4. Submission and verification of Documentation

Required Documentation

Depending on whethter you sign them digitally or manually you will be required to send more documentation.

If the CSP company has a valid qualified Digital Certificate in the sense of the eIDAS Regulation you will need to submit only:

- **Declaration of Honor Form**: Completed and signed using the qualified Digital Certificate of the company.
- **Appointment of the Legal Entity Appointed Representative (LEAR) Form**: Completed and signed using the qualified Digital Certificate of the company.

Please note that, as used in this guidelines, the term "**company valid qualified Digital Certificate**" is referring to a **digital certificate that validly identifies a natural person as a representative of a legal person**. The digital certificate itself must provide the information of such represntative status.

The validity of the qualified digital certificated used may be checked using third party tools, such as, but not necessarily limited to, the European Commission Digital Signature Services demonstration WebApp. You expressly consent to the use of such verification means to verify the validity of the digital certificates used to sign the documents you submit to the DOME Marketplace.

Important note: the CSP legal representative can appoint her/himself as a LEAR of the CSP, and there can be more than one active LEARs for a single CSP.

Important note: in the Appointment of the Legal Entity Appointed Representative (LEAR) Form, the appointed LEAR must sign the document accepting the appointment along with the CSP legal representative. The appointed LEAR should sign with a natural person qualified digital certificate, however, signing with a company qualified Digital Certificate designating she/he as legal representative is also acceptable.
When the person acting as Legal Representative of the CSP is appointing her/himself as LEAR, the company qualified Digital Certificate can be used for both appointing the LEAR and for the LEAR accepting the appointment.

If the validity of the Company Digital Certificate verification is not successful, then you will have to submit the whole set of documents described in the following section.

If the CSP company doesn’t have a valid qualified Digital Certificate (eIDAS Regulation) you will need to submit:

- **Certificate of Incorporation**: This document must display the complete name of the company, its date of incorporation, and the address of the registered office. It should not be older than three (3) months from the date the potential CSP is submitting its application to onboard.

- **VAT Certificate**: Issued by the competent authority in the country of registration. This certificate must not be older than three (3) months from the date of application.
- **Power of Attorney**: A certified copy of the power of attorney or another document evidencing the source of the power of representation of the legal representative acting on behalf of the potential CSP.
- **Appointment of the Legal Entity Appointed Representative (LEAR) Form**: Completed and signed.
- **Declaration of Honor Form:** Completed and signed.
- **Sworn Translations:** A sworn translation into English of any document not origially drafted in English must be provided.

Once you have full set of documents you must send them to onboarding@dome-marketplace.org.

Documentation Review and Notification Process

After the required documentation has been submitted, the review process begins. It may take more than five business days. Once achieved, you will receive a notification about the status of their documentation:

- **Documentation Correct and Complete**: If all documents are correct and fully compliant, a notification confirming the correctness and completeness will be sent.
- **Error, Mistake, or Information Missing**: If there are any errors, mistakes, or missing information, you will be notified and given a fourteen (14) days term to complete or correct the documentation. Here's what happens next:
    - The new information will be reviewed once submitted.
    - If the corrections or additional documents are not provided in a satisfactory manner within the specified fourteen (14) days, then we will deem that you relinquish from your onboarding request.

It's crucial that all information provided during the application process is accurate and complete to prevent any delays or rejection during the review phase.

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