

## **DOCUMENTATION TO BE PROVIDED FOR THE QUALIFIED CERTIFICATE OF REPRESENTATIVE OF AN ENTITY WITH GENERAL POWERS OF ATTORNEY (EIDAS)**

### **INFORMATION ON THE TYPE OF CERTIFICATE:**

**Uses:** Certificate issued in favour of a natural person who holds general powers of representation within the Entity (WITH or WITHOUT legal personality) that mainly serves to sign documents (contracts, minutes, communications, instructions, etc..) in the name and on behalf of the Entity. The certificate holder identifies himself not only as a natural person belonging to a company, but also adds his qualification as its legal representative or general proxy. Theoretically and technically, this certificate can also be used to identify the Entity in its relations and procedures with the Public Administrations, but Camerfirma warns users that not all Public Administrations have their systems enabled to recognise it.

This certificate contains in its fields the details of the power of attorney and registration in the Official Register (if applicable).

The use of this certificate is restricted to its holder only.

**Applicant/Owner:** is the natural person identified in the certificate by his/her name, surname and identity Document.

**Representative relationship with the Entity:** the Applicant/Owner must meet some of the following conditions:

- **To be a legal representative of the Entity**, such as sole administrator, joint administrator, CEO, Manager.
- **To be a voluntary representative of the Entity with general Powers of attorney** that include the broadest powers of representation of the Entity and at least the following: administration, disposition, acquisition, ordinary commercial, labour, financial and banking, representation before organisations and administrations, and procedural representation (with or without economic limits).

### **DOCUMENTATION:**

- The documentation to be provided according to the type of entity must be submitted to the Registration Authority/Chamber of Commerce in original and copy.
- Should the documents not be in an official language of Spain, they will need to be provided with a sworn translation and the Apostille of The Hague.

**ENTITIES WITH OR WITHOUT LEGAL PERSONALITY REGISTERED IN AN OFFICIAL REGISTER (Mercantile Register or special national or regional Register):**

**COMMERCIAL SPHERE**

- PUBLIC LIMITED COMPANY
- LIMITED LIABILITY COMPANY
- BUSINESS PARTNERSHIP
- LIMITED JOINT-STOCK COMPANY
- ECONOMIC INTEREST GROUPING
- EUROPEAN ECONOMIC INTEREST GROUPING
- LABOUR COMPANIES
- LABOUR PUBLIC LIMITED COMPANIES
- SPORT LIMITED COMPANIES
- TEMPORARY JOINT VENTURES
- COOPERATIVE PARTNERSHIPS, COOPERATIVE ASSOCIATIONS

**FINANCIAL SPHERE:**

- BANKS/SAVINGS BANKS
- MUTUAL GUARANTEE COMPANIES
- VENTURE CAPITAL ENTITIES
- STOCK BROKERAGE FIRMS
- SECURITIES AND REAL ESTATE INVESTMENT TRUSTS
- CREDIT COOPERATIVES
- MUTUALS
- INSURANCE COOPERATIVES
- MUTUAL BENEFIT FUNDS
- INVESTMENT FUNDS, VENTURE CAPITAL, PENSIONS...

**CIVIL SPHERE:**

- CIVIL COMPANY WITH COMMERCIAL STRUCTURE
- PRIVATE SCHOOLS
- CLUBS
- FOUNDATIONS
- FOREIGN FOUNDATIONS
- ASSOCIATIONS
- ASSOCIATIONS UNIONS
- FOREIGN ASSOCIATIONS
- POLITICAL PARTIES
- TRADE UNIONS
- AGRICULTURAL PROCESSING COMPANY
- RELIGIOUS BODIES

**INFO:** the legal representatives of such entities may be: Administrator, Chief Executive Officer, President / representative appointed by the management body, Manager.

**DOCUMENTS:** to provide the **original and a copy** of each document

**To prove the identity of the Applicant/Certificate Holder, one of the following documents must be provided depending on the situation:**

- **Spanish nationality:** valid National Identity Card or Passport
- **Foreign European Community resident with permanent residence in Spain:** NIE certificate and valid passport or identity card
- **Non-resident foreigner who has economic, professional or social interests in Spain:** NIE certificate and valid passport or identity card with Hague Apostille

**To accredit the existence of the Entity and the power of attorney of the Applicant/Certificate Holder, and its validity:**

**If the Applicant is a Legal Representative:**

**Option 1:**

- Public deed of constitution / Constitutive title / Founding Act of the Entity
- Deed of appointment of the legal representative
  
- And one of the following options:
  - Updated simple informative note from the Official Register confirming these data.
  - On-line consultation of the Mercantile Register by the Registration Authority ([Check in advance with your Registration Authority / Chamber of Commerce for availability of the service.](#))

**Option 2:** Certification of the Official Registry accrediting the existence and validity of the Entity and the appointment of the legal representative, issued during the ten (10) days prior to the date of submission of the documentation

**If the Applicant has General Powers of Attorney:**

**Option 1:**

- Public deed of constitution / Constitutive title / Founding Act of the Entity
- Deed of general Powers of attorney with the broadest powers of representation
  
- And one of the following options:
  - Updated simple informative note from the Official Register confirming these data.
  - On-line consultation of the Mercantile Register by the Registration Authority ([Check in advance with your Registration Authority / Chamber of Commerce for availability of the service.](#))

**Option 2:** Certification from the Official Registry accrediting the existence and validity of the Entity and the entire content of the general Powers of attorney, issued during the ten (10) days prior to the date of submission of the documentation (original and copy)

