

# Instructions for placing orders in the GS TFI24 Transaction Service

for Participants of Employee Pension Programe (PPE)

# Login to the GS TFI24 website

Go to www.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 e-mail box or in the welcome letter,
- First login password the password you received via SMS or in a letter sent to your correspondence address.

# Method of providing the Participant Number and password for the first login

You will receive a login to the e-mail address provided by you in the TSOK/ISOK Declaration, and a password for the first login to your mobile phone number. After receiving this data, activate your access using the website <u>www.gstfi24.pl</u>.

#### After logging in

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



# Login data recovery

#### **Forgot Participant number?**

Check if there are any messages from Goldman Sachs TFI S.A. in your mailbox regarding GSTFI24.pl (also check the "Spam" folder) or contact the hotline.

#### Forgot password?

If you have forgotten your password or have locked your account with several failed login attempts, we recommend using the "I forgot my password" option. Complete your details and the series and number of your identity document.

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.

#### Never logged in to GSTFI24.pl?

If you do not have a PIN code for the first login, contact the hotline and order a new PIN. The "I forgot my password" option will only work if there has been at least one successful login. Goldman Asset Sachs Asset

#### ← 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

| Pa     | rticipant number   |
|--------|--|
| l don' | t remember my participant number   |
| PE     | SEL number   |
|        | l do not have a PESEL number   |
| 0<br>0 | Mother's maiden name<br>① Unavailable option for PPE, PPK and PPI clients<br>ID card |
| ID     | card   |
| 0      | Passport   |
|        | Next   |

# Orders available in the GS TFI24 service

- 1. Change of personal details (slide 5)
- 2. Change of contact details (slide 10)
- 3. Change of the method of sending transaction confirmations (slide 14)
- 4. Change of bank account number (slide 18)
- 5. Add / Change Beneficiaries (slide 23)
- 6. Add / Change additional contribution (slide 27)
- 7. Change in contribution allocation (slide 32)
- 8. Conversion (slide 37)
- 9. Withdrawal of funds (slide 44)
- 10. Transfer withdrawal (slide 50)
- 11. Termination of participation in the PPE (slide 56)



# Change of personal details

# Change of personal details - step 1

Go to the "Profile Settings" tab in the upper right corner of the service.



# Change of personal details – step 2

#### Choose "Manage" in the PPE section.

| Goldman Asset<br>Sachs Manage | ment  |  |                                |                            | O Dark mode | Ħ | MARIANNA TEST 👻 |
|-------------------------------|---|--|--------------------------------|----------------------------|-------------|---|-----------------|
|                               | ← Back<br>Hello, MARIANNA<br>Here you can change the data you entered during regin<br>Product settings<br>Manage your data on individual products. Select the p | stration.<br>roduct which data you want to view or edit. |                                |                            |             |   |                 |
|                               | Investment funds, IKE,<br>IKZE  | PPE  | PPI                            | РРК                        |             |   |                 |
|                               | PARTICIPANT NUMBER<br>67119026  | PARTICIPANT NUMBER<br>99313418                           | PARTICIPANT NUMBER<br>99020822 | PARTICIPANT NU<br>99324373 | imber<br>3  |   |                 |
|                               | Manage >  | Manage >   | Manage >                       | Manage >                   |             |   |                 |

# Change of personal details – step 3

In the "User Details" tab, you can change the previously entered name.



# Change of personal details – step 4

Go to the "Documents" tab, where you can update your ID and tax residency information.

- Click on "EDIT"
- Change your details
- Click on "SAVE"

| Contact det              | ails     | ~                       |
|--------------------------|----------|-------------------------|
| Documents                |          | ^                       |
| PESEL number             | ******   | Show                    |
| Date of birth            | *****    | Show                    |
| Sex                      | Female   |                         |
| ID type                  | *****    | <u>Show</u> <u>Edit</u> |
| Citizenship              | *****    | Show                    |
| Country of tax residence |          |                         |
| Status of tax residence  | Resident | Edit                    |





# Change of contact details

# Change of contact details - step 1

Go to the "Profile Settings" tab in the upper right corner of the service.



