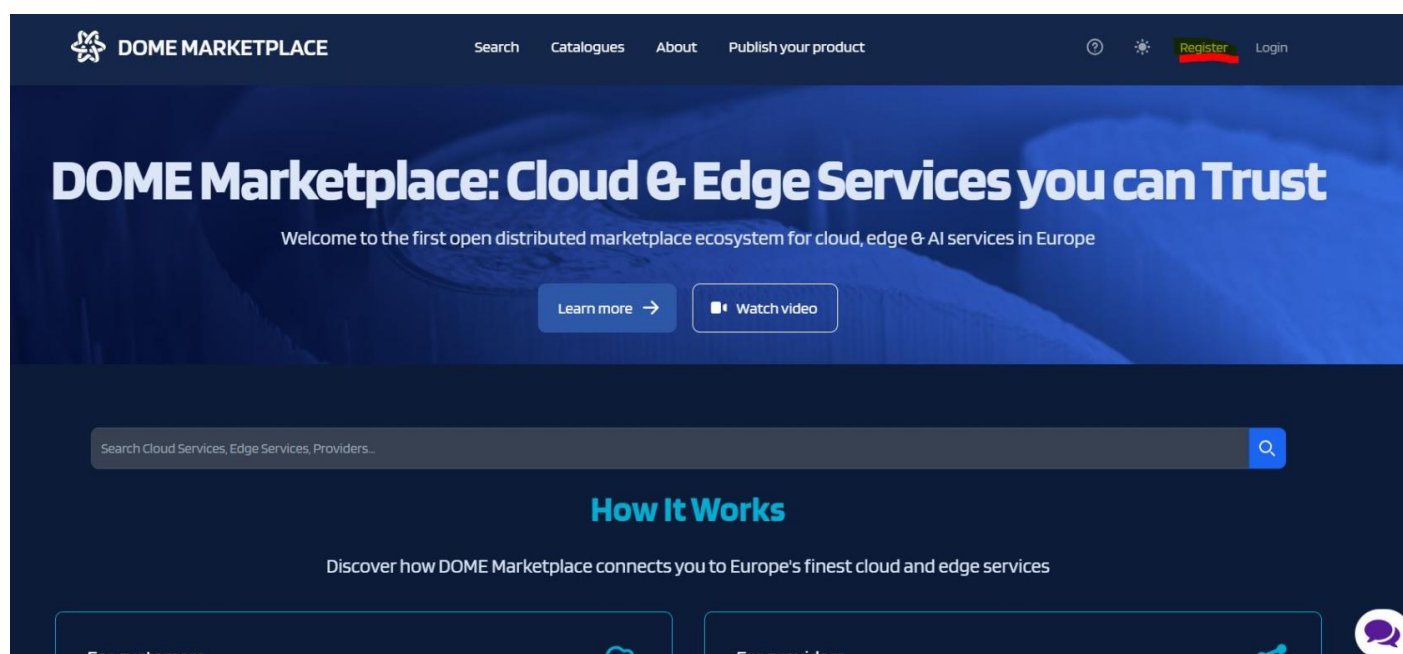
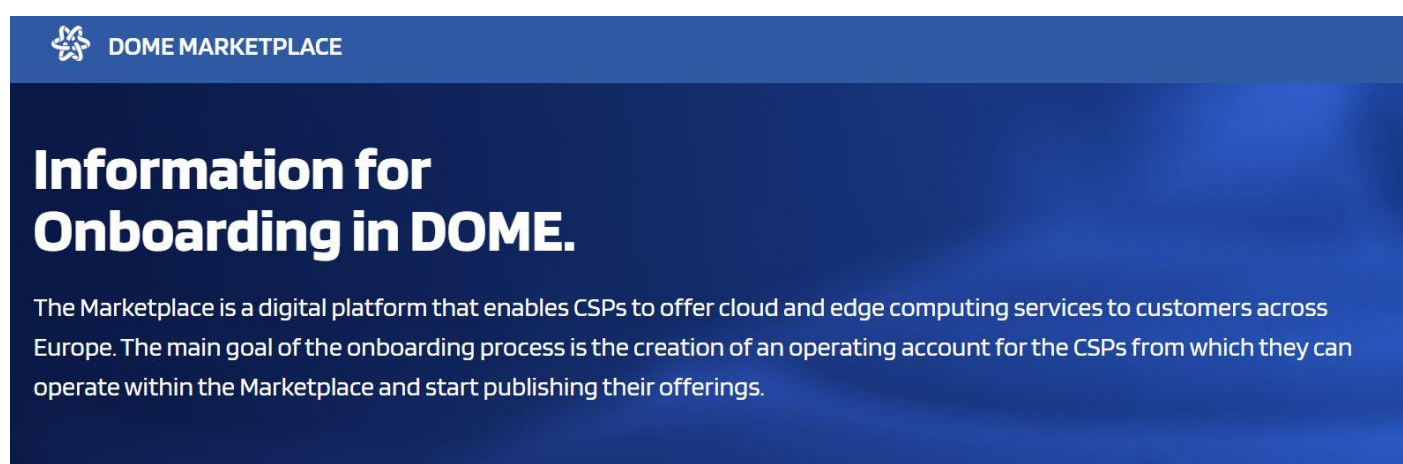


3. Launching the Onboarding process

When you enter into the DOME Marketplace landing page, click on the 'Register' button, at the upper right corner.



This button leads you to the online forms where you must enter the information requested. The information you are providing will be used to generate the [Declaration of Honor](#) and the [Legal Entity Appointed Representative Form](#) that the CSP is required to submit in the onboarding process.



