



User Manual

Accreditation of Attorneys

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1 Introduction

The “Attorney accreditation system” allows to submit to AIFA the documentation required for the accreditation of an attorney, as well as the subsequent and possible communication of the revocation of the attorney or the termination of the effects of the power of attorney communicated by the attorney himself/herself.

The applications for accreditation, revocation or termination of the power of attorney must be sent via certified e-mail to the following address: area.legale@pec.aifa.gov.it .

This manual provides information on how to fill in the Excel file named “*Mod. 224_01 Accreditation of company attorneys*”.

Should more applications be sent (also through a single certified e-mail message), the Excel form can contain the data of several attorneys.

All fields in the form shall be duly completed.

In case of revocation or termination of the power of attorney, communicated by the attorney himself/herself, **it will not be necessary to attach the Excel form.**

For any issue on completing the form, you can contact the Legal Affairs Office at the following e-mail address: procuratori-aifa@aifa.gov.it.

2 Description of the Excel form

The Excel form consists of the following sheets:

- Cover: containing the AIFA logo and the name of the form.
- Company: containing the data of the pharmaceutical company submitting the application for accreditation of the power of attorney.
- Legal representative: containing the data of the company's Legal Representative or of the special attorney with sub-delegation requiring the accreditation of the power of attorney.
- Attorney: containing the data of the natural person delegated to AIFA.

The features of each sheet making up the Excel form are described in the following sub-paragraphs.

Please note: To use the form, depending on the versions of MS Excel and the operating system used, it may be necessary to enable some controls on the fields and change the security level of the "macros". In the Italian version of MS Excel, the path to set the protection level is as follows: from MS Excel go to Tools> Options> Protection> Set Protection and set the level to "Medium". After saving the necessary changes, to make them effective just close the Excel file and click on it again. When re-accessing the file, MS Excel will ask whether or not to activate the macros: by selecting "Activate macro" you may perform all the checks in the file.

2.1 "Company" sheet

The "Company" sheet, shown in Fig. 1, includes the following fields:

- *Company name*: the name of the company.
- *SIS code*: company identification code in the AIFA systems, consisting of 4 digits.
- *Address (ZIP)*: address of the registered office with the related ZIP code in brackets.
- *Municipality/Country*: Municipality of the registered office or, in the case of a foreign office, the State of the registered office.

- *Certified e-mail address*: the certified e-mail address of the company. Please note that certified e-mails will not be considered of consulting companies or subjects other than the pharmaceutical companies concerned in the accreditation. For foreign pharmaceutical companies only, the indication is allowed of an ordinary e-mail address which, however, must be directly related to the pharmaceutical company concerned.

DATI SOCIETA'				
Ragione sociale società	Codice SIS	Indirizzo (CAP)	Comune/Nazione	Indirizzo PEC
Alfa S.p.A.	0000	Via del Tritone (00100)		

Fig. 1 – “Company” sheet

2.2 “Legal Representative” sheet

The "Legal Representative" sheet, shown in Figure 2, includes the following fields:

- *Name*: name of the company’s Legal Representative.
- *Surname*: surname of the company’s Legal Representative.
- *Telephone*: telephone number of the company’s Legal Representative.
- *Fax*: fax number of the company’s Legal Representative.
- *E-mail*: personal e-mail address of the company’s Legal Representative.
- *Tax code*: tax code of the company’s Legal Representative.

Please note that the legal representative shall be understood as the Chief Executive Officer or the Chairman of the Board of Directors or equivalent (e.g. CEO in foreign companies); if the representative powers are conferred on persons holding other roles (Manager of the Regulatory Office, CFO, Quality Manager, ...), the application for accreditation must be accompanied by appropriate documentation certifying the aforementioned powers; in any case, AIFA reserves the right to request further documentation.

If the attorney is appointed not by the legal representative but by the special attorney with power of sub-delegation, the sheet must contain the data of the latter.

DATI RAPPRESENTANTE LEGALE O PERSONA CON POTERI DI SUBDELEGA					
Nome	Cognome	Telefono	Fax	e-mail	Codice Fiscale

Fig. 2 - "Legal Representative" sheet

2.3 "Attorney" sheet

The "Attorney" sheet, shown in Figure 3, includes the following fields:

- *Name*: name of the Attorney.
- *Surname*: surname of the Attorney.
- *Tax code*: tax code of the Attorney.
- *Address*: residence or domicile address of the Attorney.
- *ZIP*: ZIP code of the Attorney's address.
- *Country*: Country of the Attorney.
- *Municipality (Province)*: Municipality and province (reported in initials, in brackets) of the Attorney.
- *Telephone*: telephone number of the Attorney.
- *Mobile*: mobile phone number of the Attorney.
- *Fax*: fax number of the Attorney.
- *E-mail*: e-mail address of the Attorney.

It is essential to indicate at least a direct telephone number and a personal e-mail address of the attorney; in the absence of such information, accreditation will not be carried out.

DATI PROCURATORE										
Nome	Cognome	Codice Fiscale	Indirizzo	CAP	Nazione	Comune (Provincia)	Telefono	Cellulare	Fax	e-mail

Fig. 3 – "Attorney" sheet