**Suppliers Registration Application Form (Companies) – LONDON OFFICE**

## Notes for completing this application form:

* *This form consists of three parts:* ***Part A (Applicant Information)*** *and* ***Part C (Declaration)*** *should be completed by all applicants.* ***Part B (Additional Information)*** *should be completed by exhibition/trade fair booth contractors/suppliers only.*

## □ Tick as appropriate.

* *\* Delete whichever is inapplicable.*

## Please attach annex(es) if space provided in this form is insufficient.

* *The properly completed and signed form, together with the required supporting documents, should be submitted to the Italian Trade Agency – London Office by e-mail to*  londra@ice.it

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| **Part A – Applicant Information** (**All fields** are **REQUIRED** unless specified ‘*optional*’) |
| **Particulars of Applicant:**Applicant’s name: Type of entity: Share Capital: Place of incorporation: Date of incorporation: Business Registration No.: **VAT NUMBER or NiN NUMBER**…………………………………….**Applicant’s representative or person to contact:**Surname: Given name:  Telephone no.: Email address:  Position: **Registered office address**: Email address: Telephone no.: Fax no.: Website: **Operating office where request for quotation/tender documents can be delivered to (if different from registered office):**Delivery address: Zip code (if applicable): Email address: Telephone no.: Fax no.: Goods and/or services provided:**Please select all the categories where your company provides a good/service:*** + Category A: Travel agencies
	+ Category B: Hotels
	+ Category C: Installations
	+ Category D: Advertisement
	+ Category E: Communication, PR agencies and marketing
	+ Category F: Video editing and photographic services
	+ Category G: Stationery, gadgets, promotional items, flags and office supplies
	+ Category H: Equipment for promotional events, furniture rental, totem, roll up and backdrop
	+ Category I: Translators
	+ Category J: Hostesses and receptionists
	+ Category K: Rental/purchase of technical and audiovisual equipment
	+ Category L: Car rental with driver
	+ Category M: Cleaning and supervision
	+ Category N: Subscription to press agencies, database, newsletter, magazines/ book purchases
	+ Category O: Market research
	+ Category P: Restaurants and catering
	+ Category Q: Insurance services
	+ Category R: Graphic services (creation)
	+ Category S: Graphic services (print)
	+ Category T: Technical, administrative and organizational services (Health, Security, Maintenance, IT systems, purchase and assistance)
	+ Category U: Transport couriers porterage
	+ Category V: Specialist professional assistance services (please specify type)
	+ Category W. Florists
	+ Category X. Recruitment Services.
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# Turnover in the last three years (optional):

Year: Turnover (currency): Year: Turnover (currency): Year: Turnover (currency):

# Employees (optional):

No. of employees: of which, Managers:

Officers: Technicians: Other employees:

# Other information:

Have you been working with ITA London or other Italian Government entities? \*YES / NO If yes, on which projects: Other relevant information:

# Supporting documents:

Attached to this form is a copy of the following documents:

* + Valid Business Licence / Business Registration Certificate
	+ C.V. (in case of an individual applicant)
	+ Relevant professional certificates
	+ Specific licences, permissions, authorisations, consents and permits needed to provide the goods and/or services
	+ References from two previous customers and/or clients of the applicant in the last three years
	+ Valid ID document, such as ID Card or passport, of the director of the applicant and/or individual applicant signing this form
	+ Other relevant documents:

Please note that you are required to provide the documents listed above in order to be considered for inclusion on ITA London’s list of approved contractors/suppliers.

**IF APPLICABLE**

**Part B – Additional Information (to be completed by exhibition/trade fair booth contractors/suppliers only)**

### Company Structure

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| --- |
| ***Factory (area in sq m): Office (area in sq m): Warehouse (area in sq m):*** |
|  |
| ***Does your company have its own Design Dept? YES NO*** |

***For construction work, your company will have :***

|  |
| --- |
| ***Own staff Sub-contractor*** |

***For transportation of construction materials :***

|  |
| --- |
| ***Own transportation :*** |
| ***Employ trusted forwarder :******Name of Forwarder :*** |

