


ARCHITECTURAL COMPETITION

“RETHINK ATHENS – TOWARDS A NEW CITY CENTRE”


IDENTITY FILE DOCUMENTS CHECKLIST

The Identity File submitted in the second stage of the Competition must contain the following documents/certificates (only in printed form) depending on the legal corporate form of each participant. These documents/certificates have been gathered in this checklist in order to facilitate the participants, and they derive from the Competition Notice and the Law 3316/2005.


A1. MAIN IDENTITY FILE DOCUMENTS (NATURAL PERSONS & LEGAL ENTITIES)

S/N	DOCUMENT DESCRIPTION	
1.	<p>Group members in English: A list will be submitted, with the full name or corporate name, professional address, landline number and email address of each architect or member of the design group, whether a natural person or legal entity. This list may optionally include the group members’ fax and mobile phone numbers.</p> <p>The list must name the work group representative, who must comply with the Competition entry terms and conditions. If no group representative is named by the group, this role will be automatically attributed by the Competition Procedures Committee to the first group member named on the list who meets the entry requirements of the Competition.</p>	
2.	<p>Group members’ shares in English: Where the proposal is submitted by a group of designers, a solemn declaration will be submitted, signed by all of the designers, stating each group member’s share of the cash prizes, should the group be awarded a prize and commissioned to produce the project design drawings.</p>	
3.	<p>Scientific qualifications: For the group representative, the Identity File will contain (<u>in the form of certified photocopies, accompanied by their English or Greek translation, as the case may be</u>) that person’s certificate of registration with a professional association of his/her place of establishment, and his/her academic credentials. For the remaining members of the group, the Identity File will contain (<u>in the form of certified photocopies, accompanied by their English or Greek translation, as the case may be</u>) their academic credentials or reports of professional qualifications.</p>	




S/N	DOCUMENT DESCRIPTION	
4.	<p>Refusal of publication in English: The participants' entry in this Competition constitutes an implicit and automatic statement of their acceptance of the terms of the Competition, including their authorization of the exposure of their designs and concept drawings (under their names or anonymously) in any digital or printed media or in exhibitions and publications organized by the Organizer for the purposes of presenting and promoting the Competition results. In the exceptional event that a participant should wish that his design be published anonymously (if he/she should fail to be awarded a prize), then he/she must submit the relevant solemn declaration (in English), inside a separate sealed envelope bearing the relevant ten-digit DIN and the title of the Architectural Competition and marked at the lower left side with the indication 'Refusal of Publication under Designer's Name'.</p>	
5.	<p>Receipt of Cash Prizes in English: The group members must sign a solemn declaration, naming or agreeing to the group representative receiving the honorarium or cash prize or reception fee or compensation amount, should their design be awarded a distinction at any of the Competition stages. If no such solemn declaration is submitted, then the honorarium, cash prize, redemption fee or compensation amount will be paid to each of the participants pro rata, depending on their shares as stated in the solemn declaration of paragraph 15.2.5.2 of the Competition Notice.</p>	
6.	<p>Statement of eligibility in English (1): A solemn declaration of personal status must be signed by each participant following the template of Appendix 1 to the Competition Notice, certifying that there are no grounds for that participant's disqualification from the Competition under Article 16, Law 3316/05.</p>	
7	<p>Statement of eligibility in English (2): A solemn declaration of personal status must be signed by each participant following the template of the Circular "1f-Eligibility-Solemn Declaration2 160113", certifying that there are no grounds for that participant's disqualification from the Competition under para. 7.3 of the Competition Notice.</p>	




S/N	DOCUMENT DESCRIPTION	
8.	<p>Professional expertise: In the second stage of the Competition, the designer or group of designers must also present any professional experience and qualifications in addition to their academic titles in architectural engineering, in support of their capability to undertake the production of the design drawings.</p> <p>For each group member, a solemn declaration will be submitted in English, stating his/her academic qualifications, any postgraduate studies and professional expertise as evidenced by a list of the most important designs of similar nature produced in the past by that designer or his/her group. The list will indicate the nature of the project, with a short description of its scope, the project owner, the product construction budget, the date of completion, the nature of the project design, and the individual designer's contribution to the production of the design. Attached to the list will be the statements of the relevant employers or agencies.</p>	

