APPLICANT'S SUBMISSION AND UNDERTAKING PROTOCOL

APPLICANT'S PERSONAL INFORMATION

Family name	
Given name(s)	
Date and place of birth	
Nationality	
Country of Residence	
Residential address	
Telephone	
Email address	
Passport No. or National ID No. (CNI)	

ARTICLE 1 – PURPOSE OF THIS DOCUMENT

This document records the applicant's declarations and undertakings when submitting a file relating to commercial expenses incurred in connection with an unsuccessful commercial transaction. It accompanies documents submitted through the independent information and application reception portal.

ARTICLE 2 – APPLICANT'S DECLARATIONS

- The information provided is, to the best of the applicant's knowledge, accurate and truthful.
- The supporting documents relate to expenses the applicant claims to have actually incurred.
- The applicant has not deliberately withheld information that could affect the assessment of the application.
- The applicant can provide further explanations or supporting documents when requested through an appropriate channel.

ARTICLE 3 – ACCURACY AND AUTHENTICITY

The applicant undertakes not to submit forged documents, misleadingly altered documents, or documents belonging to another person without authorisation. False statements or forged supporting documents may result in rejection and, where applicable, the consequences provided for under relevant laws.

ARTICLE 4 – APPLICATION REVIEW

Submission allows only for registration and, where the necessary conditions are met, documentary review. Receipt does not mean that the expenses have been recognised as eligible, any debt or claim has been acknowledged, a public authority has approved the application, or reimbursement has been authorised or will be made.

ARTICLE 5 – FEES AND PAYMENTS

This document provides, where possible, for payment following the analysis and preparation of a detailed report, as well as the review and validation of the application. No payment should be made solely on the basis of a reimbursement promise, a request for a code, an unverified notification, or an instruction from an unidentified contact. Any potential fee must have a verifiable legal basis and be paid exclusively through an officially identified payment channel.

ARTICLE 6 – CONFIDENTIALITY AND PERSONAL DATA

Personal information and supporting documents must only be used for purposes communicated to the applicant and in compliance with applicable rules. Before personal data is collected, the identity and contact details of the data controller, the specific purposes, retention period and means of exercising the applicant's rights must be communicated. The applicant is requested to submit their documents exclusively to the following email address: **administrative-procedure@minister.com**

ARTICLE 7 – CONSENT AND SIGNATURE

I declare that I have read and understood this document. I confirm that the information provided is truthful and agree that my application may be received and reviewed within the limits and conditions set out above. I acknowledge that proof of submission or an acknowledgment of receipt does not constitute approval or a promise of reimbursement.

Signed at: ..... Date: .....

Signature preceded by the words "Read and approved":

Signature: .....