# Change of contact details – step 2

#### Choose "Manage" in the PPE section.

| Goldman Asset<br>Sachs Manage | ment   |  |                                |                          | Dark mode  | Ħ | MARIANNA TEST 🔻 |
|-------------------------------|--|--|--------------------------------|--------------------------|------------|---|-----------------|
|                               | ← Back<br>Hello, MARIANNA<br>Here you can change the data you entered during reg | istration.                                   |                                |                          |            |   |                 |
|                               | Product settings<br>Manage your data on individual products. Select the          | product which data you want to view or edit. |                                |                          |            |   |                 |
|                               | Investment funds, IKE,<br>IKZE   | PPE  | PPI                            | РРК                      |            |   |                 |
|                               | PARTICIPANT NUMBER<br>67119026   | PARTICIPANT NUMBER<br>99313418               | PARTICIPANT NUMBER<br>99020822 | PARTICIPANT N<br>9932437 | JMBER<br>3 |   |                 |
|                               | Manage >   | Manage >                                     | Manage >                       | Manage >                 |            |   |                 |

# Change of contact details – step 3

- Click on "EDIT"
- Change your details
- Click on "SAVE"

| Contact deta         | ils   |  | _           | ^           |
|----------------------|-------|--|-------------|-------------|
| Address of residence | ***** |  | <u>Show</u> | <u>Edit</u> |
| Mailing address      | ***** |  | <u>Show</u> | Edit        |
| Email address        | ****  |  | <u>Show</u> | <u>Edit</u> |
| Mobile phone         | ****  |  | <u>Show</u> | Edit        |

The change will be visible in the service after acceptance by the Employer.



# Change of the method of sending transaction confirmations

# Change of the method of sending transaction confirmations - step 1

Go to the "Profile Settings" tab in the upper right corner of the service.



# Change of the method of sending transaction confirmations – step 2

Choose "Manage" in the PPE section.

| Goldman Asset<br>Sachs Manage | ement  |  |                                |                | 🔵 Dark mode | Ŕ | MARIANNA TEST 👻 |
|-------------------------------|--|--|--------------------------------|----------------|-------------|---|-----------------|
|                               | ← Back   |  |                                |                |             |   |                 |
|                               | Hello, MARIANNA<br>Here you can change the data you entered during reg           | stration.                                    |                                |                |             |   |                 |
|                               | <b>Product settings</b><br>Manage your data on individual products. Select the p | product which data you want to view or edit. |                                |                |             |   |                 |
|                               | Investment funds, IKE,<br>IKZE   | PPE  | PPI                            | РРК            |             |   |                 |
|                               | PARTICIPANT NUMBER   | PARTICIPANT NUMBER<br>99313418               | PARTICIPANT NUMBER<br>99020822 | PARTICIPANT NU | MBER<br>3   |   |                 |
|                               | Manage >   | Manage >                                     | Manage >                       | Manage >       |             |   |                 |

# Change of the method of sending transaction confirmations - step 3

- Click on "EDIT"
- Change your details
- Click on "SAVE"

The change will be visible in the service after acceptance by the Employer.

#### Contact details

| Address of residence     | *****  | Show        | <u>Edit</u> |
|--------------------------|--|-------------|-------------|
| Mailing address          | ****   | Show        | Edit        |
| Email address            | *****  | Show        | <u>Edit</u> |
| Mobile phone             | *****  | Show        | <u>Edit</u> |
| Transaction confirmation | Paper confirmation (sent to mailing address),<br>frequency: annually |             | <u>Edit</u> |
| TRANSACTION CONFIRMATION |  |             |             |
| TRANSACTION CONFIRMATION | ail O Paper confirmation (sent to the mailing address)               |             |             |
|                          |  | Cancel Save |             |

 $^{\sim}$ 



# Change of bank account number

# Change of bank account number - step 1

Go to the "Profile Settings" tab in the upper right corner of the service.



# Change of bank account number – step 2

Choose "Manage" in the PPE section.

| Goldman Asset<br>Sachs Manage | ement  |  |                                |                            | O Dark mode | Ŕ | MARIANNA TEST 🔻 |
|-------------------------------|--|--|--------------------------------|----------------------------|-------------|---|-----------------|
|                               | ← Back<br>Hello, MARIANNA<br>Here you can change the data you entered during reg | stration.                                    |                                |                            |             |   |                 |
|                               | Product settings<br>Manage your data on individual products. Select the p        | product which data you want to view or edit. |                                |                            |             |   |                 |
|                               | Investment funds, IKE,<br>IKZE   | PPE  | PPI                            | РРК                        |             |   |                 |
|                               | PARTICIPANT NUMBER   | PARTICIPANT NUMBER<br>99313418               | PARTICIPANT NUMBER<br>99020822 | PARTICIPANT NU<br>99324373 | imber<br>3  |   |                 |
|                               | Manage >   | Manage >                                     | Manage >                       | Manage >                   |             |   |                 |

# Change of bank account number – step 3

- Click on "EDIT"
- Change your details
- Click on "SAVE"

| Bank accoun         | t                          | ^    |
|---------------------|----------------------------|------|
| Bank account number | 43255059954491304097948498 | Edit |
| Bank name           | test                       |      |
| Currency            | PLN                        |      |

The change will be visible in the service after acceptance by the Employer.

