





## **INSTRUCTIONS FOR FILLING IN THE THIRD PARTY REGISTRATION/MODIFICATION FORM**

**SECTION 1. Personal details of the person concerned:** The information entered must necessarily belong to the natural or legal person that is to receive the payment.

The given name and surname(s) or the business name must be entered exactly as they appear in the identification document (Spanish Identity Document (DNI), Tax Identification No. (NIF), Foreigners' Identification No.(NIE)).

This form shall be accompanied by a copy of the Spanish Identity Document (DNI), Tax Identification No. (NIF) or Foreigners' Identification No. (NIE). If the person concerned is a natural person, the DNI photocopy may be replaced by the person's consent for the consultation of the identity data verification system.

**SECTION 2. Representative's details:** This section must be completed if the payee is a legal person or a natural person acting through a representative. Said representative must enter his/her identification document (National Identity Document (DNI), Tax Identification No. (NIF), Foreigners' Identification No.(NIE)), given name and surname(s), and sign the form.

**SECTION 3. Bank account details:** The IBAN Code must be provided for accounts opened in countries within the Single Euro Payments Area (SEPA). The IBAN consists of 4 digits (a country code and 2 check digits) followed by the Client's Account Number from the corresponding country.

If the person concerned has previously indicated an account number, payments shall preferably be made to the account indicated in this form.

The holder of the designated bank account must be the person concerned (that is, the person mentioned in Section 1) and this fact must be substantiated as follows:

- a) If the person concerned is a legal person, with the signature and stamp of the corresponding bank.
- b) If the person concerned is a natural person, the signature and stamp of the bank may be replaced by a photocopy of the savings book or any other bank document which proves that the person concerned is the holder of the account.

**SECTION 4. Deregistration of bank account details:** this section must only be completed if you wish to remove an account number which has already been included in the Database for Third Parties of the Cabildo de Gran Canaria (Gran Canaria Island Council).

**Where to present this form:** Pursuant to article 16.4 of Law 39/2015, of 1 October, on the Common Administrative Procedure applicable to Public Administrations, all applications, written submissions and communications addressed to the Cabildo de Gran Canaria may be presented at:

- The General Register: Calle Bravo Murillo, no. 23, access through Calle Pérez Galdós. Ground floor of the Building attached to the Casa Palacio (Palace-House).
- Decentralized Registers of the Cabildo de Gran Canaria.
- In the Electronic Register of the Cabildo de Gran Canaria, as well as other electronic records of any of the subjects referred to in article 2.1.
- Post offices, as established by law (Royal Decree 1829/1999, of 3 December 1999, which approves the regulations governing the provision of postal services, implementing Law 24/1998 of 13 July 1998, on the Universal Postal Service) at the following address: Calle Bravo Murillo, no. 23, CP [postcode] 35003, Las Palmas de Gran Canaria.
- At any Spanish diplomatic mission or consular office abroad.
- At any Assistance in records offices.
- At any other location specified in the provisions in force.