



INSTRUCTIONS FOR FILLING OUT THE FORM FOR REGISTRATION OF NEW/DELETION OF THIRD-PARTY CONTRACTORS

SECTION 1. Personal details: These must be of the individual (“natural person”) or body corporate (“legal person”) that is to receive the payment.

The full name (given name(s) and surname(s)) or company name must be entered exactly as they appear in the ID document. (Spanish NATIONAL ID / TAX ID / FOREIGN RESIDENT ID).

A copy of the ID document - Spanish NATIONAL ID / TAX ID / FOREIGN RESIDENT ID is to be attached to the form.

SECTION 2. Representative’s Details: This section must be completed if the payee is a body corporate (“legal person”) or if it is an individual (“natural person”) who acts via a representative. The Representative must provide his/her ID (Spanish NATIONAL ID / TAX ID / FOREIGN RESIDENT ID), full name, and signature.

SECTION 3. Bank details: It is essential to quote the IBAN for all bank accounts in countries that are members of the Single Euro Payment Area (SEPA); the IBAN comprises four digits (the country code and 2 control digits) followed by the digits of the Customer Account Code from the relevant country. If the payee has already designated an account previously, payments will preferentially be made to the account indicated in this standard form. The bank account stated must be that of the payee (i.e. of the person named in Section 1), which must be substantiated by the following supporting documentation: a) If the payee is a legal person, by the signature and seal of the relevant bank. b) If the payee is an individual (“natural person”) the signature and seal of the bank or a photocopy of the savings passbook or other bank document that substantiates that the person in question is the account holder.

SECTION 4. Deleting bank details: This section should only be filled out if you wish to delete accounts already included in the data base of third-party contractors of the Gran Canaria Tourist Board.

Where to present this form: In accordance with article 38.4 of the Law 30/1992, dated 26 November on the Legal Regime of Public Administrations and the Common Administrative Procedure, as amended by the Law 4/1999, dated 13 January, all applications, correspondence and documents addressed to the Gran Canaria Tourist Board may be presented at:

- The General Register of the Tourist Board: 93, Calle Triana, corner of Calle Domingo J. Navarro.
- The General Register of the Council of Gran Canaria: 23, Calle Bravo Murillo, public access via Calle Pérez Galdós. Ground floor of the Annex to the Mansion House (“Casa Palacio”).
- The Decentralized Registers of the Council of Gran Canaria.
- The Registers of any administrative body that is part of the Spanish Public Authorities, or the registers of any Autonomous Community Government Authority, or that of any Authority of any Provincial Government, Island Council, Town or City Municipal Council as stated in article 121 of the Law 7/1985, dated 2 April, enacting the Local Government Fundamental Regulations Act, or the register of any other body that is part of the Local Authority. The last-mentioned of these only applies if a specific agreement has been signed.
- At post offices, in the form stipulated in the relevant regulations (under Royal Decree 1829/1999, dated 3 December, enacting the Regulations on the Provision of Postal Services pursuant to the Law 24/1998, dated 13 July, on the Comprehensive Postal Service), at this address: 23, Calle Bravo Murillo, Postcode 35003, Las Palmas de Gran Canaria.
- At any diplomatic mission or consular office of Spain outside Spain.
- At any other venue specified in the relevant current dispositions.