

## Required Documentation by type of Qualified Certificate

Required Documentation / Qualified Certificate	Electronic Invoice	Electronic Seal	Collective Person Representation	Quality for professionals	Quality for Personal Use	Individual for Professionals	Individual for Personal Use
Signed <sup>1</sup> Issuance Agreement by the holder					X		X
Signed <sup>2</sup> Issuance Agreement by the holder / certificate responsible and the legally binding representative(s) of the company	X	X	X	X		X	
Cross copy of the holder or certificate responsible ID document	X	X	X	X	X	X	X
Original or Authenticated <sup>3</sup> Copy of the Commercial Register or Power of Attorney indicating who binds the Organization	X	X	X	X		X	
Cross copy of the Organization's binding representative(s) ID document	X	X	X	X		X	
Original or Authenticated <sup>2</sup> Copy of the Power of Attorney giving power to the holder			X				
Copy of Organization's Vat Number	X	X	X	X		X	
Authenticated copy or Original Professional Title Statement					X		

Note: Any document sent must be written in English, French, Portuguese or Spanish otherwise please send an authenticated translation to Portuguese

<sup>1</sup> a) Digitally Signed with qualified electronic signatures; or b) (Wet) Signatures witnessed by a notary/lawyer who produces a statement (for foreign authentications we will require the Hague Apostille stamp to certify that the statement is legally valid; or c) Signed on Multicert premises in Oeiras or Porto requiring physical presence.

<sup>2</sup> d) Digitally Signed with qualified electronic signatures by the certificate holder/responsible and legally binding representative(s) of the company; or e) digitally Signed with qualified electronic signature by the certificate holder/responsible and with a Qualified electronic seal by the company; or f) wet) Signature witnessed by a notary/lawyer who produces a statement (for foreign authentications we will require the Hague Apostille stamp to certify that the statement is legally valid); or g) (Wet) Signed on Multicert premises in Oeiras or Porto requiring physical presence.

<sup>3</sup> Documents legalization depends on where it's requested.

This legalization has to be made by the competent authorities of each country:

1) In Portugal on a Lawyer, Notary or Solicitor

2) In other countries by affixing the Apostille seal <http://www.hcch.net/upload/abc12e.pdf> or at a Portuguese Embassy or Consulate.