

INSTRUCTIONS FOR FILLING OUT THE FORM

The form must be complete in its entirety. In particular, the fields marked in red are mandatory and the failure of their compilation makes the practice inadmissible to this Office. By following the order of the operations, in the first box named "PERSONAL DATA" are indicated all the reference data of the applicant for recognition. The Certified Electronic Mail (PEC – posta elettronica certificata) Field is required if the company is domiciled at an entity which is subject to mandatory Certified Mail (companies or professionals). Subsequently the role played by the applicant of the enterprise is shown with a drop-down list, which also includes the option named "ALTRO" = "OTHER", followed by the fields pertaining to the company details (individual or corporate). The consecutive field indicates the Member State or EEA, where the company is established.

In the second box named "DICHIARAZIONI" = "STATEMENTS", the first field indicates the activity to be carried on a temporary basis and occasionally in Italy. For certain activities (installation of plants, self-repair, mediation, cleaning and selling agents) the field must indicate one or more areas of activity (ex. electrician and plumber).

The Field named "INFORMATION", which is mandatory, in line with what is required by Article 10 of the legislative Decree no 206/2007, requires an analytical description of the activity which will be actually carried out in Italy.

The Section named "TAX EXPENSES" provides for payment of stamp duty by bank transfer to the State Budget, according to the instructions issued by the Revenue Agency (Agenzia delle Entrate) and transmitted by the Presidency of the Council of Ministers. It must be indicated:

- 1) The transfer date
- 2) The Teller Institute
- 3) The number of the transfer receipt

A copy of the transferred amount must be scanned and attached.

The following documents must be enclosed as for the part relating to ALLEGATIONS:

- 1) The scanning of a valid identity document. Identification documents are those issued on sight (identity card, driving license ...) by public authorities, showing the holder personal and residence details including the identification photograph.
- 2) The certification by the Competent Authority of the Home Member State/ Member State of establishment, certifying that the holder is legally established in that Member State for the purpose of pursuing the activities concerned and that he is not prohibited from practising, even temporarily, at the moment of delivering the attestation (art. 7 § 1 letter b) of the Directive 2005/36 / EC).

Attention should be given to the third box named "ASSUNZIONE DI RESPONSABILITA'" = "ENGAGEMENT OF RESPONSIBILITY" in the sense that all the statements made by the applicant released under oath, not only in relation to acts and personal facts, but also with reference to conformity with the original documents issued. Please note that this office proceeds to the assessment of compliance under Article 71 of the Presidential Decree 445/00, including through the IMI (Internal Market Information System).

The first box of statements concerns the Authority of home state that has issued the document and all fields must be filled in, including the scanned document.

The second box asks whether the activity is regulated in home state, and it is possible to answer with YES / NO.

In case the answer is NO, it is compulsory to enclose documentation from public sources confirming that the applicant has carried out the activity for a minimum of one year in the last ten years.

If case the answer is YES, the certification provided for in article 8 and 16 of the directive, issued by the competent authority of the Home Member State/Member State of establishment, shall be attached. Finally it is requested the allegation of the insurance policy provided for in Article 7 § 1 of the Directive. If the applicant deems it useful he can attach his qualifications.

Following to the privacy statements, the DOMICILIATION section must be completed if the applicant requests that any information regarding the case should be forwarded to a different address than the one indicated in the section PERSONAL DATA. In case of failure of compilation the Office will have the ONLY reference that is indicated in the epigraph. Therefore: the marking on the first option (YES) confirms the address indicated in the PERSONAL DATA; otherwise a new one must be added. If the domiciliary is a business or a professional it is mandatory also to indicate the Certified Electronic address (it should be noted that since 2009, and fully operational from 2012, all companies and professionals must have a Certified Electronic address).

The last section is the SIGNATURE. Here, too, two options are provided: digital signature of the document or scanned handwritten signature (PDF format / A) and attached on the basis of the model shown in facsimile in the Annex.

ALL DOCUMENTS MUST BE TRANSLATED AND SCANNED IN PDF FORMAT IN BLACK AND WHITE.

In accordance with the Digital Administration Code the other formats than PDF/A / are not allowed.

The file thus completed must be saved and transmitted, with all attachments mentioned above, at the following Certified Electronic address dgcm.div05@pec.mimit.gov.it exclusively by another Certified Electronic address, or to the following e-mail address titoliesteri@mise.gov.it from another email address.