

## COMPILATION INSTRUCTIONS

The form must be completed in its entirety. In particular, the fields marked in red are mandatory and failure to complete this part makes the practice inadmissible by this Office.

Proceeding sequentially, in the first box "PERSONAL DATA", all the reference data of the applicant wishing to seek recognition are indicated. In particular, the National Insurance Number (the Italian Fiscal code) is required, which must be verified by the office.

For all subjects which are required to use the Certified e-mail (companies and professionals listed in the register) it is mandatory to indicate one's own address. This Office according to the law will have relations with the applicant obliged to use the Certified e-mail exclusively through this procedure.

The box "ALLEGATIONS" requires the scanning of the document and the certification issued by the competent authority of the Member State (The list of the European contact points can be consulted at the following link: [http://ec.europa.eu/growth/single-market/services/free-movement-professionals/index\\_en.htm](http://ec.europa.eu/growth/single-market/services/free-movement-professionals/index_en.htm) )

Therefore, this Office must receive a copy of the declaration, issued by the competent Authority of the country that issued the title, certifying:

- whether the profession is regulated;
- whether the training is regulated;
- whether the title possessed authorizes the interested party to exercise the required profession in the country of origin;
- whether the applicant's qualification meets the conditions set by Directive 2005/36 / EC;
- the level of the title compared to art. 11 of the aforementioned Directive;
- attestation of professional experience gained in the sector for which recognition is being requested.

The declaration must also certify:

- the validity of the title
- the regulations required in the Member State issuing the professional title;
- the description of the studies carried out for the achievement of the aforementioned title;

Attention should be given to the box "ASSUMPTION OF LIABILITY", in the sense that all declarations must be made by the applicant under release on oath, both with reference to the acts and to personal facts, and concerning the original conformity of the documents issued. Please note that this Office shall make a verification of the veracity pursuant to article 71 of Presidential Decree 445/00. Together with the assumption of responsibility for the contents, the declarant shall also certify, in accordance with the Digital Administration Code, that the scanned and attached documents conform to the original analogue documents.

Your attached documents must be in the original language as well as translated into Italian according to law. The string EU/ EEA COUNTRY THAT RELEASED IT is dedicated to the Home State Authority (EU/EEA/CH) which issued the document.

Subsequently to the box concerning "QUALIFICATIONS" you will find the box on "PROFESSIONAL EXPERIENCE", which is mandatory in case of unregulated activity in the Home State.

The following box regards professional experience in Italy, which is not taken into consideration **ONLY FOR THE PURPOSE OF THE DEDUCTION OF THE COMPENSATORY MEASURE WHERE IMPOSED.**

This Ministry can be involved on the matter only in case the professional experience has been carried out in one or more companies. Where the certification of a qualification or enrollment in a register is requested, regardless of the activity carried out, the competence falls under the competence of other Ministries.

If the Home State foresees, with reference to the access to the activity for which recognition is requested

- specific qualification for the activity
- registration in the professional Register

a copy of the specific qualification / registration title for the activity must be attached.

- Attention is drawn to the last section “DECLARATION”, which shall be made mandatory as well, under one’s own criminal responsibility, about the lack of impediments to one’s charge, with reference to the exercise of the activity for which the certification is requested, whether they are dependent of criminal, administrative or disciplinary proceedings **WHICH COULD HINDER THE EXERCISE OF THE ACTIVITY.**

The section “TAX CHARGES” foresees the payment of a stamp duty by a bank transfer to the State Budget, according to the indications issued by the Revenue Agency and transmitted by the Presidency of the Council of Ministers. It is compulsory to indicate:

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

The scan of the bank transfer must be attached.

After the privacy notices, the following section is “DOMICILIATION”, which must be duly completed if the applicant requests that all information regarding the procedure shall be forwarded to a different address from that indicated in the “PERSONAL DATA” section. Please note that in case of failure to fill in this part of the form this Office will have as a **UNIQUE** reference only the one indicated in the epigraph. Therefore: if you click on the first option (YES) you confirm the address communicated in the section “PERSONAL DATA”; otherwise a new one must be added. If the addressee is a company or a professional, also the Certified e-mail address must be indicated (please note that since 2009 and as from 2012, all companies and professionals must have a Certified e-mail address.

The last section is “SIGNATURE”, which presents two options as well: digital signature of the document or scanned holographic signature (in PDF / A) and attached on the basis of the enclosed facsimile model.

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

The file thus compiled must be saved and sent, with all the attachments indicated above, to the following e-mail addresses:

- With reference to “intellectual property adviser” activities:

Certified Electronic E-mail: [dglcuibm.div09@pec.mise.gov.it](mailto:dglcuibm.div09@pec.mise.gov.it)

E-mail: [dglcuibm.segreteria@mise.gov.it](mailto:dglcuibm.segreteria@mise.gov.it)

- With reference to all other activities:

Certified Electronic E-mail: [dgcm.div05@pec.mimit.it](mailto:dgcm.div05@pec.mimit.it)

E-mail: [titoliesteri@mise.gov.it](mailto:titoliesteri@mise.gov.it)

Note. Certified Electronic E-mail must be sent only through a Certified Electronic E-mail