

FORM "A" Direct bank transfer payments to UniTrento

ATTENDANCE OF COURSES - SEMINARS - CONFERENCES

DOCUMENT NO.	TYPE	FINANCIAL YEAR	
		For the Head of the N	Management Centre
	Depa	artment of Information Engineering and Cor	nputer Science (DISI)
The undersigned			
currently employed at	DISI		
information necessary for Fiscal code	personnel not empl	loyed by the University of Trento: telephone	
Place and date of birth			
Full resident address (incl. street number, town, p	ost code, province, state	te)	
		requests	
authorization to attend a	O course O semi	inar O conference	
Name of event			
That will be held in			
on the following dates:			
The total attendance fee i		euro, including:	
O the attendance fee,		euro	
O other			
• the attendance fee mu	st be paid directly by t	the Administration no later than	by means of:
■ Bank Transfer			
	·•	levant documents as proof)	
	•	accept bank transfers	
_	ine does not allow end	ough time for a bank transfer	
□ Other	, because	(please attach relevant documents as p	roof)
(any further expenses	shall be paid by the beneficiary)		
O Enclosed is the copy undersigned	of the registration f	form, duly filled out. The original will be	sent directly by the
•	y of the invitation. incl	cluding registration details, for internal contr	rol purposes



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Payment will be made to the service provider	(code):
Please fill in the following if there is no code a	
COMPANY NAME/SURNAME	
NAME	
FULL ADDRESS (incl. street number, town, post code, province, state) Telephone	Fax
e-mail	
COUNTRY (= nation)	REGION (= province) LANGUAGE
ITALIAN TAX CODE (codice fiscale)	
VAT NUMBER (partita IVA)	
EU VAT NUMBER (partita IVA UE)	
Using the following means of payment: IF PAYMENT BY BANK TRANSFER TO EUROPEAN STATES THAT BANK DESCRIPTION company name	T CONFORM TO IBAN REGULATIONS (SEE NOTES):
Str	no
town	postal code country
LOWII	
LOWII	
country code bank code	no. bank account CIN
	no. bank account CIN
country code bank code IBAN	no. bank account CIN
country code bank code IBAN SWIFT CODE IF PAYMENT IS BY BANK TRANSFER TO COUNTRIES THAT DO	
country code bank code IBAN SWIFT CODE IF PAYMENT IS BY BANK TRANSFER TO COUNTRIES THAT DO BANK DESCRIPTION company name	NOT CONFORM TO IBAN REGULATIONS (SEE NOTES):
country code bank code IBAN SWIFT CODE IF PAYMENT IS BY BANK TRANSFER TO COUNTRIES THAT DO BANK DESCRIPTION company name	NOT CONFORM TO IBAN REGULATIONS (SEE NOTES):
country code bank code IBAN SWIFT CODE IF PAYMENT IS BY BANK TRANSFER TO COUNTRIES THAT DO BANK DESCRIPTION company name Str	NOT CONFORM TO IBAN REGULATIONS (SEE NOTES):
country code bank code IBAN SWIFT CODE IF PAYMENT IS BY BANK TRANSFER TO COUNTRIES THAT DO BANK DESCRIPTION company name Str. town bank code	NOT CONFORM TO IBAN REGULATIONS (SEE NOTES):
country code bank code IBAN SWIFT CODE IF PAYMENT IS BY BANK TRANSFER TO COUNTRIES THAT DO BANK DESCRIPTION company name Str. town bank code	NOT CONFORM TO IBAN REGULATIONS (SEE NOTES):



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FOR PAYI	MENTS MADE BY	POSTAL ACCOUN	IT:																						
ITALY	I T	bank code	9 9	9	9 9		9	9	9	9	9					Τ	T					Τ			
	Country code			abi					cab							post office account number									
	no invoice will be issued by UNITRENTO for any advance payment sent abroad.																								
The invoice issued by the service provider must be made payable to:																									
Università degli Studi di Trento																									
Via Calepina n. 14 - 38122 TRENTO																									
Tax code and VAT no. IT00340520220																									
For electronic invoices, send the service provider the Single Office Code of the paying organization																									
NOTE: The invoice must be VAT exempt for personnel TRAINING COURSES ONLY, in accordance with Article 10 of Italian Presidential Decree 633/72, as laid down under Article 14 (10), Law 537 of 24.12.1993, while for CONFERENCES AND SEMINARS the prevailing VAT rates shall be applied The undersigned declares that she/he has received the information required by EU Regulation 2016/679 "General Data Protection Regulation - GDPR"												or													
Date	signature																								
																								_	
PART RESERVED FOR THE HEAD OF THE MANAGEMENT CENTRE																									
Given t	the above re	quest, the su	m of _										_eı	ırc	is h	nere	by	y autl	nori	sed.	i				
The co	st is to be as	ssigned to the	e Projec	ct/Co	ost C	entr	e _														_				
																			Fı	und	404	00	281		
date																				F	und c	dire	ector		
																				Pro	f. Eli	sa	Ric	Cİ	
	ved: author signature of	izea by f the director (of the D	DISI)	Prof	f. Pa	olo	Gio	orgi	ni															

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NOTES FOR BANK PAYMENTS.

