

## APPLICATION FOR THE ALLOCATION OF MODULE(S) THROUGH A LEASE AGREEMENT AT THE BAKE EDER KNOWLEDGE CENTER

### 1. COMPANY DETAILS

Name (business name):

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Area of activity:

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Address for tax purposes:

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Town:

Post code:

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Website:

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Date of incorporation:

Number of workers:

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Education (% of the staff):

Doctorate

Master's, Post-graduate degree

Graduate

Diploma

Others

Certifications (quality, environment, social responsibility, etc.):

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Contact name:

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Position:

Telephone number:

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Email address:

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## 2. ACTIVITY DETAILS

Please attach your Company's ACTIVITY REPORT to the application form. This report should be **short** and **concise** and include the following information:

- Characteristics of the company: context of its creation, staff characteristics, etc.
- Products/services provided by the company (ideally, these should be connected with the new knowledge and information technologies in local administration), customer references, etc.
- Projects in which the company is involved.
- Plans for the future: investment, staff, projects, an interest in taking part in the projects undertaken by BiscayTIK and the Regional Government of Biscay, etc.

The BiscayTIK Foundation reserves the right to request business references if it deems this appropriate, in order to check the veracity of the information provided.

### 3. APPLICATION FOR MODULES

The modules offered by the BiscayTIK Foundation to be rented at the Bake Eder Knowledge Center have an average area of **38m<sup>2</sup>**.

I AM APPLYING FOR	module (s).
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When leasing a module, the organisation renting it is entitled to rent a parking space. Additional parking spaces available on request. These spaces will be granted subject to availability.

Please indicate in the box below the number of parking spaces you wish to rent.

I AM APPLYING FOR	place (s).
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#### **4. ACCOMPANYING DOCUMENTS**

The following documents should accompany this application form:

- Articles of incorporation.
- Powers.
- Bank document showing the company's financial solvency.
- Certificate showing that payments to the Regional Government of Biscay are up to date.
- Activity report.
- Certifications.
- Certificate showing that Social Security payments are up to date.

## **5. SUBMISSION OF THE APPLICATION**

The application form should be sent by email to the address [eskaintzak@biscaytik.eu](mailto:eskaintzak@biscaytik.eu), with "APPLICATION FOR MODULE/S" as the message subject. The attached documents should be named as follows:

"*File name*". File names should never include any of these characters: / . : \* ? ' ' < > |

Any queries or questions will only be answered by email.

In \_\_\_\_\_, on the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_

Company's stamp and signature

*Pursuant to that established in Organic Law 15/1999, of the 13th of December; in Act 2/2004, of the 25th of February, regarding Personal Data Files of Public Ownership and the Creation of the Basque Data Protection Agency; and in Royal Decree 1720/2007, of the 21st of December, which passes the implementing rules of Organic Law 15/1999, we hereby inform you that your data will be stored in the file "MANAGEMENT OF APPLICATIONS FOR RENTAL", owned by the BiscayTIK Foundation.*

*The data compiled are necessary to process the applications for rental of the Bake Eder Knowledge Center's modules.*

*On completing the form, you agree that the aforementioned organisation can process your data for the abovementioned purposes. Furthermore, you may exercise your right to access, rectify, cancel and oppose these data by sending a written document to the BiscayTIK Foundation, Avenida Zugazarte No. 32, 48930-Getxo, enclosing a photocopy of your ID card or another identification document.*