# Change of bank account number – step 4

#### 1. Confirm with an SMS code.

#### 2. Make a verification transfer to complete the process of adding or changing a bank account. You

or changing a bank account. You will receive information about the transfer in a message sent to the e-mail address assigned to your account.

| ation of a new bank accou   | int based on a verific                             | cation transfor   |
|---|--|---|
| ation of a new bank accou   | int based on a verifi                              | cation transfor   |
|   |  |   |
| Imber will be changed after co<br>on transfer.<br>bout the next steps after the<br>of the indicated bank account. | onfirming your identity<br>transfer order is appro | y and the validity of the new bank account<br>wed and in an email. <b>Remember that you</b> |
|   |  |   |
| der, you must authorize it  | with an SMS code.                                  |   |
|   | der, you must authorize it                         | der, you must authorize it with an SMS code.  |



Pank account number



# Add / Change Beneficiaries

## Add / Change Beneficiaries - step 1

Go to the "Profile Settings" tab in the upper right corner of the service.



# Add / Change Beneficiaries – step 2

#### Choose "Manage" in the PPE section.

| Goldman Asset<br>Sachs Manage | ement  |  |                                |                          | Dark mode  | Ä | MARIANNA TEST 👻 |
|-------------------------------|--|--|--------------------------------|--------------------------|------------|---|-----------------|
|                               | ← Back<br>Hello, MARIANNA<br>Here you can change the data you entered during reg | istration.                                   |                                |                          |            |   |                 |
|                               | <b>Product settings</b><br>Manage your data on individual products. Select the   | product which data you want to view or edit. |                                |                          |            |   |                 |
|                               | Investment funds, IKE,<br>IKZE   | PPE  | PPI                            | РРК                      |            |   |                 |
|                               | PARTICIPANT NUMBER<br>67119026   | PARTICIPANT NUMBER<br>99313418               | PARTICIPANT NUMBER<br>99020822 | PARTICIPANT N<br>9932437 | JMBER<br>3 |   |                 |
|                               | Manage >   | Manage >                                     | Manage >                       | Manage >                 |            |   |                 |

# Add / Change Beneficiaries – step 3

In the "Beneficiaries" tab, you can add / remove a Beneficiary or edit their data.

- Choose "Add Beneficiary" if you want to add another person
- Choose "Edit" if you want to change personal details of a beneficiary
- Click on Save





# Change additional contribution

# Change additional contribution – step 1

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



### Change additional contribution – step 2 Choose the "PPE" tab.



# Change additional contribution – step 3

Select the "Additional orders" and then "Change / cancellation of additional contribution amount".



# Change additional contribution – step 4

- Enter the amount of the additional contribution or cancel its payment
- Confirm the order with an SMS code

|   | THE CURRENT VALUE OF THE ADDITIONAL CONTRIBUTION 1 000,00 PLN   |
|---|---|
|   | Determine the amount that will be additionally deducted from your remuneration to your additional register in PPE.<br>The limit of the additional contribution in PPE for 2023 is <b>31 207,50 PLN</b> (for example, you can declare <b>2 600,62 PLN/mo.</b> ). |
| • | Amount of the monthly additional contribution.          1 000,00       PLN         Cancel an additional contribution  |
| • | STATEMENTS         I authorize my employer to calculate the additional contribution, deduct it from my after-tax remuneration, after including deductions resulting from legal regulations, and transfer it to the additional account, counting from the month: |
| • | CONFIRM YOUR ORDER WITH SMS CODE<br>Enter SMS code Confirm<br>You have not received a massage? Send it again  |

Change the additional contribution



# Change in contribution allocation

# Change in contribution allocation - step 1

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



### Change in contribution allocation – step 2 Choose the "PPE" tab.



# Change in contribution allocation - step 3

Select the "Additional orders" and then "Change / cancellation of additional contribution amount".



# Change in contribution allocation – step 4

- Select the sub-fund(s) to which you want to transfer your funds so that they add up to 100%
- Confirm the order with an SMS code

# Change allocation of contributions



#### **Important!**

The change in premium allocation applies only to future premiums and does not affect the allocation of funds accumulated so far.



# Conversion of accumulated funds

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



Choose the "PPE" tab.



Select the "Change/conversion".