A2. EXTRA DOCUMENTS - ONLY FOR LEGAL ENTITIES

Legal entities **should ALSO submit** (together with the documents of section A1) the following documents:


S/N	DOCUMENT	
CORPORATIONS AND LIMITED LIABILITY COMPANIES	1. The Official Journal issue containing notice of the legal entity's establishment	
	2. A certified copy of the legal entity's current Articles of Association, with the Official Journal issues containing notices of all amendments to this date, or a certified copy of the Codified Articles of Association (if any).	
	3. The Official Journal issue containing notice of the minutes of the Board of Directors or Members' Decision regarding the legal entity's representation.	
	4. Minutes of the Board of Directors approving the legal entity's participation in the competition procedure. An authorization may also be granted by virtue of the same minutes (provided this is permitted by the competitor's Articles of Association) for the signing and submission of the Proposal, if the entity's legal representative is not the one signing the Proposal and other required competition documents, naming an individual as the legal entity's process agent.	
	5. A certificate issued by the competent judicial or administrative authority to the effect that no further amendments have been made to the Articles of Association/the legal entity is in good standing and has not been dissolved.	


S/N	DOCUMENT	
GENERAL AND LIMITED	1. A copy of the legal entity's certificate of incorporation showing all amendments to this date.	
	2. Certificates issued by the competent judicial or administrative authority to the effect that no further amendments have been made to the certificate of incorporation.	

S/N		DOCUMENT	✓
PARTNERSHIPS	1.	A copy of the legal entity's certificate of incorporation showing all amendments to this date.	
	2.	The minutes of the meeting of the Board of Directors where the Board officers were elected or appointed.	
	3.	A certificate issued by the supervising authority to the effect that the competitor is in good standing.	
S/N		DOCUMENT	✓
UNIONS OF ENTITIES OR JOINT VENTURES	1.	For each member of the Union/Joint Venture, all the documents of Checklists A1 and B2 must be submitted , as the case may be (Greek/foreign natural person, Greek/foreign legal entity, partnership).	
	2.	An act issued by the competent body of each Union/Joint Venture member (in the case of legal entities), declaring its authorization for that member's participation: <ul style="list-style-type: none"> – in the Union/Joint Venture, and – in the Competition procedure. 	
	3.	An Agreement between the Union/Joint Venture members, whereby: <ul style="list-style-type: none"> – the Union/Joint Venture is established, or – in the case of an informal establishment, a solemn declaration is made by the Union/Joint Venture members to that effect. 	


If the legal entities are registered abroad, the relevant certificates of incorporation must be issued in accordance with the applicable laws of their country of registration, where these are issued.

B1. PERSONAL STATUS DOCUMENTS – ONLY FOR GROUP REPRESENTATIVES (NATURAL PERSONS)


S/N	DOCUMENT DESCRIPTION	
1.	A criminal record abstract or other equivalent document issued by the competent judicial or administrative authority of the country of origin or of provenance of the candidate to the effect that the candidate has not been convicted in the framework of his/her professional activity according to the legislation of the country of establishment for any of the following offences: embezzlement, fraud, extortion, forgery, perjury, bribery and fraudulent bankruptcy.	
2.	A criminal record abstract or other equivalent document issued by the competent judicial or administrative authority of the country of origin or of provenance of the candidate to the effect that no final court decision has ever been entered against him/her which if notified to the organizing Authority in whatever manner would result to his/her disqualification, for the following offences: a) Participation in a criminal organization, as defined in article 2 paragraph 1 of Council Joint Action 98/773/JHA . b) Bribery, as defined in article 3 of the Council Act of May 26th 1997 (21) and article 3 paragraph 1 of the Council Joint Action 98/742/CFSP. c) Fraud, within the meaning of the article 1 of the Convention on the protection of the European Communities' financial interests. d) Money laundering, according to the article 1 of Council Directive 91/308/EEC on the prevention of the use of the financial system for the purpose of money laundering.	
3.	A certificate issued by the competent judicial or administrative authority to the effect that the candidate is not under bankruptcy, liquidation or compulsory administration proceedings.	
4.	A certificate of the competent authority of the candidate's country of origin that he/she has not committed a serious professional misconduct.	
5.	A certificate issued by the competent authority of the candidate's country of origin to the effect that he/she has fulfilled his obligations regarding the payment of social security contributions, pursuant to the legislative provisions of his/her country of establishment or pursuant to the legal provisions of the awarding Authority's country.	