**CIVIL ENTITIES WITH OR WITHOUT LEGAL PERSONALITY, WHICH ARE NOT ENTERED IN AN OFFICIAL REGISTER OR WHOSE ENTRY IS NOT SUBJECT TO REGISTRATION:**

- **COMMUNITIES OF GOODS** (legal representative = President)
- **HOMEOWNERS ASSOCIATIONS** (legal representative = President) - Note: the Property Manager is not the legal representative.
- **COMMUNITY OF OWNERS GROUPING** (legal representative = President)
- **CIVIL COMPANIES WITH LEGAL PERSONALITY** (legal representative = Administering Partner)
- **CIVIL COMPANIES WITHOUT LEGAL PERSONALITY** (legal representative = President)
- **LYING INHERITANCES** (legal representative = Executor, Administrator, or proxy for the heirs)

**DOCUMENTS:** to provide the **original and a copy** of each document

**To prove the identity of the Applicant/Certificate Holder, one of the following documents must be provided depending on the situation:**

- **Spanish nationality:** valid National Identity Card or Passport
- **Foreign European Community resident with permanent residence in Spain:** NIE certificate and valid passport or identity card
- **Non-resident foreigner who has economic, professional or social interests in Spain:** NIE certificate and valid passport or identity card with Hague Apostille

**To accredit the existence of the Entity and the power of attorney of the Applicant/Certificate Holder, and its validity:**

**If the Applicant is a Legal Representative:**

- Constitutive Title of the Entity (Deed, Private Contract or Statutes)
- Public deed of appointment or certification of the agreement of appointment of the legal representative issued by the certifying officers of the Entity with notarised signatures
- Responsible manifestation of validity issued by the legal representative ([generic model of responsible manifestation](#))
- Entity NIF card (only if it is not reflected in a public document submitted with the previous documentation)

**If the Applicant has general Powers of Attorney**

- Constitutive Title of the Entity (Deed, Private Contract or Statutes)
- Deed of general Powers of attorney with the broadest powers of representation
- Responsible manifestation of validity issued by the legal representative ([generic model of responsible manifestation](#))
- Entity NIF card (only if it is not reflected in a public document submitted with the previous documentation)

## PUBLIC LAW ENTITIES, AUTONOMOUS BODIES AND PUBLIC BUSINESS ENTITIES

DOCUMENTS: to provide the **original and a copy** of each document

To prove the identity of the Applicant/Certificate Holder, one of the following documents must be provided depending on the situation:

- **Spanish nationality:** valid National Identity Card or Passport
- **Foreign European Community resident with permanent residence in Spain:** NIE certificate and valid passport or identity card
- **Non-resident foreigner who has economic, professional or social interests in Spain:** NIE certificate and valid passport or identity card with Hague Apostille

To accredit the existence of the Entity and the power of attorney of the Applicant/Certificate Holder, and its validity:

**If the Applicant is a Legal Representative:**

- Document of creation/constitution of the Entity: (publication, BOE reference or public Deed).
- Official certificate or certification issued by certifying officers (General Secretary, administrative body, managerial staff or any other hierarchical superior with a representative position) accrediting the appointment of the legal representative of the Entity, his/her capacity to make the application and the validity of his/her post/position, issued during the ten (10) days prior to the date of submission of the documentation.
- Entity NIF card (only if it is not reflected in a public document submitted with the previous documentation)

**If the Applicant has general Powers of Attorney:**

- Document of creation/constitution of the Entity (publication, BOE reference or public Deed)
- General Power of attorney with the broadest powers to represent the Entity.
- Responsible manifestation of validity issued by the legal representative ([generic model of responsible manifestation](#))
- Entity NIF card (only if it is not reflected in a public document submitted with the previous documentation)

## SUBSIDIARIES IN SPAIN OF FOREIGN ENTITIES (SECONDARY ESTABLISHMENT WITH PERMANENT REPRESENTATION)

**DOCUMENTS:** original and copy of each document and sworn translation with Hague Apostille in case it is not in an official language of Spain.

To prove the identity of the Applicant/Certificate Holder, one of the following documents must be provided depending on the situation:

- **Spanish nationality:** valid National Identity Card or Passport
- **Foreign European Community resident with permanent residence in Spain:** NIE certificate and valid passport or identity card
- **Non-resident foreigner who has economic, professional or social interests in Spain:** NIE certificate and valid passport or identity card with Hague Apostille

To accredit the existence of the Entity and the power of attorney of the Applicant/Certificate Holder, and its validity:

If the Applicant is a legal representative

Option 1:

- Translated and legalised document by which the foreign Entity establishes the branch in Spain.
- Translated and legalised document of appointment of the legal representative
- And one of the following options:
  - Updated simple informative note from the Mercantile Register confirming these data
  - On-line consultation of the Mercantile Register by the Registration Authority. [Check in advance with your Registration Authority / Chamber of Commerce for availability of the service.](#)

Option 2: Certification of the Official Registry accrediting the existence and validity of the Entity and the appointment of the legal representative, issued during the ten (10) days prior to the date of submission of the documentation

If the Applicant has general Powers of Attorney:

Option 1:

- Translated and legalised document by which the foreign Entity establishes the branch in Spain.
- Translated and legalised document of general power of attorney with the broadest powers of representation of the Branch.
- And one of the following options:
  - Updated simple informative note from the Mercantile Register confirming these data
  - On-line consultation of the Mercantile Register by the Registration Authority. [Check in advance with your Registration Authority / Chamber of Commerce for availability of the service.](#)

Option 2: Certification from the Official Registry accrediting the existence and validity of the Entity and the entire content of the General Powers of Attorney, issued during the ten (10) days prior to the date of submission of the documentation.