

**Application for Ordinary Registration in the Unified Register of the Holy See and Vatican City State**  
*(pursuant to Article 31 NCP and Article 17 Regolamento di attuazione)*

**APPLICANT**

The undersigned .....

born in ..... on .....

resident in the Municipality of ..... prov. ....

Street/Square.....

in the capacity of:

- self-employed professional
- self-employed worker
- owner of a sole proprietorship
- legal representative

**REQUESTS**

that \_\_\_\_\_ (indicate the name of the economic operator) be registered in the Unified Register of the Holy See and Vatican City State.

Aware of the civil and criminal responsibilities and consequences provided for by current regulations in case of false declarations and formation or use of false documents, as well as in case of exhibition of documents containing data no longer corresponding to the truth;

aware that the untruthfulness of the content of this declaration results in the loss of benefits consequent to registration in the Unified Register of the Holy See and Vatican City State

**DECLARES UNDER HIS/HER OWN RESPONSIBILITY**

- that the personal data entered in the SAP Ariba platform are up to date;
- that the sectors of interest are those indicated in the SAP Ariba platform, pursuant to Article 26 NCP;
- that the economic operator possesses the technical-professional capacity requirements and authorizations necessary for the exercise of activities attributable to the specialization classes indicated in the SAP Ariba platform, pursuant to Article 33 NCP.

**ALSO DECLARES****Shareholdings**

<b>Does the economic operator hold shareholdings in companies and/or professional firms operating in the same or related sector of activity?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
In case of affirmative answer, indicate the company data and/or professional firm.	

Name	Vat Number <sup>1</sup>	Registered Office	Shares

**Corporate control***(completion of this field is required for companies)*

<b>Is the economic operator subject to others' direction and coordination activities or other forms of control provided for by Article 2359 of the Civil Code?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
In case of affirmative answer, indicate the data of the economic operator exercising the direction and coordination activity or other forms of control pursuant to Article 2359 of the Civil Code.	

Name	Vat Number <sup>1</sup>	Registered Office	Shares

**Corporate Group***(completion of this field is required for companies)*

<b>Does the economic operator belong to a corporate group?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
In case of affirmative answer, indicate the composition of the group (highlighting the data of the parent company and other companies belonging to the group itself) and the relative ownership interests (including reciprocal ones).	

Name	Vat Number <sup>1</sup>	Registered Office	Shares

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<sup>1</sup> Or other foreign identification number.

### Organization Chart

<b>Does the economic operator have a company or professional firm organization chart?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
In case of affirmative answer, attach the organization chart or a brief presentation of the structure.	

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### Professional Registers and/or Professional order

*(completion of this field is required for self-employed professionals, self-employed workers and owners of a sole proprietorship)*

<b>Is the economic operator registered in a Register/Professional Order referable to the specialization classes for which registration is requested?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
In case of affirmative answer, indicate the registration details.	

Professional Register/Order	Registered office	Number	Date

### Professional insurance

<b>Does the economic operator have an insurance policy?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
In case of affirmative answer, indicate the policy details.	

Insurance company	Registered office	Number	Maximum Coverage

### Conflict of interest

<b>Is the economic operator aware of any conflict of interest pursuant to Article 7, § 2, NCP related to its participation in procurement procedures?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
In case of affirmative answer, provide detailed information, including on the manner in which the conflict of interest was possibly resolved.	
<b>Is any member included, in any capacity, in the economic operator's organization chart or the economic operator itself an employee, including fixed-term, of any Entity of the Holy See or of the Governatorate of the Vatican City State?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
In case of affirmative answer, specify the type of employment relationship.	

**FURTHER DECLARES, UNDER HIS/HER OWN RESPONSIBILITY**

1. to be aware of the Apostolic Letter in the form of *Motu Proprio* of 19 May 2020 containing «*Norms on transparency, control and competition in public contract award procedures of the Holy See and Vatican City State*», as amended by the subsequent Apostolic Letter in the form of *Motu Proprio* «*Per meglio armonizzare*» on transparency, control and competition in public contract award procedures of the Holy See and Vatican City State, in force since 17 January 2024, to fully accept its content and to observe the discipline contained therein;
2. to be aware of the Decreto Generale Esecutivo n. 1/2025 - Regolamento di attuazione of the Apostolic Letter in the form of *Motu proprio* «*Per meglio armonizzare*» on transparency, control and competition in public contract award procedures of the Holy See and Vatican City State, in force since 10 August 2025, to fully accept its content and to observe the related discipline;
3. not to be in any of the situations referred to in Articles 11, 12 and 13 NCP;
4. that the documentation attached in the SAP Ariba platform conforms to the original and was issued by the competent or authorized bodies for its issuance according to the legislation of the State of establishment, is legitimately in possession of it and is authorized for its use for the purposes of this declaration;
5. to undertake to promptly communicate any variation of the data indicated in this declaration and in the SAP Ariba platform, acknowledging that the omitted, partial or late notification may result in cancellation from the Register;
6. to be informed that, upon request of the Authorities referred to in Article 14, § 1, letters a), b) and c), NCP, may be excluded from the Register following the verifications provided for by the same article;
7. to be informed that, upon request of the Commission established pursuant to Article 14, § 1, letter d), NCP, may be excluded if facts, events or situations are ascertained that are not compatible with the Social Doctrine of the Church or that cast doubt on the economic operator's ability to meet procurement needs;
8. to be able to produce without delay certificates or other documentation upon request of the Secretariat for the Economy, acknowledging that, however, the same may acquire ex officio, also availing itself of competent Authorities, information and documents useful to ascertain the actual existence of the requirements referred to in Articles 11 et seq. NCP in relation to the economic operator and the subjects attributable to it.

Place and date

Stamp and signature  
*(in full and legible)*