

GUIDELINES TO SUBMIT THE APPLICATION FORM

All sections of the form must be filled in. The fields marked in red are mandatory and their failure of completion makes the demand inadmissible for this Office

Proceeding sequentially, in the first box, named PERSONAL DATA, identification details must be provided. The certified e-mail field is compulsory if the undertaking is domiciled with a party under the obligation of the certified e-mail (companies or professionals).

Subsequently, from the drop-down list the ROLE of the applicant within the undertaking must be selected. The OTHER box is foreseen if no role applies. In the next boxes, the details of the company (individual or corporate) must be provided. In the following field the Member State or EEA country in which the undertaking is established must be selected.

In the second section, named DECLARATIONS, must be selected the activity that the applicant intend to carry out temporarily and occasionally in Italy. For certain activities (plant installation, motor vehicle repair, mediation, cleaning and agency activities) one or more activity sectors (e.g. electrician, plumber) must also be indicated.

Under the INFORMATION field, which is a required field pursuant to Article 10 of Legislative Decree No 206/2007, a detailed description of the activity to be carried out in Italy must be provided.

The FEES section concerns payment of the stamp tax by means of bank transfer to the Treasury, following the instructions issued by the Revenue Agency and transmitted by the Prime Minister's Office. The following details must be provided

- 1) Date of transfer
- 2) Cashier's bank
- 3) Transaction confirmation number

A scanned copy of the transaction confirmation must also be attached.

The following documents in the ANNEXES section must be attached:

- 1) a valid scanned identification document, issued by Public Authorities (identity card, passport, etc.) which include the holder's personal details, address and photograph.
- 2) an attestation issued by the competent Authority of the Home State certifying that the applicant is legally established in a Member State in order to exercise the activities concerned and that he is not prohibited from practising, even temporarily, at the moment of delivering the attestation (Article 7(1)(b) of Directive 2005/36/EC).

Please note that the third section, ACCEPTANCE OF RESPONSIBILITY applies to all statements made by the applicant under oath, in respect both to personal acts and facts, and to the fact that the documents submitted are true copies of the original. Please note that this Office will verify truthfulness pursuant to Article 71 of Presidential Decree 445/00, also through the IMI (Internal Market Information system).

In the first DECLARATION box, concerning the Home State authority issuing the document, all fields must be completed, and the scanned document must be attached.

In the second box it shall be declared if the activity is regulated in the Home State, selecting YES or 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 at least one year over the past ten years.

In case the answer is YES, the certification under Articles 8 and 16 of the Directive, issued by the competent authority of the Member State of establishment (Home State), shall be attached. Finally, the allegation of the insurance policy referred to in Article 7(1) of the Directive is requested.

If the applicant deems it useful his/her formal qualifications can be attached.

Following to the privacy statements, the CORRESPONDENCE ADDRESS 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 PERSONAL DETAILS section. In case of lack of compilation, the Office will ONLY use the address indicated in the epigraph.

Therefore, the marking of the first option (YES) confirms the address indicated in the PERSONAL DETAILS. Alternatively, you can add a different correspondence address. If the domiciliary is a business or a professional, it is mandatory also to indicate the certified e-mail, as since 2009 and with full effect from 2012 all undertakings and professionals in Italy must have a certified e-mail address.

The last section concerns the SIGNATURE. Two options are provided: digital signature of the document or scanned handwritten signature (in PDF/A format), attached as shown in facsimile in the Annex.

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

Pursuant to the Digital Administration Code PDF/A is the only accepted format.

The file thus completed must be saved and transmitted, with all the above-mentioned attachments, to the following certified e-mail address dgmccnt.div09@pec.mise.gov.it exclusively from another certified e-mail address, or to the email address lps@mise.gov.it from another email address.