

APPLICATION FORM – Supplier registration

*** Mandatory field**

COMPANY INFORMATION

Company name*: _____

Mailing address*: _____

Contact Person* (s): _____

Telephone*: _____

Fax: _____

Toll free: _____

E-mail*: _____

Website: _____

Owner*: _____

Business no.*: _____

Date of registration*: _____

AGENT/REPRESENTATIVE INFORMATION

Name: _____

Contact no.: _____

E-mail: _____

TYPE OF ORGANISATION *(Please check)

- Individual
- Public Limited Liability Company
- Partnership
- Private Limited Liability Company
- Non-profit organisation
- Other - Please explain:

TYPE OF BUSINESS *(Please check)

- Manufacturing
- Construction
- Trading
- Consultancy
- Service Provider
- Other - please specify

Please describe your company's major activity: _____

SIZE OF BUSINESS

Turnover (last financial year) Ended: ___/___/___ CDN\$: _____

previous last financial year Ended: ___/___/___ CDN\$: _____

previous last financial year Ended: ___/___/___ CDN\$: _____

No. of employees: _____ No. of branches: _____

No. of International offices: _____

AFFILIATED/HOLDING/SUBSIDIARY COMPANIES *(mandatory if applicable)

Name _____

Address _____

Nature of affiliation _____

Name _____

Address _____

Nature of affiliation _____

PERSONS AUTHORISED TO SIGN BIDS, OFFERS AND CONTRACTS*

Name _____

Position _____ Telephone / Fax _____

Name _____

Position _____ Telephone / Fax _____

BANK INFORMATION

Beneficiary name: _____

Bank name: _____

Transit no.: _____

Bank ID no.: _____

Account no.: _____

SWIFT Code: _____

IBAN: _____

REFERENCE

Date (dd/mm/yy)	Service / Product	Value (CDN\$)	Client/contact and telephone

MACRO SECTORS (Please check maximum 2 macrosector)*

- € Macro Sector A : Exhibitions, fairs and related services
- € Macro Sector B : Office and general supply
- € Macro Sector C : Furniture and electronic machinery
- € Macro Sector D : Work and maintenance
- € Macro Sector E : Services and consultancy

Sectors: **Please refer to the sector 's list on page 7, please select a maximum of 4 categories**

- _____
- _____
- _____
- _____

CERTIFICATION

The undersigned, an authorised signer for the company, hereby certifies to have reviewed and accepted the Regulations, and that the information provided, including that on any attached pages, is true and correct to the best of his/her knowledge.

Name and Title: _____

Date and Place: _____

Signature: _____

TERMS AND CONDITIONS

The following Terms and Conditions are in addition to and in no way seek to limit the applications of any and all relevant Canadian Provincial and Federal consumer and/or commercial laws, regulations, guidelines and practices.

1. Supplier has not retained or engaged professionally any ex-public sector employee who has ceased his or her employment with the ITA - Italian Trade Agency within the last three years and who has occupied a management role in the said organization or has been delegated management powers to execute contracts or other commercial transactions on behalf of the organization;
2. Supplier is not in breach of its obligations under the Corruption of Foreign Public Officials Act, Statutes of Canada 1998, Chapter 34 (the "CFPOA");
3. Neither you nor anyone connected with or having a direct or indirect interest in Supplier is a "foreign public official" within the meaning of the CFPOA;
4. Neither you nor any person on Supplier's behalf, has given or agreed to give, or offered, directly or indirectly, any loan, reward, advantage or benefit of any kind to any person connected to the ITA - Italian Trade Agency or to any person for the benefit of a person connected to the ITA - Italian Trade Agency, in order to obtain or retain an advantage in the course of the ITA - Italian Trade Agency's business; and
5. Supplier accepts in full and is compliant with the rules of the Code of Conduct that the ITA - Italian Trade Agency adopted in accordance with the provisions set by the Italian Presidential Decree No. 62/2013, and approved with Resolution no. 249 of the ITA - Italian Trade Agency's Board of Directors on January 24, 2017. The ITA - Italian Trade Agency regards compliance with the CFPOA as identical with compliance with the Code of Conduct and Italian Presidential Decree No. 190/2012, and so if the Supplier is compliant with the CFPOA, it is automatically compliant with the Code of Conduct and the regulations contained in Italian Presidential Decree No. 190/2012.

Note: The Code of Conduct and Disciplinary Procedures adopted by the ITA - Italian Trade Agency are available on the website www.ice.gov.it – at the section "Transparent Administration" - "General

Provisions" - "Acts of general application". For any serious breach of rules set by the Code, the Decree or the CFPOA, the ITA - Italian Trade Agency will have the option to terminate Supplier's contract.

Date and Place: _____

Name and title: _____

Signature: _____

LIST OF SECTORS

EXHIBITIONS, FAIRS AND RELATED SERVICES

- Exhibition set up (rental): furniture, equipment, flooring, electrical
 - Miscellaneous material for promotional events
 - Audiovisual equipment (rental)
 - Transport and removal
 - Other _____
-

OFFICE AND GENERAL SUPPLY

- Magazine subscription, newspaper, books
 - Stationary products, toner
 - Water, coffee, tea, sugar
 - Printing
 - Other _____
-

FURNITURE AND ELECTRONIC MACHINERY

- Office furniture
 - Office equipment and machinery
 - PC and accessories
 - Other _____
-

WORK AND MAINTENANCE

- Cleaning
 - Electrical, telephone and network systems
 - Security
 - Service of office equipment
 - Construction
 - Other _____
-

SERVICES AND CONSULTANCY

- PR and Communication
 - Telecommunication and data
 - Information technology
 - Travel
 - Insurance and financial
 - Administration, legal
 - Architectural and engineering
 - Training and education
 - Advertising
 - Market research, data-base, survey
 - Hostess and interpreter
 - Graphic and design
 - Event organisation
 - Photography
 - Translation
 - Security
 - Courier and shipping
 - Car rental
 - Catering
 - Removal, cleaning
 - Storage
 - Temporary employment
 - Website and social media
 - Other _____
-