-border processing.

The Company shall, if necessary, verify whether there are any cases of cross-border processing and determine the leading supervisory authority and the main organisational unit within the meaning of RODO.

6. Inventory

A. Sensitive data

The Company identifies cases where it processes or may process sensitive data (special data and criminal data) and maintains dedicated mechanisms to ensure the lawfulness of processing of sensitive data. If cases of sensitive data processing are identified, the Company follows the adopted rules in this respect.

B. Unidentified data

The Company identifies cases in which it processes or may process unidentified data and maintains mechanisms facilitating the realization of rights of unidentified data subjects.

C. Profiling

The Company identifies cases in which it profiles the processed data and maintains mechanisms to ensure compliance with the law. If cases of profiling and automated decision making are identified, the Company shall follow the rules adopted in this respect.

D. Co-administration

The Company identifies cases of co-management of data and acts in accordance with the adopted rules.

7. Register of data processing activities

7.1 The register is a form of documenting data processing activities, acts as a map of data processing and is one of the key elements enabling the implementation of the fundamental principle on which the whole system of personal data protection is based, namely the principle of accountability.

7.2 The Company maintains a Data Processing Activity Register in which it inventories and monitors the way it uses personal data.

7.3 The Register is one of the basic tools enabling the Company to settle the majority of data protection obligations.

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7.4 In the Register, for each data processing activity which the Company has recognised as separate for the purposes of the Register, the Company records at least: (i) the name of the activity, (ii) the purpose of the processing, (iii) a description of the category of persons, (iv) a description of the category of data, (v) the legal basis of the processing, including the specification of the category of the Company's legitimate interest, if the basis is a legitimate interest, (vi) the method of data collection, (vii) a description of the category of data recipients (including processors), (viii) information on transfer outside the EU/EEA, (ix) a general description of technical and organisational data protection measures.

7.5 The Register Specimen constitutes **Annex 1 to the Policy - "Specimen Register of Activities of Data Processing"**. The model Register also contains optional columns. In the optional columns, the Company shall record information where necessary and possible, taking into account the fact that the fuller content of the Register facilitates data protection compliance management and accountability.

8. Basics of processing

8.1 The Company documents in the Register the legal basis of data processing for individual processing activities.

8.2 By indicating the general legal basis (consent, contract, legal obligation, vital interests, public task/public authority, legitimate purpose of the Company), the Company shall clearly indicate the basis when needed. For example, for consent, indicating its scope when it is based on the law - indicating a specific provision and other documents, e.g. consent, administrative consent, vital interests - indicating the categories of events in which they will materialise, legitimate purpose - indicating a specific purpose, e.g. self-marketing, enforcement of claims.

8.3 The Company implements methods of compliance management that enable the registration and verification of a person's consent to the processing of his/her specific data for a specific purpose, consent to remote communication (email, telephone, text message, etc.) and the registration of refusal of consent, withdrawal of consent and similar activities (objection, restriction, etc.).

8.4 The head of the Company's organisational unit is obliged to know the legal basis on which the unit directed by him performs specific personal data processing activities. If the basis is a legitimate interest of the Company, the head of the unit is obliged to know the specific interest of the Company pursued by the processing.

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9. The manner of handling the rights of the entity and information obligations

9.1 The Company takes care of the readability and style of information and communication with persons whose data it processes.

9.2 The Company makes it easier for persons to use their rights through various actions, including: placing on the Company's website information or references (links) to information about the rights of persons, how to use them in the Company, including identification requirements, methods of contact with the Company for this purpose, possible price list for "additional" requests, etc.

9.3 The Company takes care to meet the legal deadlines for fulfilling its obligations towards persons.

9.4 The Company introduces appropriate methods of identification and authentication of persons for the purposes of implementing individual rights and information obligations.