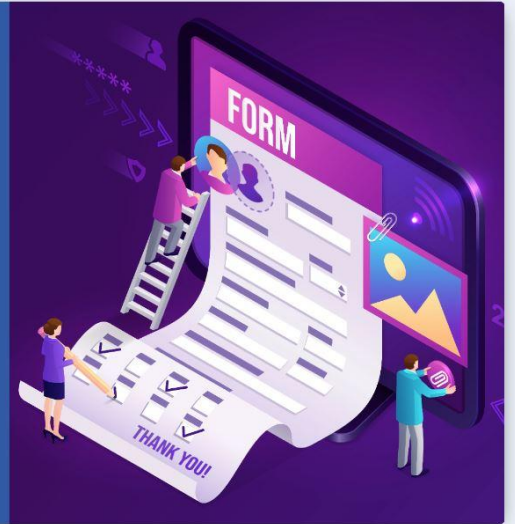
Filling Out Forms

In this page you will find a form with three sections. Fill in all the fields (all of them are required), making sure to use Latin characters.

The information you enter in the forms will be used to generate two of the documents required for the onboarding process. The whole process is described in more detail in the DOME knowledge base: [Company Onboarding Process](#). You can read the description in the knowledgebase and come back here whenever you want.

The forms are below. Please, click the "Submit and create documents" after filling all the fields.

For testing purposes, you can click the "Fill with test data" button to create and print documents with test data but with the final legal prose, so they can be reviewed by your legal department in advance of creating the real documents.



There are three forms:

1. The first one is used for collecting information about the legal representative of your company

Legal representative of the company

We need information identifying the legal representative of the company who is going to sign the document.

First Name**Last Name****Nationality****ID card number****Email**

2. The second one gathers information about your company

Company information

We also need information about the company so we can register it in DOME.

Make sure that the name is the legal name of the company as found in the commercial registry or equivalent institution in your jurisdiction. The address must be that of the official place of incorporation of your company.

We need the VAT number of your company because we use it as a unique identifier in our database. At this moment, this is not used to charge you anything. Whenever in the future we provide paid services to you, a specific authorisation will be requested, and you will have to adhere to new terms of contract.

Name

Street name and number

City

Postal code

Country

VAT number

3. The third one requires information for identifying the Legal Entity Appointed Representative

Information about the LEAR

This section identifies an employee of the company who will act as the LEAR.

The LEAR is the Legal Entity Appointed Representative. Do not confuse with the Legal Representative, who has to appear in the official records in the commercial registry or equivalent institution in your jurisdiction. Instead, the LEAR can be any person who is authorised by a Legal Representative to interact with DOME and act on behalf of the company. There is specific information about the LEAR in the knowledge base.

Of course, the Legal Representative can appoint him/herself as the LEAR for DOME, if this is what is suitable for you.

First name

Last name

Nationality

ID card number

Complete postal professional address

Email



Mobile phone

All the fields are mandatory unless otherwise stated in the forms.

If you want to review the forms before completing the forms, you can either click on the links provided above, or otherwise press the 'Fill with test data (only for testing)' button, at the bottom of the online forms.

[Submit and create documents](#)[Fill with test data \(only for testing\)](#)

Click the "**Submit and create documents**" button above to create the documents automatically including the data you entered.

If you are not yet ready and want to see how the final documents look like, click the button "**Fill with test data**" and then the "**Submit and create documents**" button to create the documents with test data.

Please, bear in mind that we use the term "legal representative" to refer to somebody vested with legal power to represent the company. This representation power can emerge from, among other options: (a) the law attributed legal representation of the company because of the position held by the individual (e.g., in some jurisdictions, the president or the CEO of a company); or (b) being appointed as legal representative by virtue of an official Power of Attorney.

If you have any doubt about the appointment of the LEAR, please, kindly refer to the [Practical comments to Appointment Of Legal Entity Appointed Representative Form](#). This document offers practical advice and detailed instructions on how to properly fill out the LEAR form.

Once you have filled in the information requested, when you click the 'Submit and create documents', you will get to another screen where the declarations have been automatically generated with your data.

Please, carefully check all the data you submit before creating the documents to make sure that all the information is correct.

Once you have generated the documents, you must print the Declaration of Honor and the LEAR appointment form.

[Print Declaration of Honour](#)[Print LEAR appointment](#)

Click each of the buttons above to start printing the documents. If you want to electronically sign PDFs, you can "print to PDF" to save the documents in your disk and then sign them with whatever program you use for signing (e.g., Acrobat Reader).

Next steps

To complete the onboarding process in DOME, you will have to submit some documentation to onboarding@dome-marketplace.org.

The amount of documents to submit will depend on whether your company is able to electronically sign documents or not.

If your company has a valid qualified Digital Certificate in the sense of the eIDAS Regulation, the two documents generated above are the only ones that you have to submit for the onboarding process in DOME:

- Declaration of Honor Form: Completed and signed using the qualified Digital Certificate of the company.
- Appointment of the Legal Entity Appointed Representative (LEAR) Form: Completed and signed using the qualified Digital Certificate of the company.

If your company is not able to electronically sign documents, you have to submit additional documents, **in addition to the two described above**. Please, see the whole description of the onboarding process in the DOME knowledgebase: [Company Onboarding Process](#).

When you have the documents in pdf you will move to the next stage of the onboarding process: the submission of the required documentation and its legal review by the onboarding team of DOME.