

INSTRUCTIONS TO REQUEST THE REGISTRATION OR MODIFICATION OF DATA OF NATURAL OR LEGAL PERSONS IN THE UNIVERSITAT DE VALÈNCIA'S THIRD PARTY DATABASE

1.1. Natural persons with electronic signature

Applicants will send to the Management Unit or their contact person at the UV, via email, the PDF electronically signed the third parties application form

1.2. Legal persons with electronic signature

Applicants will send to the Management Unit or their contact person at the UV, via email, the PDF third parties application form signed with

[an electronic certificate of the company's representative.](#)

1.3. Processing without electronic signature

When applicants don't have an electronic signature (in case of being a natural person) or an electronic representative certificate (in case of being a legal person), or it cannot be validated on the VALIDE platform, must send to UV management units the following documentation as PDF:

- (1) third parties application form with a handwritten signature.
- (2) NIE / PASSPORT or identity card of the country of who is signing.
- (3) Ownership bank certificate of the current account declared
- (4) If as representative of a company, the certificate of the Companies Registry relative upon the appointment of the signatory and validity of his position as administrator or legal representative, or the power of attorney of voluntary representation.

Year:

REQUEST FORM FOR REGISTRATION OF THIRD PARTIES OR CHANGES TO THEIR DATA

To fill by computer or in capital letters

| PERSONAL DATA / BUSINESS DETAILS | | | |
|----------------------------------|--|---|--|
| Full name or company name | | PASSPORT Number // VAT Number // NIT Number TAX ID Number = TIN // FEIN - EIN Number | |
| Address | | | |
| Town | | Country | |
| E-mail | | Phone number | |
| BANK ACCOUNT | | | |
| Account holder | | | |
| Bank name | | | |
| Bank address | | Country | |
| EUROPEAN COUNTRIES: | | | |
| IBAN | | | |
| BIC/SWIFT | | | |
| OTHER COUNTRIES: | | | |
| ACCOUNT | | | |
| ABA/ROUTING (only USA) | | | |
| BIC/SWIFT | | | |

I declare that the details above are true and that they identify the bank account and bank company to which I wish to receive the payments that may be due to me as a creditor of the Universitat de València and of which I am currently duly empowered.

Signature: _____

Position / role: _____

Date: _____ Signature: _____

RESERVED FOR UNIVERSITAT DE VALÈNCIA

| | | | |
|--|---------------------------------------|-------------------|--------------------------|
| Espacio reservado para el Servei de Comptabilitat i Pressupost | | | |
| | | Código de tercero | <input type="text"/> |
| Alta <input type="checkbox"/> | Modificación <input type="checkbox"/> | Fecha | Id. <input type="text"/> |
| | | | |

The personal data that must be provided in this form will be incorporated into the third-party automated file "Accounting Information System of the University of Valencia-SICUV". The University of Valencia will process this information for the development of its budget and accounting management and the management of payments and incomes to third parties. The people who provide data have the right to request the controller, the access to their personal data, their rectification and erasure, or the restriction of processing, or to object to processing, as well as the right to the data portability. The interested persons can exercise their rights by sending an email to lopd@uv.es from official addresses of the University of Valencia, or in writing, accompanied by a copy of a document identity and, if it is necessary, documentation accrediting the application, addressed to the Data Protection Delegate at the University of Valencia, Ed. Rectorate, Av. Blasco Ibáñez 13, VALENCIA 46010. For more information about privacy policies, see links.uv.es/lopd/dpo