9.5 In order to fulfil the rights of an individual, the Company provides procedures and mechanisms to identify the data of specific persons processed by the Company, integrate such data, introduce changes and delete them in an integrated form,

9.6 The Company documents the handling of information duties, notices and requests of persons.

10. Information obligations

Company:

- a) determines lawful and effective ways of performing information duties.
- b) inform a person about the extension of the deadline for consideration of that person's request by more than one month.
- c) inform a person about the processing of his or her data, when collecting data from that person.
- d) inform a person about the processing of his or her data, when collecting data about him or her indirectly from that person.
- e) specify the way of informing the person of the processing of unidentified data, if possible (e.g. a label on the inclusion of a video surveillance area). 30.12.2006
- f) specify the way in which the person shall be informed of the processing of unidentified data, where possible.
- f) inform the person of a planned change of purpose of the data processing.
- g) inform the person before a processing restriction is lifted.
- h) inform the recipients of the data about the rectification, deletion or restriction of processing (unless this will involve disproportionate effort or is impossible).
- i) inform the person of his or her right to object to the processing of the data at the latest when he or she first contacts the person.

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j) notify a person without undue delay of a personal data breach where it is likely to involve a high risk of jeopardising his or her rights or freedoms.

11. Requests of persons

11.1 Third person rights.

In exercising the rights of data subjects, the Company introduces procedural guarantees to protect the rights and freedoms of third persons. In particular, if the Company has reliable knowledge that the execution of a person's request for a copy of data or the right to transfer data may adversely affect the rights and freedoms of other persons (e.g. rights related to the protection of other persons' data, intellectual property rights, trade secrets, personal rights, etc.), the Company may contact the person to clarify doubts or take other legally permitted steps, including refusal to satisfy the request.

11.2 Non-processing.

The Company shall inform a person that it does not process data concerning him/her if such person has made a request concerning his/her rights.

11.3 Refusal.

The Company shall inform a person, within one month of receiving the request, about the refusal to process the request and about the person's rights related thereto.

11.4 Access to data.

Upon a person's request concerning access to his/her data, the Company shall inform the person whether he/she is processing his/her data and shall inform the person about the details of the processing in accordance with Article 15 of the RODO (the scope corresponds to the information obligation at the time of data collection), as well as provide the person with access to data concerning him/her.

Access to data may be performed by issuing a data copy, with the reservation that a data copy issued in performance of the right of access to data shall not be considered by the Company as the first free of charge copy of data for the purposes of fees for data copies.

11.5 Copies of data.

Upon request, the Company shall provide the person with a copy of the data concerning him or her and shall record the fact that the first copy of the data has been issued. The Company introduces and holds a price list of data copies, according to which it charges for subsequent copies of data. The price of data copies is calculated based on the estimated unit cost of handling the request for data copies.

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11.6 Correction of data.

The Company corrects incorrect data at the request of a person. The Company has the right to refuse to correct data unless a person reasonably proves that the data he or she is correcting is incorrect. In case of data correction, the Company shall inform a person about the recipients of the data at that person's request.

11.7 Completion of data.

The Company supplements and updates data at the request of a person. The Company has the right to refuse to supplement data if the supplementation would be inconsistent with the purposes of data processing (e.g. the Company does not have to process data which are unnecessary to the Company). The Company may rely on a person's declaration as to the data to be completed, unless it is insufficient in the light of the procedures adopted by the Company (e.g. as to the acquisition of such data), the law or there are grounds to consider the declaration unreliable.

11.8 Deletion of data.

At the request of a person, the Company deletes data when:

- a) the data are not necessary for the purposes for which they were collected or processed for other purposes,
- b) consent to their processing has been withdrawn and there is no other legal basis for the processing,
- c) the person has raised an effective objection to the processing of the data,
- d) data are processed unlawfully,
- e) the need for removal results from a legal obligation,
- f) the request concerns data of a child collected on the basis of consent to provide information society services offered directly to the child (e.g. child's profile on a social network, participation in a competition on a website).

11.9 The Company shall determine the method of handling the right to delete data in such a way as to ensure the effective implementation of this right with respect to all the principles of data protection, including security, as well as verification that there are no exceptions referred to in Art. 17 par. 3 of the RODO.

