

## Example - Please complete the Online Form!

### LIA Register Membership request module

Craft enterprises (legal persons, partnerships and sole proprietorships) that carry out craft works in the fields indicated by the Council of State in the Rules must be registered in the LIA Register (Articles 1 and 2 LIA, Art. 1 RLIA, and Appendix to RLIA).

#### Important

See the complete and detailed instructions for the enrolment procedure published on the site!

#### 1. Trade category in which registration in the LIA Register is requested

Registered enterprises are authorized to carry out only craft works comprised in the trade category in which they are registered (Art. 7, paragraph 1, RLIA).

Enterprises which carry out works in more than one trade category and general enterprises which carry out craft works must meet the requirements established for each category and obtain registration in every one of them (Art. 7, paragraph 2, RLIA).

Specify the category for which registration is requested.

NB: it is possible to make only one choice on the online form; for registration in more than one category it is necessary to complete the application for the first category. After the application form is saved (submitted), data for logging into the system again will be sent to the contact email address. Call up data on the enterprise and apply for an additional category.

Fields to be completed by the user		Fields requiring attachment of some documents		
Category	Already a member of your trade association (Yes / No)	There is a generally binding CLA at the cantonal or federal level	Security deposits are compulsory	Payment of contributions to the early retirement fund is compulsory
Constructions in wood / carpentry - roofing		Yes	No	No
Joining works		Yes	No	No
Painting works / Sealing and resin		Yes	Yes	Yes
Tiling works		Yes	Yes	Yes
Plastering works, ceiling installation works		Yes	Yes	Yes
Flooring installation works		Yes	Yes	Yes
Glazing works		Yes	Yes	No
Metallic constructions / Metallic carpentry / Sunscreens		Yes	Yes	No
Gardening works		Yes	Yes	No
Forest entrepreneur works		Yes	No	No
Chimney sweeping works		No	No	No
Construction technique		Yes	Yes	Yes
Scaffolding installation		Yes	Yes	Yes

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**2. Details on the enterprise**

**2.1 Address**

Company name: .....

Address of registered office/offices: .....

NPA: .....

Town: .....

Canton: .....

Province: .....

Region: .....

Country: .....

Tel.: .....

Fax: .....

**Person to contact:** .....

**E-Mail (\*):** .....

Website address: .....

(\* Important: data for logging into the system, calling up and changing data on the enterprise, adding applications for registration in additional categories, as well as all notices concerning registration in the Register and invoices will be sent to this email address.

**2.2 Location of warehouse/workshop (obligatory)**

Address of warehouse: .....

NPA: .....

Town: .....

Square meters: .....

Not available: .....

  

Address of workshop: .....

NPA: .....

Town: .....

Square meters: .....

Not available: .....

**2.3 Inventory of tools and machinery**

Specify the main tools and machinery available to the enterprise:  
.....  
.....  
.....  
.....

**2.4 If the enterprise is not yet active**

- a) Employees, number of hired personnel envisaged: .....
- b) Workers from temporary employment agencies, number of workers envisaged: .....
- c) Scheduled date of commencement of business (month and year): .....

**2.5 If the enterprise is already active**

- a) Number of employees currently employed: .....
- b) Number of workers obtained from employment agencies: .....
- c) Date of commencement of business (month and year): .....

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### 2.6 Registration in register of commerce (RC)

Date of registration: .....

Not registered: .....

Kind of business (to be specified also by enterprises not registered in the RC):

.....  
.....  
.....

### 2.7 Legal status

Individuals:

- independent
- sole proprietorship
- simple partnership
- general partnership company
- limited partnership
- consortium (\*)
- other (please specify) .....

Legal persons:

- cooperative
- limited liability company
- partnership limited by shares
- public limited company

(\*) Consortia of enterprises whose owners are already registered individually in the Register do not have to apply for registration.

### 3. Owner or effective senior member (Arts. 4, 6-8 LIA; Art. 5 RLIA)

For the purposes of registration the person who effectively takes part in management of the company, dedicates his work mostly to it and represents it can be considered the owner or effective senior member (\*) (Art. 4, paragraph 3, LIA), through signatory power, member of the Business Register (if the company is registered).

(\*) For the companies with head office in Italy: a further form of publication of the technical managers in the Registers, which the Italian companies identify in a transparent manner, for the management of their business in Switzerland, and upon whom, for the purposes of membership in LIA Register, verifications are performed for possession of the requirements specified by LIA. The declaration to be made to the EAR (Economic and Administrative Repertory) defines the figure of the "Technical Manager Representative of the company for business performed in Switzerland". After confirmation of the correct company proxies by the competent Italian bodies, this position takes on an external value and recognition to third parties through publication in the EAR and registration in the Chamber of Commerce.

