

BDO readiness checklist

This 10-point checklist tests your readiness for BDO in Poland: registration scope, fees and deadlines, number placement on documents, e-records, access, and master data. Use this tool to spot gaps fast. Tick YES/NO for each item. Be strict. It takes just a moment.

If any question feels unclear, you are not ready yet. Small uncertainties turn into delays, corrections, or fines. Therefore, use this as a go/no-go gate before you work.

How to interpret results:

0-1 NO: You look ready. Proceed, but keep this as a monthly check.

2-3 NO: Patch gaps soon; risk is rising.

4+ NO: High risk. Centralize BDO via the Ekologistyka24 hub and get one accountable owner.

Are you certain your activities in Poland require BDO registration, or do you have a documented exemption? ☐ YES ☐ NO

If you are a foreign company, do you know which Marshal's Office should receive your application? ☐ YES ☐ NO

Have you identified all roles you perform (producer, collector, transporter, broker) and registered them correctly? ☐ YES ☐ NO

Have you listed every Place of Business (MPD) and any storage site that must appear in BDO? ☐ YES ☐ NO

Do you know whether you owe the annual BDO fee this year and the exact amount that applies to your activity? ☐ YES ☐ NO

Have you scheduled payment of the annual fee by the end of February (except the year you paid the registration fee)? ☐ YES ☐ NO

Do you add your BDO registration number to every document that requires it (invoices, receipts, contracts, KPO, KEO, reports)? ☐ YES ☐ NO

Will each shipment have an electronic KPO (waste transfer note) issued before transfer with the correct waste code and mass? ☐ YES ☐ NO

Is BDO access configured: main user via Login.gov.pl, sub-users with the right permissions, and trained backups? ☐ YES ☐ NO

Is master data (company name, addresses, VAT, client IDs, site addresses) consistent across BDO, contracts, and portals? ☐ YES ☐ NO



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