

ALERT: ELECTRONIC REGISTER IN START-UP IMPLEMENTATION PHASE

To submit applications electronically, you must take the following into account:

Maximum storage capacity:

The maximum storage capacity of documentation is 3.5 MB per registration. If the documentation exceeds this capacity, the documents must be attached in two phases. To avoid this, we recommend you to scan the documentation with a lower resolution (you can also try scanning it in black and white), so that the documents fit the maximum capacity indicated.

Although the accepted formats are PDF and JPG, we recommend you to use the PDF format to avoid exceeding the maximum storage capacity.

In the event of an incident during the registration process:

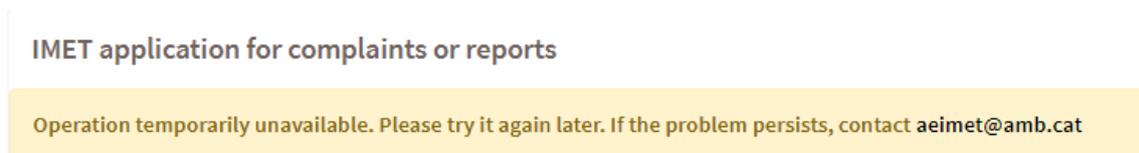
The electronic register is in start-up implementation phase. That is why we recommend to not wait until the last days of the deadline to submit your application.

You will know that your registration has been successful if, after signing and submitting your application digitally, you can see the following message:



Otherwise, it may have happened:

a. That the submission of the application could not be successfully completed (final step of the process). You will get the following message:



If you reached this phase of the process, the failed attempt of electronic registration will be recorded into the system. If you did it within the deadline, the application will be deemed validly submitted.

b. That the technological process failed during the identification or digital signature (VÀlid system) phases, or while filling out the web form. In these cases, you will not see a message like the previous one, because the IMET General Registry will not be aware of the failed attempt to submit your application. In such case, the application will NOT be deemed as filed.

In the event of any incident, we recommend that you repeat the electronic procedure at any other time on the same day or the next day, as long as the deadline for submitting applications has not ended.

Remember that the documentation submitted beyond the deadline cannot be accepted.

Finally, we remind you that you can also submit an application by the other channels established in the article 16.4 of Law 39/2015, of October 1, of the Common Administrative Procedure of the Public Administrations.

Thanks for your understanding.

General Registry