Select the method of conversion, and then enter the value in the form of the number of participation units or the amount in PLN.

| Place an change/conversion   | on order |
|--|----------|
| vou change/convert from<br>foldman Sachs Obligacji   | Change   |
| THE VALUE OF YOUR REGISTER AS OF 16.10.2020<br>1 005,57 PLN   2,769086 J.U.  |          |
| CHANGE/CONVERSION VALUE<br>For the amount of 0,00 PLN<br>per the number of participation units<br>Entire fund register |          |
| Next   |          |

### Place an change/conversion order



Select your preferred fund from the drop-down list to which you want your funds to be transferred, then click "Summary"

#### **Important!**

The exchange / conversion applies only to the funds accumulated so far and does not affect the allocation of subsequent payments.



Click "Confirm with SMS code", enter the received code and confirm.

| ou change FROM<br>Goldman Sachs Obligacji  | Change                           |  |
|--|----------------------------------|--|
| change value<br>1 000,00 pln   | Change                           |  |
| YOU CHANGE TO Goldman Sachs Akcji  | Change                           |  |
|  |                                  |  |
| KEY INFORMATION<br>I want to receive Key Information (KID):  |                                  |  |
| KEY INFORMATION<br>I want to receive Key Information (KID):  |                                  |  |
| KEY INFORMATION<br>I want to receive Key Information (KID):<br>Online<br>Key Information for your selected funds are available here.<br>You can obtain a paper copy of the Key Information free of cha<br>in Warsaw (address).   | irge from our office             |  |
| KEY INFORMATION         I want to receive Key Information (KID):         Online         Key Information for your selected funds are available here.         You can obtain a paper copy of the Key Information free of chain Warsaw (address).         I got acquainted with the Key Information (KID) via the | irge from our office<br>website. |  |

| vou сналде FROM<br>foldman Sachs Obligacji  |
|---|
| change value<br>1 000,00 pln  |
| YOU CHANGE TO Goldman Sachs Akcji   |
| KEY INFORMATION         I want to receive Key Information (KID):         Online         Key Information for your selected funds are available here.         You can obtain a paper copy of the Key Information free of charge from our office in Warsaw (address).         I got acquainted with the Key Information (KID) via the website.         Paper copy (our office in Warsaw) |
| CONFIRM YOUR ORDER WITH SMS CODE         Enter SMS code       Confirm         You have not received a massage? Send it again  |



# Withdrawal of funds

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

Withdrawal is possible after the age of 55 and acquiring the right to early retirement or after reaching the age of 60.

| Goldman Asset<br>Sachs Management | Valu | uation date: 2020-10-12        |                                     |                               | Dark mode 👾 MARIANNA TEST 🔻        |
|-----------------------------------|------|--------------------------------|-------------------------------------|-------------------------------|------------------------------------|
| Muwallet                          |      |                                |                                     |                               | MARIANNA TEST                      |
| My Wallet                         |      | YOUR ENTIRE WALLET (           |                                     | WALLET STRUCTURE              | Profile settings                   |
| Investments                       |      | 450 829,10 <sub>PLN</sub>      |                                     |                               | ► Logout                           |
| l want to invest                  |      | → + 22,93% + 84 098,84 PLN     |                                     |                               | 28%                                |
| Transaction history               |      | RETIREMENT PENSION             | NVESTMENTS<br>323 240,21 pln        |                               | INVESTMENTS<br>72%                 |
| Help centre                       |      | → + 46,37% + 40 418,63 PLN     | → +15,62% +43 680,21 PLN            |                               |                                    |
| Ratings                           |      |                                |                                     |                               |                                    |
|                                   |      | TIME CHART                     |                                     |                               | RECENT WALLET VALUATION 12.10.2020 |
| 📥 Zmień na Polski                 |      | 5 YEARS ALL                    |                                     |                               |                                    |
|                                   |      |                                |                                     |                               |                                    |
|                                   |      |                                |                                     |                               |                                    |
|                                   |      | Jul'18 Sep'18 Nov'18           | Jan '19 Mar '19 May '19 Jul '19 Sep | ) '19 Nov '19 Jan '20 Mar '20 | o<br>May '20 Jul '20 Sep '20       |
|                                   |      | INVESTMENTS RETIREMENT PENSION |                                     |                               |                                    |

Choose the "PPE" tab.



Select the "Additional orders" and then "Payout".



- If you want to withdraw funds from PPE after turning 55 you must provide the employer with a decision from ZUS (in the original) on granting the right to early retirement.
- Choose the preferred form of withdrawal: one-time payout or in the form of installments (in this option, additionally indicate the installment amount and frequency).
- Indicate the date of payment.

# Place payout order

) Payout of funds results in termination of participation in the program.

You are under 60 years of age. In order to make the payment, it will be necessary to ) provide the employer with original copy the ZUS decision on granting the right to retirement pension.