If the data to be deleted have been made public by the Company, the Company shall take reasonable steps, including technical measures, to inform other controllers processing such personal data about the need to delete the data and access to them. In case of data deletion, the Company shall inform a person about the recipients of the data, upon request of that person.

11.10 Limitation of processing.

The Company shall restrict the processing of data at the request of a person when:

- a) the person contests the correctness of the data - for a period allowing to check its correctness
- b) the processing is unlawful and the data subject opposes the deletion of the personal data, requesting instead a restriction of their use

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- c) The company no longer needs personal data, but it is necessary for the data subject to establish, pursue or defend claims
- d) a person has raised an objection to the processing for reasons related to his or her particular situation - until it is determined whether there are legally valid grounds for objection on the part of the Company.

In the course of limiting the processing, the Company stores data, but does not process them (does not use, does not transfer) without the consent of the data subject, unless for the purpose of determining, asserting or defending claims, or to protect the rights of another natural or legal person, or for important public interest reasons. The company shall inform the person before lifting a processing restriction. In the case of a restriction of data processing, the Company shall inform a person about the recipients of the data, at that person's request.

11.11 Transfer of data.

At the request of a person, the Company shall issue, in a structured, commonly used machine-readable format or transfer to another entity, if possible, data concerning that person which that person has provided to the Company, processed on the basis of that person's consent or for the purpose of concluding or performing an consent concluded with that person, in the Company's IT systems.

11.12 Objection in a special situation.

If a person objects to the processing of his/her data motivated by a special situation and the data is processed by the Company on the basis of the Company's legitimate interest or on the basis of a task entrusted to the Company in the public interest, the Company will take into account the objection unless there are valid legally valid grounds for processing on the part of the Company overriding the interests, rights and freedoms of the objector or grounds for establishing, pursuing or defending claims.

11.13 Objection for scientific, historical or statistical purposes.

If the Company carries out scientific or historical research or processes data for statistical purposes, a person may object to such processing on the grounds of his/her particular situation. The company will take such an objection into account, unless the processing is necessary for the performance of a task carried out in the public interest.

11.14 Objection to direct marketing.

If a person objects to the processing of his/her data by the Company for the purposes of direct marketing (including profiling, if any), the Company will accept the objection and cease such processing.

11.15 Right to human intervention in automatic processing.

If the Company processes data in an automatic way, including in particular profiling of persons, and consequently makes decisions with respect to a person

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that have legal effects or otherwise significantly affect a person, the Company shall provide an opportunity to appeal to human intervention and decisions on the part of the Company, unless such automatic decision (i) is necessary for the conclusion or performance of an consent between the appealing person and the Company; or (ii) is expressly permitted by law; or (iii) is based on the express consent of the appealing person.

12. Minimisation

12.1 The Company takes care to minimize data processing in terms of (i) adequacy of data for the purposes (amount of data and scope of **processing**), (ii) access to data, (iii) time of data storage.

12.2 Minimization of the scope

The Company verified the scope of the data obtained, the scope of their processing and the amount of data processed in terms of their adequacy for the purposes of processing within the framework of the implementation of the RODO. The Company periodically reviews the amount and scope of data processing at least once a year.

The Company verifies changes in the amount and scope of data processing under the change management procedures (privacy by design).

12.3 Minimizing access

The Company applies restrictions on access to personal data: legal (confidentiality obligations, scope of authorization), physical (access zones, closing rooms) and logical (restrictions on authorization to systems processing personal data and network resources in which personal data reside). The Company applies physical access control.

The Company updates the access rights in the event of changes in the composition of the personnel and changes in the roles of persons, and changes in the entities processing personal data.

The Company periodically reviews the established system users and updates them at least once a year.

Detailed rules of physical and logical access control are contained in the Company's physical and information security procedures.

12.4 Time minimization

The Company implements mechanisms to control the life cycle of personal data in the Company, including verification of further usefulness of the data in relation to dates and control points indicated in the Register.

Data whose scope of usefulness is limited with time is removed from the Company's production systems, as well as from the cache and main files. Such data may be archived and may be placed on back-up copies of systems and information processed by the Company. Procedures for archiving, creating and using back-up copies take into account data lifecycle control requirements, including data deletion requirements.

