**ANNEX 3: REQUEST FOR REGISTRATION OF PROVIDER OF DIGITAL PRESERVATION EQUIPMENT AND SERVICES**

**I. General information**

1. Name of the person (applicant) for registration:

2. Headquarters or address of residence of the applicant:

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

4. Registration number:

5. Postal address:

6. Email address:

7. Web address (if any):

8. Phone:

9. Contact person for carrying out the procedure:

* name and surname:
* phone:
* email:

**II. Hardware data**

1. Type of hardware:

* server
* disk array
* tape library
* scanner

2. Name or series of hardware:

3. Hardware description:

4. Declaration of conformity:

**III. Software information**

1. Functional types of software:

* Functional type 1: capture in digital form
* Functional type 2: conversion
* Functional type 3: keeping registry records (no sorting based on arranging system)
* Additional functionality 1: search, retrieve and display
* Additional functionality 2: management of the classification schema
* Functional type 4: support for the management of digital records
* Additional functionality 3: support for e-mail and electronic signature
* Functional type 5: support for official registry records

2. Identification code or software name:

3. Software description:

**IV. Preservation service information**

1. Declaration of compliance with the general conditions:

Provider declares that it meets the general conditions for the provision of services for the preservation of records in digital form, as defined in Article 49 of the Decree on the Protection of Documentary and Archival Material (hereinafter: UVDAG). Provider agrees that the National Archives may check them with the competent authorities for the purposes of registration.

2. Service name:

3. Service description:

4. Manner of providing the service:

1. Providing the service with implementation

Data on employed persons who meet the conditions referred to in the second, third and fourth paragraphs of Article 49 of the UVDAG:

 Name and surname:

 Education:

 Qualification data - professional exam:

 I declare that the person referred to in point 1 of this application meets all the

 requirements of Article 49 of the UVDAG.

1. Providing the service with outsourcing:

 Service name:

 Registration number:

**V. Accompanying service information**

1. Declaration of compliance with the general conditions

I declare that the person referred to in point 1 of this application meets the general conditions for the provision of accompanying services, defined in Article 49 of the DPDAM. I agree that the National Archives may check their compliance with the competent authorities for registration purposes.

2. Type of accompanying service related to digital records:

* + - 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Accompanying service name:

4. Accompanying service description:

5. Method of providing the accompanying service:

1. Providing the service with implementation

Data on employed persons who meet the conditions referred to in the second, third and fourth paragraphs of Article 49 of the DPDAM:

 Name and surname:

 Education:

 Qualification data - professional exam:

 I declare that the person referred to in point 1 of this application meets all the requirements of

 Article 49 of the DPDAM.

1. Providing the service with outsourcing:

 Accompanying service name:

 Registration number:

Name and surname of the applicant's legal representative:

Signature of the applicant's legal representative:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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