#### PAYOUT TYPE

One-time payout

Payout of all participation units accumulated under PPE.

#### Instalment payout

The payment can be full or in instalments (annual, semi-annual, quarterly, monthly). Choose the instalment amount (min. PLN 100)

Next

Check if the account number is correct and select "Confirm with SMS code"

| Place   | payout order                                 |
|---|--|
| PAYOUT TYPE One-time payout Payment   | Change<br>date: 18.05.2023                   |
| BANK ACCOUNT ③<br>Bank account number<br>Account owner  | 92 1807 1799 6812 8849 5272 2330<br>Marianna |
| Verify the entered data above.<br>If so, confirm the order with the co<br>Confirm with SMS code | de we will send to your phone (*** *** 087)  |

and then enter the received SMS code and click "Confirm".

| Place p   | oayout order                                 |
|---|--|
| PAYOUT TYPE One-time payout Payment of  | date: 18.05.2023                             |
| BANK ACCOUNT (i)<br>Bank account number<br>Account owner                                    | 92 1807 1799 6812 8849 5272 2330<br>Marianna |
| CONFIRM YOUR ORDER WITH SMS CODE<br>Enter SMS code<br>You have not received a massage? Send | onfirm<br>it again                           |



# Transfer withdrawal

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



Choose the "PPE" tab.



Select the "Additional orders" and then "Transfer payout".



1. Check:

- IKE if you transfer funds to an individual retirement account (IKE),
- PPE if you are transferring to another PPE program.

2. Enter the full name of the company/institution to which the funds will be transferred.

3. Enter the number of the bank account to which the Transfer Withdrawal is to be made. You will find this number on the confirmation of accession to IKE or PPE.

4. Enter the name of the bank where the above bank account is located.

#### Important!

Provide your former employer with the original confirmation of accession to IKE or PPE so that the Transfer Payment can be made.

| Place transfer payout order   |  |
|---|--|
| The order shall be only processed if your employment with the employer running the PPE from which you wish to make a transfer is terminated.  |  |
| I hereby submit a Transfer Payout instruction for all funds accumulated under the PPE: To IKE To another institution operating my PPE   |  |
| ACCOUNT NUMBER FOR ACCEPTING THE TRANSFER PAYMENT Bank account number PLN   |  |
| Bank name and address   |  |
| The account number can be found on the document confirming the conclusion of the IKE agreement or on the confirmation of joining the new PPE.   |  |
| STATEMENT         At the same time, I declare that I am aware that in order to make a Transfer Payout, I am required to provide a document confirming the conclusion of the Individual Retirement Account (IKE) agreement/confirmation of joining the Employee Retirement Plan (PPE) to my former Employer. |  |
| Next  |  |

Check if the entered data is correct and select "Confirm with SMS code"

#### Place transfer payout order



and then enter the received SMS code and click "Confirm".

#### Place transfer payout order

| nansier payout nom   |  |
|--|--|
| All funds accumulated  | l in PPE   |
| NAME OF INSTITUTION<br>Goldman Sachs TFI S.A   | Α.   |
| ACCOUNT NUMBER FOR ACCEPTING THE TRA   | NSFER PAYMENT  |
| Bank account number  | 30 1050 2413 4543 3416 9571 2068   |
| Bank name  | ING Bank Śląski S.A.   |
| STATEMENT  |  |
| At the same time, I declare the required to provide a documer<br>Account (IKE) agreement/com<br>former Employer. | It I am aware that in order to make a Transfer Payout, I am<br>It confirming the conclusion of the Individual Retirement<br>Tirmation of joining the Employee Retirement Plan (PPE) to m |
| CONFIRM YOUR ORDER WITH SMS CODE   |  |
| 5 1 SUS 1  | Confirm  |



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



### Termination of participation in the PPE – step 2 Choose the "PPE" tab.



Select the option "Additional orders" and then "Resignation".



Read the information on termination of participation in the Program and select "Confirm with SMS code" to cease contributions from your employer.

# Give up further contributions

Resignation form further contributions means termination of participation in the PPE and **does not result in payout of funds**, but only in the cessation of contributions to the PPE by your employer.

Once the order is placed, no more new contributions will be received, **current funds will be retained.** 

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

Confirm with SMS code

Enter the SMS code and click "Confirm".



Resignation form further contributions means termination of participation in the PPE and **does not result in payout of funds**, but only in the cessation of contributions to the PPE by your employer.

Once the order is placed, no more new contributions will be received, **current funds will be retained.** 

CONFIRM YOUR ORDER WITH SMS CODE

