

**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)**

- |   |  |
|---|--|
| <input type="checkbox"/> Individual                       | <input type="checkbox"/> Private Limited Liability Company |
| <input type="checkbox"/> Public Limited Liability Company | <input type="checkbox"/> Non-profit organisation           |
| <input type="checkbox"/> Partnership                      | <input type="checkbox"/> Other - Please explain:           |

\_\_\_\_\_

**TYPE OF BUSINESS \*(Please check)**

- |  |                                      |   |
|--|--------------------------------------|---|
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Trading     | <input type="checkbox"/> Service Provider       |
| <input type="checkbox"/> Construction  | <input type="checkbox"/> Consultancy | <input type="checkbox"/> 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](http://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 \_\_\_\_\_  
\_\_\_\_\_