

Instructions for membership applications in the LIA Register

Enterprises (legal persons, partnerships or individual companies) that perform artisanal work in the trade sectors indicated by the Council of State through Regulation (arts. 1 and 2 LIA, art. 1 RLIA, and RLIA annex) in the cantonal territory are required to maintain membership in the LIA Register. The subject enterprises are authorised to perform only the artisanal works included in the trade category in which they are members (art. 7, paragraph 1, RLIA). Enterprises that perform works in additional trade categories, and general enterprises that perform artisanal work directly, are required to comply with the requirements established for each category, and to obtain enrolment in each of them (art. 7, paragraph 2, RLIA).

Procedure

Complete the LIA Register membership application through the Online Module present on site www.albo-lia.ch (enrolment page). Once the Online Module is complete, the system sends the applicant an application submission confirmation email, containing system access data, namely the User Name and Password. Please keep this data. In the case of any loss of the assigned Password, it is possible to request a new one directly from the system by clicking on *Forgot Password?*, which will be sent directly to the email address indicated by the applicant.

It is important that the applicant's email contact is valid and checked regularly, since all communications of the LIA Secretariat are made by this method!

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 secretariat validates the documents and refuses those not in compliance by advising the applicant. Once validated, the user may not modify them further. The secretariat 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 entry date of the Online Module.

The printed, data, stamped and signed membership application module must be delivered to the LIA Supervisory Commission, accompanied by the specific attachments requested for examination of the application.

For membership in additional trade categories, complete the first membership application as indicated above. Using the User Name and Password received via email, access the system, reference the company data, and make the application for an additional category to associate with the corresponding owner or managing member.

The documents and certifications shall be uploaded online (if possible) **and** be delivered in paper form to the address indicated below. Please provide all printed documents in a single envelope.

The documents to provide depend on the legal form of the enterprise, whether there are employees or not, if it is a newly formed company, etc. The personalised list of documents required is provided at the end of the application Module that the applicant must print following its completion.

Requests by the secretariat are sent to the enterprise exclusively by email. In case of incomplete or non-compliant documentation, the secretariat sends, by email – for the convenience of the user – a maximum of two reminders giving them 10 working days in which to send the missing documentation.

If this final deadline is not respected, the request will not be processed further. The submission of the membership application is not equivalent to membership in the Register!

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.

Documents and certifications to attach

- a. Printout of the dated, signed and stamped Module.
- b. Copy of diploma or school certificate.
- c. Brief Curriculum vitae showing significant professional experience relevant to membership in the Register. These professional experiences, in the sector subject of the Register membership application, must be **substantiated** by certifications and references concerning the business practiced (experience of 3 years following achievement of school certificate; of 5 years in Switzerland if not in possession of a school certificate or school certificate of a different sector). Failure to provide the requested information, or in case of doubt regarding the professional qualifications, the LIA Supervisory Commission may summon the applicant for a technical verification of professional skills specific to the sector.
- d. Copy of the work contract, if available, or other confirmation of the effective level of employment of the enterprise.
- e. Extract of the Register of Convictions.
For holders who are members of the LIA Register residing in Italy, add the general judicial record released by the court, or similar document from other countries.
- f. Extracts of the Office of Debt and Bankruptcy (Ufficio esecuzione e fallimenti, UEF) relating to the holder and the company (two separate documents, except for individual companies that obtain a single document).
For holders who are members of the LIA Register residing in Italy, must include a Certificate of pending legal proceedings issued by the court. Similar documents are required for other countries.
- g. Copy of membership in the Commercial Register (if the company participates).
Certificate of good standing issued by the Chamber of Commerce for companies headquartered in Italy, or similar documents for other countries.
- h. OASI Declaration (personal and/or joint contributions). Copy of affiliation for independents. (**)
- i. AIA certification of insurance coverage (personal injury insurance). (**)
- j. Certification of loss of income insurance coverage in case of illness (**)
- k. Certification of OPA premium payments (pension insurance). (**)
DURC statement for companies headquartered in Italy pending the requirements indicated above with analogous documents of companies headquartered in other countries (**).
- l. Certification of income tax at source payments (for companies headquartered in Switzerland).
- m. Certification of company civil liability insurance coverage.
- n. Companies subject to CLA: confirmation of payment of professional contributions, payment of security deposit (where provided), of contributions to early pensions funds (where provided) and compliance with the CLA.
Respectively, confirmation of security deposit (where provided) for companies headquartered abroad.

Only declarations issued by the appropriate authorities are admissible (see Useful Links below). The validity of the declarations is 3 months from their issue. In the case of any missing payments, payment plans are accepted, agreed between the member and the body, and with timely payments. This also applies to any certificates of unpaid debts.

Rates

New memberships: CHF 600 for the first trade category, CHF 300 for additional categories.

Annual renewal: CHF 400 for each trade category.

Application costs (new member/renewal) in case of refusal: CHF 200.

Address

Commissione di vigilanza LIA
DOMANDA DI ISCRIZIONE ALBO LIA
Via Zorzi 36, CP 1066
6500 Bellinzona 2

Please send the module, along with all required attachments in a single envelope. Certified post with return receipt is recommended.

For information

info@albo-lia.ch

Telephone: +41 91 820 01 50

08:00-12:00 Monday-Wednesday-Friday

Window:

09:00-12:00 / 13:30-16:00 from Monday to Friday

Important: definition of effective owner or managing member for membership in the LIA Register

The effective owner or managing member is that which effectively participates in the company management through a presence of at least 50% of the normal working time, that represents the company and guarantees fulfilment of its legal obligations. For enterprises included in the Commercial Register, they must be registered with signatory power (individual or collective).

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. To certify the presence of these technical managers for the purpose of membership in the EAR, presentation of the Chamber of Commerce certificate is required, indicating the technical office holders; remember to request the comprehensive certificate of the declaration of operation, to certify the absence of legal proceedings of the enterprise.

Useful Links

Criminal records excerpts: https://www.e-service.admin.ch/crex/cms/content/strafregister/strafregister_en

Cantonal Abstract of executions (natural persons/legal persons): <https://www4.ti.ch/di/dg/uef/home/>

Commercial Register: <https://www.zefix.ch/en/search/entity/list>

Taxes at source: <http://www4.ti.ch/dfe/dc/sportello/attestazioni-e-copie-di-documenti/>

Joint Commissions: <http://www.cpcdilizia.ch/> or <http://www.cpcdiverse-ti.ch/cpcview.php?id=9>

Berufsregister: <http://www.berufsregister.com/>

DURC: www.inps.it / www.inail.it

Operations form for enrolment of technical managers in the EAR (enterprises with headquarters in Italy): http://www.va.camcom.it/files/reg_impresa/Iscrizione_REA_Qualificatecnica_AlboLIA.pdf