### Type of Processing

***With what kind of format you operate?***

|  |
| --- |
| ***Rental (in %): Sale (in %):*** |

***List of materials used for fittings*:**

|  |
| --- |
|  |

***List of structures mainly used:***

|  |
| --- |
| ***Patented:*** |

***List of available ready-to-use structures:***

|  |
| --- |
| ***Sufficient for area in sq m:*** |

***List of other jobs in addition to trade fair activities:***

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| --- |
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### Experiences in the last 3 years

***List of geographical locations where your company has operated:***

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***List of geographical locations where your company would like to operate in the future:***

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***Maximum setup area made:***

|  |
| --- |
| ***In which year:*** |
| ***Name of the fair:*** |
| ***Area in sq m:*** |
| ***Name of client:*** |

***List of sub-contractors that you have worked with:***

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| --- |
| ***Name of company:*** |
| ***Geographical location:*** |

***Lists of major setup projects in the last 3 years:***

|  |
| --- |
| ***Name of event:*** |
| ***Area in sq m:*** |
| ***Details of job:*** |
| ***Name of client:*** |
| ***Location of the job:*** |
| ***Type of structure:*** |

# Supporting documents:

Attached to this form are the following additional documents:

* + Details of the abovementioned exhibition/trade fair booths set up by the applicant, including references, technical specifications, photographs and materials used
	+ Other relevant documents:

Please note that you are required to provide the documents listed above in order to be considered for inclusion on ITA LONDON ’s list of approved contractors/suppliers as an exhibition/trade fair booth contractor/supplier.

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| **Part C – Declaration** |
| I, (full name and surname), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (role in the company) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (company name) (‘*Applicant*’), am duly authorized to make this declaration for and on behalf of the Applicant as follows:1. Having read and understood the Italian Trade Agency Terms for Supplier Registration dated 2018\_ (“**Guideline**”), the Applicant:
	1. confirms to fulfil all the relevant requirements set out under the Guideline; and
	2. accepts and agrees to be bound by the Guideline; and
	3. wishes, and hereby applies, to be included on the list of approved contractors/suppliers of the Italian Trade Agency – LONDON Office and
	4. consents to ITA-LONDON, and any third party it engages, to make enquiries about the Applicant as it may be required, to verify the information provided in this form, and for such purpose, the Applicant:
2. irrevocably authorize the relevant issuing authority of any document provided with this form to release full details about the Applicant to ITA-LONDON and/or any third party it engages.
3. hereby releases and discharges ITA-LONDON from all claims or actions arising out of or in connection with ITA-LONDON’s verification of such information; and
4. agrees to indemnify ITA-LONDON, its members, managers, directors, officers, employees, agents and insurers and hold each of them harmless from all actions, claims, demands, liabilities, damages, and expenses arising out of or in connection with ITA-LONDON’s verification of such information.
5. All the information provided in this form is true, accurate and complete to the best of information, knowledge and belief of the Applicant.
6. By signing and submitting this form, the Applicant acknowledges and agrees that a valid consent was obtained from each individual in respect of his/her personal data supplied in this form in order to process his/her personal data in accordance with Data Protection Legislation\*.

\*Please note that Data Protection Legislation” shall mean all applicable data protection laws including:1. to the extent the General Data Protection Regulation (UK GDPR) applies, the law of the United Kingdom or of a part of the United Kingdom which relates to the protection of personal data;
2. to the extent the EU General Data Protection Regulation (EU GDPR) applies, the law of the European Union or any member state of the European Union, which relates to the protection of personal data; and/or
3. the law of any relevant jurisdiction which relates to the protection of personal data.

