**ANNEX 1: REQUEST FOR CONFIRMATION OF INTERNAL RULES**

**I. General information:**

1. Name of the person (organization) applying for:

2. Headquarters or address of residence of the applicant:

3. Registration number:

4. Postal address:

5. Name and surname of the applicant's legal representative:

6. Email address:

7. Phone:

8. Contact person for carrying out the procedure:

- name and surname:

- phone:

- Email:

**II. Information on internal rules**

9. Type of internal rules:

* internal rules for own operations
* internal rules for the provision of services (provider)

10. Code of internal rules:

11. Version of internal rules

12. Description of the purpose of the internal rules (several choices possible):

* internal rules for capturing
* internal rules for preservation
* internal rules for accompanying services:
	+ - selection of records
		- conversion of records from physical to digital form
		- conversion of records in digital form to a long-term format
		- arrangement of records
		- destruction of records
		- on the provision of safe premises
		- other services than capture and preservation.

Name and surname of the applicant's legal representative:

Signature of the applicant's legal representative: