

## DOCUMENTS REQUESTED IN ORDER TO PROCEED WITH REGISTRATION

In order to proceed with the effective registration of your Company, you will be required to send to the Register Department, copies of the following Documents

### Mandatory documents:

1. Balance sheet and profit and loss account from previous year.
2. Certificate by the Social Security of not having debts with them.
3. Certificate by the Treasury of not having debts with them.

### If mentioned in the Questionnaire, it will be also mandatory to present the following documents:

4. Qualification Certificates issued by an Official Registry of an EU Member or by a Spanish state.
5. Certificate of the Quality and Environmental Management Systems (or written proof of the EMAS Registry) and Health & Safety Management System certificated by a third party.
6. Legal Audit Certificate in the case of having an Internal Health & Safety Prevention Services.
7. Public liability insurance certificate.

### Optional documents:

8. Marks, labels or conformity certificates of any product/service mentioned in the questionnaire.
9. Products/services catalogue.
10. Flow chart of the company.

**Keep in mind that** together with the documentation it must be included the Declaration of incorporation to the system. It must be signed by a representative of the company with power of attorney. This declaration can be found in the following page and will be send in the registration pack.



# DECLARATION



Company Name: \_\_\_\_\_

proTRANS No.: \_\_\_\_\_

**THIS DECLARATION IS MANDATORY AND MUST BE COMPLETED BY ALL APPLICANTS TO THE proTRANS SYSTEM**

The undersigning company **CONFIRMS** that in the last three years:

1. It has not been found guilty by means of a binding sentence nor is being processed or accused of any crimes of falsehood or crimes against the property, or for bribe crimes, or graft of public funds, or traffic of influences, or revelation of secrets or use of privileged information or crimes against the Public Treasury, or for crimes against the security and hygiene in the workplace or for crimes against the freedom and the safety in the workplace, or for crime or serious infraction in environmental matters, or for crime or serious infraction in regards to market discipline, professional matter or in regards to handicapped labor integration or very serious social matter.
2. It has not asked for a declaration of bankruptcy, nor it has been declared insolvent, failed in any procedure or subject to judicial intervention; and it has not been declared disqualified in accordance to the Spanish Bankruptcy Law.
3. It has not given reason, by which it would have been declared guilty, for the resolution of any contract entered with the contracting Companies.
4. It is up-to-date in the execution of its tributary and Social Security obligations imposed by the current legal dispositions in the State where it is located.
5. It is not a part of any government office or Company administration, having incurred in no incompatibilities as settled and shown in the current legal dispositions.
6. It has not incurred in any serious or intentional false statements when facilitating the information demanded by the contracting Companies.
7. It has paid the Tax on Economic Activity (IAE) for all the activities it is authorized to perform and in all the venues where it carries out such activities (only applicable to providers legally established in Spain). Please indicate if **not applicable**: Not applicable

In case it cannot confirm any of the previous statements, please point the number out and provide a brief explanation of the reason:

Nº: \_\_\_\_\_ Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**THIS FORM MUST BE SIGNED BY A REPRESENTATIVE OF THE COMPANY WITH POWER OF ATTORNEY**

I certify that the information provided on this form and contained in the diskette-based questionnaire is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this declaration or in the questionnaire may lead to my company being removed from the proTRANS database. I also assume that it is my responsibility keeping the Subscribers informed (through Achilles South Europe, S.L. Unipersonal) of any change on the information contained in this declaration and in the questionnaire.

SIGNATURE  DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

NAME \_\_\_\_\_

POSITION \_\_\_\_\_



**Achilles South Europe, S.L. Unipersonal**

C.I.F.: B81788309 ♦ General Ramirez de Madrid, 8-10 1ª PI - 28020 Madrid  
 Tel.: +34 914 264 913 ♦ Fax: +34 914 264 911  
 Website: www.achilles.com/spain ♦ Email: protrans@achilles.com