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13. Security

13.1 The Company ensures a degree of security corresponding to the risk of infringement of rights and freedoms of individuals as a result of personal data processing by the Company.

13.2 Risk analyses and adequacy of security measures

The Company conducts and documents analyses of adequacy of personal data security measures. For this purpose:

1) the Company ensures adequate knowledge of information security, cyber security and business continuity - internally or with the support of specialized entities.

2) The Company categorises data and processing activities in terms of the risks they present.

3) The Company performs analyses of the risk of infringement of rights or freedoms of individuals for data processing activities or their categories. The Company analyses possible situations and scenarios of personal data protection violation, taking into account the nature, scope, context and purposes of processing, the risk of violation of rights or freedoms of individuals with different probability of occurrence and seriousness of the threat.

4) The Company determines possible organisational and technical measures to be applied

The Commission shall evaluate the cost of their implementation. In this, the Company determines the suitability and applies such measures and approach as:

a) pseudonymisation

b) encryption of personal data

c) other cybersecurity measures consisting of the ability to continuously ensure the confidentiality, integrity, availability and resilience of processing systems and services

d) measures to ensure business continuity and disaster prevention, i.e. the ability to quickly restore the availability of and access to personal data in the event of a physical or technical incident.

13.3 Data protection impact assessments

The Company assesses the effects of planned processing operations on the protection of personal data where, according to the risk analysis, the risk of violating the rights and freedoms of persons is high. The Company applies the methodology for assessing the effects adopted in the Company.

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13.4 Security measures

The Company applies the security measures established as part of the risk analyses and adequacy of security measures and data protection impact assessments.

Personal data security measures are part of the Company's information security and cyber security measures and are described in more detail in the procedures adopted by the Company for these areas.

13.5 Reporting of violations

The Company applies procedures that allow it to identify, assess and report the identified breach of data protection to the Data Protection Office within 72 hours from the date the breach was established.

14. Processor

The Company has rules for the selection and verification of data processors for the benefit of the Company, designed to ensure that the processors provide sufficient guarantees for the implementation of appropriate organizational and technical measures to ensure security, the implementation of individual rights and other data protection obligations incumbent on the Company. The Company has adopted minimum requirements for the data processing entrustment consent which constitute **Attachment 2 to the Policy - "Specimen data of data processing entrustment"**. The Company settles the processors for the use of sub-processors as well as other requirements resulting from the Principles of entrusting personal data.

15. Data export

The company registers in the Register cases of data export, i.e. transfer of data outside the European Economic Area (EEA in 2017 = European Union, Iceland, Liechtenstein and Norway). In order to avoid situations of unauthorized data export, in particular in connection with the use of publicly available cloud services (shadow IT), the Company periodically verifies users' behaviour and, if possible, provides equivalent solutions in accordance with data protection law.

16. Privacy design

The company manages the change affecting privacy in such a way as to ensure adequate security of personal data and minimize its processing.

For this purpose, the rules of conducting projects and investments by the Company refer to the principles of personal data security and minimization, requiring an assessment of the impact on privacy and data protection, taking into account and designing the security and minimization of data processing from the beginning of the project or investment.

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17. Final provisions

Regardless of the liability specified in generally applicable law, a violation of the principles set out in this Policy may be the basis for termination of the employment relationship without notice with the person who committed the violation.

In matters not covered by this Policy, shall apply the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Regulation on Data Protection) (OJ EU L 119, p. 1) and the Act of 10 May 2018 on the protection of personal data (Journal of Laws 2018, item 1000) and its implementing provisions.

Employees of Archimedes Ltd. with its registered office in Toruń are obliged to apply the provisions contained in this Policy to the processing of personal data. In the case of regulations separate from those contained in this Policy which occur in other procedures in force in Archimedes Ltd. with its registered office in Toruń, users are obliged to apply more far-reaching provisions, the application of which will ensure a higher level of personal data protection.

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