Signature:  For And on behalf of the ApplicantDate: ***ATTENTION THIS DOCUMENT MUST BE SIGNED*****DECLARATION OF COMPLIANCE WITH ITALIAN TRADE AGENCY ANTI- CORRUPTION AND BRIBERY POLICY** [………………………………………. (COMPANY NAME)] incorporated and registered in England and Wales with [………………………..(COMPANY NUMBER)] whose registered office is at [……………………………………………………………….(ADDRESS)] 1. **Italian trade agency policy statement**
	1. We conduct all tender procedures in a transparent, honest and ethical manner and are committed to acting fairly and with integrity in all tenders and relationships wherever we operate and implementing and enforcing effective systems to counter bribery and corruption.
	2. We uphold all regulations and codes of conduct relevant to countering bribery and corruption under Italian law and remain bound by UK laws, including the Bribery Act 2010, in respect of our tender procedures.
2. **About our policy**
	1. The purpose of this Policy is to:
		1. set out our responsibilities, and of those working for us, in observing and upholding our position on bribery and corruption;
		2. provide information and guidance on how to recognise and deal with bribery and corruption issues; and
		3. to ensure that you and those working for you comply with our Policy as a condition of entering the award tendering process.
3. **Compliance this policy**
	1. This Policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, external consultants, or any other person associated with us, wherever located.
	2. You must comply with this Policy by reporting to the Italian Trade Agency any attempts during the award tendering process, by any persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, external consultants, or any other person associated with us (“**Related Party**”), wherever located to influence the award tendering process or breach our Policy.
4. **Who is responsible for the policy?**
	1. The Italian Trade Agency has overall responsibility for ensuring this Policy complies with our legal and ethical obligations, and that all those under our control and those that enter the award tendering process comply with it.
5. **What are bribery and corruption?**
	1. **Bribery** in respect of the award tendering process is offering, promising, giving or accepting any financial or other advantage, to induce the recipient or any other person to act improperly in the performance of their functions, or to reward them for acting improperly, or where the recipient would act improperly by accepting the advantage.

**5.2 Corruption** is the abuse of entrusted power or position for private gain.**6. What you must not do****6.1** It is not acceptable for you (or someone on your behalf) in the award tendering process to:* + 1. give, promise to give, or offer, a payment, gift or hospitality to a Related Party with the expectation or hope that a business advantage will be received, or to reward a business advantage already given;
		2. give a gift or hospitality to a Related Party during the award tendering process, if this could be perceived as intended or likely to influence the outcome;
		3. to arrange for a payment, gift or hospitality from a third party to a Related Party that you know, or suspect is offered with the expectation that it we will provide you with business; or
		4. engage in any other activity that might lead to a breach of this policy.
1. **Facilitation payments and kickbacks**
	1. We do not make, and will not make, any facilitation payments or "kickbacks" of any kind in respect of the award tendering process.
	2. **Facilitation payments**, are typically small, unofficial payments made to secure or expedite the award tendering process.
	3. **Kickbacks** are typically payments made in return for a business favour or advantage in award tendering process.
	4. You must avoid any activity that might lead to a facilitation payment or kickback being made or accepted or that might suggest that such a payment will be made or accepted.
2. **Your responsibilities**
	1. You must ensure that you read, understand and comply with this Policy.
	2. The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all those working for us or under our control. You are required to avoid any activity that might lead to, or suggest, a breach of this Policy.
	3. You must notify the Italian Trade Agency as soon as possible if you believe or suspect that a conflict with this Policy has occurred or may occur in the future.
	4. You must disclose any request for money, services, benefits or offers made to you by a Related Party or any money, services, benefits or offers made by you to a Related Party.
3. **How to raise a concern**
	1. You are encouraged to raise concerns about any issue or suspicion of bribery or corruption at the earliest possible stage.
	2. If you are offered a bribe, or are asked to make one, or if you believe or suspect that any bribery, corruption or other breach of this policy has occurred or may occur, you must immediately notify the Italian Trade Agency.
4. **Breaches of this policy**
	1. Any breaches this Policy will result in the exclusion from the award tendering process; termination of our contractual relationship, forfeiting any deposit paid in respect of the award tendering process and exclusion for any further tenders with the Italian Trade Agency for the next 3 years.
5. **Disputes**
	1. This Declaration and any dispute or claim arising out of or in connection with its subject matter shall be governed by and construed in accordance with the law of England and Wales.

