

Dear PRS Client,

We are glad that you chose our online application for submitting the technical documentation. The PRS Uploader application allows you to send electronic documentation in two simple steps:

1. Filling the Client and Recipient fields in the electronic form and sending it
2. Reading a return email, clicking verification link and sending to PRS documentation files attached to the form

The PRS Uploader works both on PC computers and mobile devices like tablets or smartphones.

To help you use the PRS Uploader and accelerate the documentation approval process, we would like to ask you to follow a few rules when filling the application in:

### **1. What address can I write into Additional Recipient field?**

Each request prepared in the PRS Uploader is sent to Secretariat of Ship Division: [os@prs.pl](mailto:os@prs.pl) automatically. You are kindly asked to fill in the optional Additional Recipient field depending of the type of documentation:

- for hull and technology documentation: [tk@prs.pl;bp@prs.pl](mailto:tk@prs.pl;bp@prs.pl)
- for machinery and equipment documentation: [tm@prs.pl;bp@prs.pl](mailto:tm@prs.pl;bp@prs.pl)
- for inland waterways vessels, yachts, boats and docks documentation in a scope of class assignment: [ki@prs.pl](mailto:ki@prs.pl)
- for existing sea-going ships documentation in a scope of class assignment: [kn@prs.pl](mailto:kn@prs.pl)
- for other documentation: [do@prs.pl](mailto:do@prs.pl)

The app accepts email addresses with the prs.pl domain only. If needed, you can write in more than one recipient using semicolon separator or simply leave this field blank.

### **2. What kind of files can I send with this application?**

There are no limits on type or size of sent files. However, it will be very helpful, if you also upload a cover letter with the list of attached documents.

### **3. In what language will I receive messages from the PRS Uploader?**

In the top-right corner of the app you can set Polish or English language by clicking particular flag icon. The verification link and message to PRS will be sent in the language that you selected.

If you have any more questions or problems to deal with the PRS Uploader application, please do not hesitate to contact us by email: [ai@prs.pl](mailto:ai@prs.pl)