

“Documentation Required for Ordinary Registration”¹

If Professional*

Application for ordinary registration in the Register, completed according to <i>Form A</i>
Copy of the applicant's identity document
Professional Curriculum Vitae
Certificate attesting to the absence of pending criminal charges (also in self-certification)
Certificate of criminal record (also in self-certification)
Certificate attesting to the regularity of the tax position issued by the competent Public Authority of the Country in which the economic operator is established
Certificate attesting to the regularity of the social security contribution position issued by the competent Public Authority of the Country in which the economic operator is established

** For subjects not resident in Italy, similar certification issued by the Authority in charge in the Country of establishment is required*

If self-employed worker or owner of a sole proprietorship*

Application for ordinary registration in the Register, completed according to <i>Form A</i>
Copy of the applicant's identity document
Historical Chamber of Commerce (CCIAA) certificate of the sole proprietorship or Professional Curriculum Vitae if self-employed worker
Certificate attesting to the absence of pending criminal charges of the owner and any general proxies and special proxies for public procurement matters (also in self-certification)
Certificate of criminal record of the owner and any general proxies and special proxies for public procurement matters (also in self-certification)
Certificate attesting to the regularity of the tax position issued by the competent Public Authority of the Country in which the economic operator is established
Certificate attesting to the regularity of the social security contribution position issued by the competent Public Authority of the Country in which the economic operator is established

** For subjects not resident in Italy, similar certification issued by the Authority in charge in the Country of establishment is required*

¹ Pursuant to Articles 31, § 7, NCP and 17, § 2, Regolamento di attuazione, the Secretariat for the Economy may proceed with registration with reservations, on the basis of self-certifications, assigning a deadline of no more than 60 days for the delivery of the corresponding documentation, or to fulfill the requests formulated by the Secretariat itself, in cases of: a) objective difficulty of the economic operator in producing the required documentation; b) temporary lack of the requirements for registration; c) particular urgency.

If Company (Corporations / Mutual companies / Partnerships / Consortium / Network of enterprises Associations and foundations)*

Application for ordinary registration in the Register, completed according to <i>Form A</i>
Copy of the applicant's identity document
Historical Chamber of Commerce (CCIAA) certificate of the company
Last filed balance sheet, complete with explanatory notes and management report
Certificate attesting to the absence of pending criminal charges in relation to the legal representative, members of the board of directors, majority shareholders, general proxies and special proxies for public procurement matters (also in self-certification)
Certificate of criminal record in relation to the legal representative, members of the board of directors, majority shareholders, general proxies and special proxies for public procurement matters (also in self-certification)
Certificate attesting to the regularity of the tax position issued by the competent Public Authority of the Country in which the economic operator is established
Certificate attesting to the regularity of the social security contribution position issued by the competent Public Authority of the Country in which the economic operator is established
Historical report of the controlling company or of the subject exercising direction and coordination activity, if existing
Certificate attesting to the absence of pending criminal charges of the controlling company or equivalent document, if existing
Certificate of the Register of Administrative Sanctions dependent on crime of the controlling company or equivalent document, if existing

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