**SIGNED as by** [Name of Director] ……………………………………….**On behalf of** [Name of the Company name] ……………………………………….**Date** [……………………………………] **Privacy Information and Data Processing Information for Supplier Registry Enrollment**This Privacy Notice aims to provide a comprehensive overview of the specific types of personal data and the associated processing procedures involved in the enrollment process for the Supplier Registry at the ITA London Office, londra@ice.it **Sources and Data Categories**During the enrollment procedure in the Supplier Registry, the ITA London Office manages personal data submitted by applicants, which include companies from various commercial sectors and services, as well as independent professionals. Additionally, we process data obtained from public sources, such as business registries, and from authorized third parties when necessary for enrollment.The processed data primarily encompasses company information and, if provided in the Supplier Registry enrollment forms, personal data of managers and/or other personnel. Companies or professionals applying for enrollment in the Supplier Registry are subject to the information obligations outlined in Article 13 of the GDPR and the relevant legislation of ITA UK Office concerning their employees.**Specific Relevant Data**Throughout the enrollment process, specific data, including the registration/modification of commercial licenses, certificates of membership in professional bodies, tax and insurance compliance certifications, as well as essential company information, is collected and processed.**Categories of Personal Data Collected**Throughout the enrollment process in the Supplier Registry of ITA London Office, specific data are collected and processed, including:* personal and contact details of the economic operator (or the individuals representing it);
* documents validating the economic operator's compliance with social security and insurance institutions;
* documents attesting to the economic operator's registration in the business registry;
* (if applicable) documents confirming the economic operator's registration in special registers for specific corporate types;
* documents verifying the applicant's civil liability insurance for their activities;
* documents demonstrating the economic operator's experience in services or supplies for which they are seeking enrollment in the supplier registry;
* documents evidencing the satisfaction of the economic operator's previous clients.

**Purpose and Legal Basis of Personal Data Processing**The processing of personal data is conducted in strict adherence to the General Data Protection Regulation (GDPR) and other applicable regulations, along with the prevailing privacy legislation in ITA UK OfficeIn particular, the processing is carried out for/based on:1. Fulfillment of contractual obligations (Art. 6 para. 1 letter b GDPR):
* pre-contractual measures or initiation of the contract;
* preparation of offers, order management, and provision of services;
* delivery of goods and invoicing;
* management of customer and supplier data.
1. Legal provisions (Art. 6 para. 1 letter c GDPR):
* personal data may be processed to comply with legal obligations, such as mandatory retention periods defined by laws and tax regulations, and for providing aggregated (anonymized) data for statistical purposes.
1. Balancing of interests (Art. 6 para. 1 letter f GDPR):
* we process data to protect our or third parties' legitimate interests when necessary.
1. Your consent (Art. 6 para. 1 letter a GDPR, Art. 9 para. 2a in conjunction with Art. 7 GDPR):
* processing based on consent is legitimate only if you have provided explicit consent for specific purposes, and the given consent can be revoked at any time with future effect without affecting the legality of the processing carried out before the revocation.

**Consent to Data Processing**To enroll in the Supplier Registry and establish, manage, or conclude a commercial relationship with ITA London, it is imperative to furnish all the requested data in the forms. Failure to provide this data may necessitate the refusal, non-execution, or termination of the enrollment in the Supplier Registry. The company or personal data you provide as a company or independent professional are processed based on your request, implying consent for their processing specifically for the purposes of enrollment in ITA London Supplier Registry.**Transmission of Data to Third Parties and Publication**As a general practice, the personal data collected is not shared with third parties. However, in adherence to Transparency and Anti-Corruption regulations, certain information may be published on ITA’s website.On the public section of the https://www.ice.it/it/mercati/regno-unito, only the following data of the companies registered in the Supplier Registry will be visible, * progressive registration number in the Supplier Registry;
* company name;
* general contact details: address, phone, fax, email, website;
* economic sector and area of activity.

In specific situations, the data provided for enrollment in the Supplier Registry may be disclosed to designated recipients if mandated by legal obligations (e.g., judicial authorities, courts, state agencies in Italy, and in the country where ITA London Office is located).**Duration of Data Retention**The data is retained for the duration necessary to fulfill pre-contractual and legal obligations. Annual renewal registration implies the subsequent extension of the retention and processing period of personal data.**Rights of the Data Subjects according to the GDPR**We would like to emphasize that you have the right to exercise, at any time, the rights outlined in Article 15 and subsequent articles of the EU Regulation 2016/679, specifically:* access (Art. 15 GDPR);
* rectification (Art. 16 GDPR);
* deletion (Art. 17 GDPR);
* restriction of processing (Art. 18 GDPR);
* opposition to processing (Art. 21 GDPR).

Additionally, you have the option to file a complaint with the competent data protection supervisory authority in Italy or in the country where ITA London is located.For any information, you can contact:* londra@ice.it
* the Data Controller: ICE Agenzia, Via Liszt 21, 00144 Rome, Italy;
* the Data Protection Officer at the following email address: privacy@ice.it.

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