

## **Requirements relating to electronic communication**

The Chief Labour Inspectorate informs that no answers shall be provided to electronic communication which does not meet the requirements provided for in Article 63 § 2 of the Act of 14 June 1960 – Code of administrative procedure (unified text: Journal of Laws of 2000, No. 98, item 1071 as amended).

This means that communication shall include at least:

- the first name and family name of the author;
- the address (postal code, town, street and house number) of the author;
- the claim or request which is the subject of correspondence.

Data of the complainant (or person seeking legal advice) is protected. This data is not revealed in the course of inspection proceedings.

We request that complaints about the employer's activity are lodged with a District Labour Inspectorate or a sub-district competent on the basis of the employer's seat.