

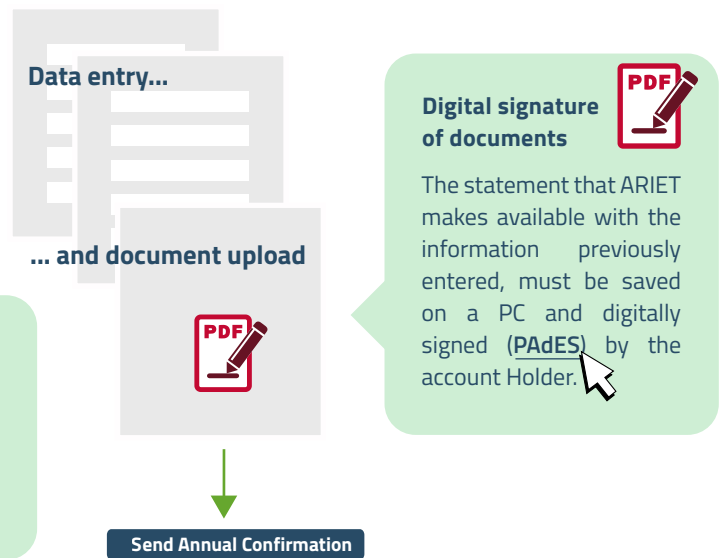
Guide to Annual Confirmation

By **31 December** each year, account Holders (including Verifiers) shall confirm their account information information by sending to the national administrator a statement to be compiled online. Compilation starts by clicking a **dedicated link (a)**, which is displayed on the ARIET and MyAriet home page some time before the end of the year.



• Compilation and submission

The Annual Confirmation is produced by ARIET based on the information you enter during on-line compilation of the forms. Such statement is to be downloaded in PDF format and **digitally signed (PADES)** by the account Holder.

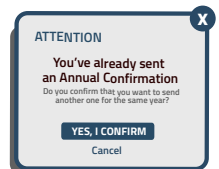


PLEASE NOTE

Information entered in the forms is automatically saved: if you suspend compilation before submission, you may continue simply by clicking again on the link "Annual Confirmation" on the homepage.

Multiple submissions for the same year

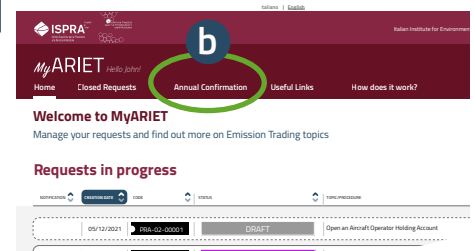
If needed, you may send more than one Annual Confirmation for the same year (e.g., if you submit on behalf of several account Holders, or you need to correct a statement previously sent): in this case, ARIET displays a message warning you that an Annual Confirmation for that year has been already submitted



ATTENTION! If more than one Annual Confirmation for the same account Holder is submitted, only the latest will be taken into account.

• Annual Confirmations already submitted

You may find every Annual Confirmation you submitted in the section "Annual Confirmations" by clicking on the **relevant link (b)** in MyARIET.



The national Administrator will assess if the submission is **formally correct** (e.g. if the statement is digitally signed in PADES)
Annual Confirmation can have one of the following status:



not yet checked by the national Administrator



formally correct



wrong data/multiple submission, etc.

Annual Confirmation Code

Each Annual Confirmation has a unique ID number with a format such as: `DA-2023-0001`