BANK TRANSFERS WITHIN ITALY

Please provide the following information:

- Complete details of the bank (branch, address, city);
- Country code (IT);
- Sort code/bank no. (Abi/cab-basic bank code) (10 numeric characters);
- Account number (12 alphanumeric characters);
- Company Identification Number CIN (1 letter).
- IBAN code (27 alphanumeric characters);

WIRE TRANSFERS TO EUROPEAN COUNTRIES THAT SUBSCRIBE TO THE IBAN STANDARD

In addition to Italy, the European countries that subscribe to the IBAN standard as of 29 April 2004 include: Andorra, Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Gibraltar, Great Britain, Greece, Hungary, Iceland, Ireland, Lithuania, Luxemburg, Malta, the Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, and Switzerland. Banks in these countries require the following information:

- Complete details of the bank (branch, address, city);
- Country code (2 characters shown in the SAP table);
- Bank code (corresponding to the national code of the bank, e.g.: code banque code guichet, BLZ, sort code, etc);
- Account number;
- Company Identification Number (<u>control field mandatory only</u> for FRANCE, SPAIN, AND PORTUGAL);
- IBAN code:
- Swift code (<u>mandatory</u> regardless of the country of destination of the bank transfer max 11 characters).

BANK TRANSFERS TO EUROPEAN COUNTRIES THAT DO NOT SUBSCRIBE TO THE IBAN STANDARD

- Complete details of the bank (branch, address, city);
- Country code (2 characters shown in the SAP table);
- Account number;
- O Swift code (mandatory regardless of the country of destination of the wire transfer max 11 characters):
- The ABA code is <u>mandatory</u> for transfers to the United States (entered into the bank code field) as it is not always possible to obtain the correct SWIFT. Ensure this information is always given.

The account number must be entered without spaces, dashes or slashes. The IBAN code is mandatory. The Treasurer cannot make the payment without this number (except for wire transfers to countries not subscribing to the IBAN standard).

The length of the IBAN code varies to a maximum of 34 alphanumeric characters, depending on the foreign country. The first two digits identify the country code, the next two numbers represent the control digit of the accuracy of the IBAN, and the remaining digits correspond to local information, such as the bank and the account number.

Be as complete and accurate as possible in providing information to avoid any delays in payment.



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INFORMATION REGARDING PERSONAL DATA PROCESSING IN ACCORDANCE WITH EU REGULATION 2016/679

Regulation EU 2016/679 on the protection of natural persons with regard to the processing of personal data (the General Data Protection Regulation, hereinafter "GDPR") establishes the right of every person to the protection of all personal data concerning them. As an interested party, in accordance with article 13 of the GDPR, we provide you with the following information.

1. Data Controller and Data Protection Officer

The data controller is the University of Trento, n. 14, 38122 Trento, email: ateneo@pec.unitn.it; ateneo@unitn.it. The contact details of the Data Protection Officer are: Ing. Zanella Nicola, via Verdi n. 8, 38122 Trento, email: rpd@unitn.it.

2. Processing purpose and legal basis

The processing of your personal data is carried out by the Data Controller exclusively to comply with obligations relating to the setting up and/or administration of the contractual relationship, including any legal obligations in fiscal, social security and insurance matters in accordance with current legislation.

3. Nature of the provision of data

The provision of personal data is mandatory and failure to provide it prohibits the setting up/or administration of the aforementioned contractual relationship.

4. Processing methods

The processing of your personal data will be carried out in paper form and/or digitally by staff authorized to process the data in relation to the tasks and duties assigned to them, in compliance with the principles of lawfulness, correctness, transparency, adequacy, relevance and necessity and the obligations of confidentiality.

5. Categories of recipients and possible transfer abroad

Your personal data may be disclosed to public and/ or private entities in compliance with specific legal and/or contractual obligations. Your personal data will not normally be transferred to non-EU countries.

6. Data retention period

Personal data will be stored for the period deemed necessary to achieve the aforementioned purposes and in any case for as long as is necessary to meet legal obligations. It will be kept for the time period established by current legislation regarding the conservation of administrative documentation.

7. Rights of the data subjects

As an interested party, data subjects can ask the controller at any time to exercise their rights referred to in articles 15 et seq. of the GDPR and, specifically, to access personal data, for correction, integration, cancellation, and limitation of processing. The data subject has the right to object to the processing of personal data concerning him/her and to withdraw their consent. For more information and to exercise your rights, you can send a specific request to the addresses indicated above. Finally, the right to lodge a complaint with the Guarantor for the protection of personal data remains unaffected in accordance with article 77 of the GDPR.