

DEFINITION OF COMMUNICATION METHODS

OP_EMAIL_RRR Method

In order to employ this method, the Operator [OP] must communicate with the Administrator of “Registro Pubblico delle Opposizioni” [ARPO] for the submission or management of the application by:

- personal email
N.B. the OP must accept the responsibility to be the only person to access this electronic mailbox
- traditional mail
- certified mail with return receipt requested (R.R.R.)

OP_CERTIFIED EMAIL_ESIG Method

In order to employ this method, the OP must:

- communicate to the ARPO for the submission or management of the application by certified email
N.B. the OP must accept the responsibility to be the only person to access this certified electronic mailbox (not necessarily the certified email used for the communication of the lists)
- undersign electronic documents with a personal digital signature with legal validity

DEFINITION OF THE DATA TO BE UPDATED

The application update covers the following information about the OP:

- Personal details
- Email address / Certified Email address recorded as contact for the application
- Mailing address of the company or the natural person
- Articles of association (in case of legal person only)
- Certificate of Incorporation (in case of legal person only)
- List of the used directories (art. 5, par. 1, letter c) of the D.P.R.)
- Indication of the persons that will manage the contacts (art. 5, par. 1, letter b) of the D.P.R.)
- Legal representative (in case of legal person only)
- Company's certificate issued by the Chamber of Commerce
- Business name (in case of legal person only)
- Technician in charge of the transmission of the lists (name, surname and email/certified email address) (Technical contact)
- Person in charge for the administration of the application (Administrative contact)
- Contacts to be published on the website of the ARPO

For an application update regarding people appointed to send lists or manage the administration of the application, there are two different forms.

To replace an appointed person and if only one user has been designated for each role (technical and administrative) it is possible to use a general application update form (Mod.RO-AggiornamentoIstanza). In this case, though it is strongly advised, it is not compulsory to change password. If you wish to change password it is necessary to use the reset password application form (Mod.RO-resetPassword).

If more people are available for each role and you wish to update or add an appointed person, or if you wish to add a new appointed person without amending those already authorised, you need to use the update contact form (Mod.RO-AggiornamentoResponsabili). In this case, you will be required to provide the first part of the password for each updated or added user. The second part of the password will be sent directly to the appointed person by telephone using the provided telephone number.

APPLICATION UPDATE PROCEDURE – OP_EMAIL_RRR METHOD

Step 1 – Form compilation

The OP downloads the form for the necessary modifications from the ARPO website at the URL <http://operatori.registrodelleopposizioni.it/operatori/moduli>. To update the sole technical or administrative manager, it is possible to use the generic application form (Mod.RO-AggiornamentoIstanza), while in other cases, where it is necessary to use the specific form for managing contacts (Mod.RO-AggiornamentoResponsabili), please refer to the detailed information on page 2.

The OP must print, compile, undersign with handwritten signature and send by certified mail with return receipt requested the necessary modification form/forms and any attached documents to the address

GESTORE DEL REGISTRO PUBBLICO DELLE OPPOSIZIONI – OPERATORI
UFFICIO ROMA NOMENTANO
CASSELLA POSTALE 7210
00162 ROMA RM

- A. In case of modification of the legal representative the request must be signed by the new legal representative (certified signature must also be attached)
- B. In any other case the request must be signed by the legal representative (the certified signature of the legal representative should have already been provided to the ARPO).

Step 2 – Form receipt and examination

The ARPO receives and verifies the documentation, therefore updates the OP's profile as per received form.

Step 3 – Notification of successful modification

The ARPO sends a notification of successful modification to the OP by email or certified email.

APPLICATION UPDATE PROCEDURE – OP_CERTIFIED EMAIL_ESIG METHOD

Step 1 – Form compilation

The OP downloads the PDF form for the necessary modifications from the ARPO website at the URL <http://operatori.registrodelleopposizioni.it/operatori/moduli>. To update the sole technical or administrative manager, it is possible to use the generic application form (Mod.RO-AggiornamentoIstanza), while in other cases, where it is necessary to use the specific form for managing contacts (Mod.RO-AggiornamentoResponsabili), please refer to the detailed information on page 2.

The OP must compile, undersign (by digital signature with legal validity) and send by certified email the necessary modification form/forms and any attached documents to the address istanza.rpo@postecert.it.

- A. In case of modification of the legal representative the request must be signed by the new legal representative (certified signature must also be attached)
- B. In any other case the request must be signed by the legal representative (the certified signature of the legal representative should have already been provided to the ARPO).

Step 2 – Form receipt and examination

The ARPO receives and verifies the documentation, therefore updates the OP’s profile as per received form.

Step 3 – Notification of successful modification

The ARPO sends a notification of successful modification to the OP by certified email.