S/N	DOCUMENT DESCRIPTION	
6.	A certificate issued by the competent authority of the candidate's country of origin to the effect that he/she has fulfilled his obligations regarding the payment of taxes and dues, pursuant to the legislative provisions of his/her country of establishment or pursuant to the legal provisions of the awarding Authority's country.	
7.	A solemn declaration must be signed by each candidate, certifying that all the information provided for the purposes of the Competition is true.	

B2. PERSONAL STATUS DOCUMENTS – LEGAL ENTITIES

S/N	DOCUMENT DESCRIPTION	
1.	A criminal record abstract or other equivalent document issued by the competent judicial or administrative authority of the country of origin or of provenance of the candidate legal entity to the effect that its administrators and managers or its President and Chief Executive Officer or its legal representatives have not been convicted in the framework of their professional activity according to the legislation of the country of establishment for any of the following offences: embezzlement, fraud, extortion, forgery, perjury, bribery and fraudulent bankruptcy.	
2.	A criminal record abstract or other equivalent document issued by the competent judicial or administrative authority of the country of origin or of provenance of the candidate legal entity to the effect that no final court decision has ever been entered against its administrators and managers or its President and Chief Executive Officer or its legal representatives which if notified to the organizing Authority in whatever manner would result to their disqualification, for the following offences: a) Participation in a criminal organization, as defined in article 2 paragraph 1 of Council Joint Action 98/773/JHA. b) Bribery, as defined in article 3 of the Council Act of May 26 th 1997 (21) and article 3 paragraph 1 of Council Joint Action 98/742/CFSP. c) Fraud, within the meaning of the article 1 of the Convention on the protection	



S/N	DOCUMENT DESCRIPTION	
	<p>of the European Communities' financial interests.</p> <p>d) Money laundering, according to the article 1 of Council Directive 91/308/EEC on the prevention of the use of the financial system for the purpose of money laundering.</p>	
3.	A certificate of the competent judicial or administrative authority of the candidate's country of origin to the effect that the candidate legal entity is not under bankruptcy, liquidation or compulsory administration proceedings.	
4.	A certificate issued by the competent authority of the candidate's country of origin to the effect that the candidate legal entity has fulfilled its obligations regarding the payment of the social security contributions, pursuant to the legislative provisions of the country of its establishment or pursuant to the legal provisions of the awarding Authority's country.	
5.	A certificate of the competent authority of the candidate's country of origin that the candidate legal entity has not committed a serious professional misconduct.	
6.	A certificate issued by the competent authority of the candidate's country of origin to the effect that the candidate legal entity has fulfilled its obligations regarding the payment of taxes and dues, pursuant to the legislative provisions of the country of its establishment or pursuant to the legal provisions of the awarding Authority's country.	
7.	A solemn declaration must be signed by the legal entity's administrators and managers or its President and Chief Executive Officer or its legal representatives, certifying that all the information provided for the purposes of the Competition is true.	

NOTES:

1. All the solemn declarations must be signed by each candidate and must be accompanied by a certification of the genuineness of the signature.
2. In order for the above certificates and documents to be admitted, these must be valid according to the relevant specific provisions or, in the absence of any contrary provisions, not have been issued prior to **November 1st, 2012**.
3. If the relevant country does not issue any of the required documents or certificates or if those issued do not cover all the cases mentioned in paragraph 1 and in paragraph 2 points a', b', of the Article 16 of the Law 3316/2005, these must be replaced or supplemented, by an affidavit signed by the candidate or, in those member states where no provision is made for affidavits, by a statutory declaration made before the competent judicial or administrative authority, a notary or a competent professional organization of the country of origin or of provenance.