**ANNEX 2: REQUEST FOR CONFIRMATION OF MODEL INTERNAL RULES**

**I. General information**

1. Name of the person (organisation), applicant:

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 model internal rules**

9. Code of model internal rules:

10. Version of model internal rules:

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

* model internal rules for capturing
* model internal rules for preservation
* model 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.

12. Persons who may adopt model internal rules:

13. Declaration or transfer of copyright (mark the letter before the desired option):

a) The owner of the model internal rules attached to this application declares that he waives all material copyrights to the internal rules and allows their general application. The owner expressly agrees that these model internal rules may be used in whole or in part by third parties without restriction, reproduced one or more times in all forms, including whipped forms, including curly shapes, published in electronic, printed or any other form or otherwise make them publicly available. The owner declares that these model internal rules may be translated into other foreign languages ​​and digitized for this purpose. The application of model internal rules is spatially and temporally unlimited.

b) All material copyrights are reserved. The author of the model internal rules attached to this application allows these model internal rules to be incorporated into their internal rules only by the persons listed in point 10 of this application, and can be used only for the purpose listed in point 10 of this application. Persons who adopt these model internal rules and third parties are not entitled to any other use of the model internal rules, any reproduction, modification or modification of these model internal rules.

c) The statement or transfer of copyrights is attached to the application (attach your statement).

14. Annexes to the request:

a) an explanation of the individual provisions of the model internal rules (in accordance with the fourth paragraph of Article 8 of the Decree or the protection of documentary and archival material);

b) information and instructions for preparation for capture and preservation;

c) instructions for adopting model internal rules;

d) a statement or conditions for the transfer of the necessary copyrights to the persons adopting the model rules (if option 12 is selected c);

e) model internal rules.

Name and surname of the applicant's legal representative:

Signature of the applicant's legal representative:

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In \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_