

# REGISTRATION FORM FOR FOREIGN ENTITIES

If you are an individual listed in the Commercial Register or another register as a person authorized to act on behalf of the registering company, please fill in only section 1.

## 1 Registering entity details

|                                |  |
|--------------------------------|--|
| Name and surname               |  |
| Official name of the entity    |  |
| Business identification number |  |
| State - code                   |  |

|   |  |
|---|--|
| <b>Electronic signature</b><br>(valid guaranteed electronic signature based on a qualified certificate)<br>Only applicants outside the EU may sign with any electronic signature! |  |
| Web link to a document proving the existence of the entity, alternatively, the constituent (founding) document  |  |

If you are signing the registration as a person not listed in the Commercial Register or other register (not authorized to act on behalf of the organization), it is necessary to fill in your details in section 2. Additionally, you need to provide the details of the person authorized to act on behalf of the organization (executive director, mayor, managing director, proxy, etc.), including their signature, in section 3.

## 2 Person authorized to register into the NEN system

|                  |  |
|------------------|--|
| Name and surname |  |
| Telephone number |  |

## 3 Person authorized to act on behalf of the organization (executive director, mayor, proxy,...)

|                  |  |
|------------------|--|
| Name and surname |  |
| Telephone number |  |

|   |  |
|---|--|
| <b>Electronic signature</b><br>(valid guaranteed electronic signature based on a qualified certificate)<br>Only applicants outside the EU may sign with any electronic signature! |  |
|---|--|

The person authorized to act on behalf of the organization hereby delegates authority to the person completing the registration into the NEN system, which is intended for the electronic awarding of public contracts.

#### 4 Reasoning

If the registration application is not signed with an electronic signature, please provide the reason. This reason is subject to approval by the Ministry of Regional Development, which is the NEN System Administrator.

#### 5 Additional information

- As the data you provide will be verified by the NEN System Operator and the Ministry of Regional Development, we strongly recommend that all entities complete the registration well in advance.
- To verify the registration application, submitted documents may be requested in a plain or official translation, a court-certified translation, an apostille translation, or a super legalized translation of documents in the Czech or English language.
- Documents must not be older than 14 days prior to the date of submitting the registration application. The applicant is authorized to submit these documents in a plain copy if they are available for inspection in the official register or portal of the registered entity, and the link must be provided in the respective field in the Registration Form. If not, it is necessary to secure the document with a valid guaranteed electronic signature based on a qualified certificate for an electronic signature or for a qualified electronic signature or by an authorized conversion.
- All entities registering within the EU must, in compliance with the NEN System Operating Rules, sign the Registration Form with a valid guaranteed electronic signature based on a qualified certificate for an electronic signature or for a qualified electronic signature. You can find a list of all trusted certification authorities [HERE](#).
- Only applicants outside the EU may sign with any electronic signature.
- In case of non-cooperation on the part of the registering entity, the NEN System Operator may close the registration application after 10 (working) days.
- For more information, please contact the NEN System User Support.