Specify below the owner or effective senior member (\*) corresponding to the trade category in which registration in the LIA Register is requested (chosen in point 1 of this form).

NB: it is possible to make only one choice on the online form; for registration in more than one category it is necessary to complete the application for the first category. After the application form is saved (submitted), data for logging into the system again will be sent to the contact email address. Call up data on the enterprise and apply for an additional category with which to associate the owner or effective senior member.

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Data on the owner or effective senior member:

Last name: .....  
First name: .....  
Date of birth: .....  
Nationality: .....  
Address: .....  
NPA: .....  
Town: .....  
Country: .....  
Tel.: .....  
Fax: .....  
E-Mail: .....  
Level of employment: .....  
Function: .....  
Type of permit or declaration for foreigners (B, C, G, L; 90-days): .....

### 4. Trade requirements of the owner or effective senior member (Arts. 6 and 8 LIA; Art. 5 RLIA)

Specify the trade requirements the owner or effective senior member corresponding to the trade category in which registration in the LIA Register is requested (chosen in point 1 of this form).

#### 4.1 Trade requirements for application for registration in the LIA Register

Diploma/educational qualification: .....  
Year in which diploma or educational qualification was issued: .....  
Issued by: .....

#### 4.2 Requirements for taking part in public contracts

Please see the Rules for application of the law on public procurement and the Intercantonal Convention on public contracts (RLCPubb/CIAP), Art. 34.

#### 4.3 Minimum experience in the trade

With educational qualification in the field:

Confirmation that the applicant has 3 years of practice in the field for which registration is requested, experience gained since obtaining educational qualification. Such practice must be proven by certificates and references:

- yes, 3 years of practice of the trade in the field (to be proven)
- no

Without educational qualification / without educational qualification in the field:

Confirmation that the applicant has practiced the trade **in Switzerland** for at least 5 years in the field for which registration is requested. Such practice must be proven by certificates and references:

- yes, 5 years of practice of the trade in the field **in Switzerland** (to be proven)
- No

### 5. Final provisions

False or forged declarations can lead to criminal proceedings according to the Swiss Penal Code.

All modifications of trade or personal requirements, as well as the statute of the enterprise must be notified within one month (Art. 8 RLIA).

Disciplinary and/or criminal proceedings remain reserved in the event of operation of a company not inscribed in the Register, of artisanal activities subject to the LIA (arts. 20 and 22 LIA).

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By signing this form, the enterprise/owner authorizes its insurance entity and tax authorities to provide the Supervisory Committee LIA with any complementary information, in the amount necessary for the verification of the enrolment request.

With signature of the module, the company seeks to pay the balance of the enrolment cost of CHF 600 for membership in a trade category (art. 19 LIA, art. 11 paragraph 1, letter a RLIA), CHF 300 for additional trade categories (art. 19 LIA, art. 11, paragraph 2 RLIA), respectively the amount of CHF 200 for examination of the request in case of negative result of the same (art. 19 LIA, art. 11 paragraph 3 RLIA).

### 6. Attachments

The instructions, which can be downloaded from the site [www.albo-lia.ch](http://www.albo-lia.ch), specify which attachments are necessary and where they can be obtained. Such documents will not be returned. Once the online form has been completed it should be printed, stamped, dated and signed. This document contains a summary of the personalized list of documents to be enclosed with the application.

### New online management

Upon completion of the online Module, the system allows the user to upload the requested attachments, previously scanned, in order to allow their prior examination (submission of paper copies of the documents is also required). Beside each document appears a plus sign "+". The secretary validates the documents and refuses those not in compliance by advising the applicant. Once validated, the user may not modify them further. The secretary is immediately informed of the completed requests, and can proceed to their fulfillment according to priority and chronological order. The requests, individually accompanied by the attached paper copies are processed in chronological order by their entry date.

### Procedure for submitting the application for registration in the LIA Register

To apply for registration in the LIA Register the following is recommended:

- Ask the concerned institutes and entities for the documents to be enclosed with your application in the required form.
- Complete the LIA Register online application form on the site [www.albo-lia.ch](http://www.albo-lia.ch) If possible, upload the required attachments online
- Once the form has been completed it should be printed, stamped, dated and signed.
- Attach to the form the whole of the required documentation, summarized per convenience, on the same form (if possible, already uploaded online).
- Send the documentation or deliver it to the office of the Commissione di vigilanza LIA (LIA Supervisory Committee), Via Zorzi 36, CP 1066, 6500 Bellinzona 2 (the use of certified post is recommended). **Please send all the required attachments in one envelope only to speed up the processing of your application.**

For registration in more than one category: complete the form for the first category, after the application form is saved (submitted) data for logging into the system again will be sent to the contact email address. Call up data on the enterprise and apply for an additional category with which to associate the owner or corresponding senior member.

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