

Vzor – medzinárodná organizácia, bez bankových informácií v USA

Základné informácie

System for Award Management (SAM) je počítačový systém dostupný cez Internet spravovaný vládou USA. Ak chcú dodávatelia obchodovať s vládou USA, musia mať platnú registráciu v SAM. Dodávateľom môže byť firma, živnostník, alebo organizácia, ktorá má unikátne číslo Data Universal Numbering System (DUNS®) pridelené firmou Dun & Bradstreet.

Registráciu v SAM môže urobiť len osoba reprezentujúca dodávateľa, resp. osoba reprezentujúca samu seba. Použitie údajov v SAM na neautorizované a ilegálne účely môže vyústiť k tresným pokutám a môže mať negatívny dosah na status registrovanej firmy v SAM.

Inštrukcie:

- 1. Pre fyzickú osobu bez bankového účtu v USA.** Použite uvedený vzor na formálne menovanie zodpovednej osoby len vtedy, ak vaša firma nemá bankové informácie z finančnej inštitúcie v USA v registrácii SAM.
- 2. Vyplňte vzorový dokument.** Vyplňte prázdne políčka. Do vyznačenej časti vložte požadované informácie.
- 3. Vytlačte dokument na hlavičkovom papieri vašej firmy,** alebo uveďte právnické meno firmy a fyzickú adresu v hornej časti dokumentu.
- 4. Podpíšte dokument.** Uistite sa, že osoba, ktorá dokument podpisuje má rozhodovacie právo v mene firmy, alebo inštitúcie, ako napríklad vlastník, konateľ, partner ap.
- 5. Naskenujte podpísaný dokument.** Pošlite elektronickú verziu na Federal Service Desk tak, že vytvoríte žiadosť na stránke at <https://www.fsd.gov> a pripnete zoskenovaný dokument. Vaša registrácia bude podmienčne ativovaná na dobu 45 dní, ak bude tento podpísaný dokument priložený k registrácii.

Koniec inštrukcií. Vyplňte prosím dokument, ktorý nasleduje.

[Vytlačte dokument na hlavičkový papier vašej firmy]

[Vložte dátum]

FEDERAL SERVICE DESK
ATTN: SAM.GOV REGISTRATION PROCESSING
460 INDUSTRIAL BLVD
LONDON, KY 40741-7285
UNITED STATES OF AMERICA

SUBJECT: Information Required to Activate SAM Entity Registration

Purpose of Letter

The purpose of this letter is to formally appoint an Entity Administrator for each named Entity and to attest to the accuracy of the information contained in the entity registration.

Designation of Entity Administrator

I, **[Insert Name and Title of Signatory]**, the below signed individual, hereby confirm that the appointed Entity Administrator is an authorized officer, agent, or representative of the Entity. This letter authorizes the appointed Entity Administrator to manage the Entity's registration record, its associated users, and their roles to the Entity, in the System for Award Management (SAM).

Entity Covered by this Letter

DUNS® Number: _____

Legal Business Name: _____

Physical Address: _____

Entity Administrator Contact Information

Full Name: _____

Phone Number: _____

Email Address: _____

**The Entity Administrator must have an individual user account in SAM associated with the email address listed.*

Account Administration Preference (ONLY CHOOSE ONE)

You must choose **ONE** of the two following statements by checking the applicable box. Remember, there is no cost to register in SAM -- it is free. However, if you choose to have a third-party agent administer your SAM registration, with or without an associated fee, you must check the Third-Party Agent Designation box below.

[Vytlačte dokument na hlavičkový papier vašej firmy]

Self-Administration Confirmation

For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do not authorize any third party to act on behalf of the Entity listed above. I have checked the Self-Administration Confirmation box to indicate that the designated Entity Administrator is not a third-party agent.

Third-Party Agent Designation

For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do hereby authorize **[insert full name, phone number, address, and email address of the Third-Party Agent]** (Designated Third-Party Agent) to act on behalf of the Entity listed above. This authorization permits the Designated Third-Party Agent to conduct all normal, common business functions within SAM while binding the signatory to all actions conducted and representations made as a result of authorization granted herein. I have checked the Third-Party Agent Designation box and completed the above information to indicate that the designated Entity Administrator is a third-party agent.

Attestation

I, the below-signed, attest to the following:

- All information contained in this letter is complete and accurate.
- The designated Entity Administrator listed above has an individual SAM User Accounts created with the email address provided in this letter.

Respectfully,

[Insert Full Name of Signatory]

[Insert Title of Signatory, e.g. Director of Contracting, Managing Partner, Vice President for Research, etc.]

[Insert Email of Signatory]

[Insert Entity Legal Business Name]

[Insert Entity Physical Address]