

# WeMed Mediterranean Sustainability Award 2021

## Application Guide

The purpose of this document is to assist you in completing the application process for the WeMed Award 2021. Your application will be considered successfully submitted by downloading, filling, and submitting the **WeMed Award Official Application Form**.

[https://ovt.gencat.cat/gsitgf/AppJava/traint/renderitzar.do?reqCode=inicial&set-locales=ca\\_ES&idServei=ARC037SOLC](https://ovt.gencat.cat/gsitgf/AppJava/traint/renderitzar.do?reqCode=inicial&set-locales=ca_ES&idServei=ARC037SOLC)

Note: The form is only viewable using Adobe Reader.

You can download Adobe Reader for free here:

<https://get.adobe.com/uk/reader/>

This guide includes:

### **1- Before You Start**

All documents needed for the application process.

### **2- Technical Annex Document** (Technical Report)

How to complete the technical annex document, which is required for the Official Application Form.

### **3- Official Application Form**

How to complete the Official Application form and thus complete the submission.

### **4- Supporting Information**

FAQs, criteria, and other supporting information.

# 1- Before you start!

In order to complete the application form, you need to prepare the documents listed below.

We advise you to complete the documents listed below before starting completing the **Official Application Form**.

## 1- Organization Tax Identification Document

A document that shows the registration of the organization within the local tax system.

## 2- Representative's Identification Document

A valid ID document of the person representing the organization for the Award (Ex: Passport, ID)

## 3- Representative's capacity certification Document

A document that shows that the representative has the legal capacity to represent the organization (e.g: a document showing the organigram, the entity statutes, an authorisation from the CEO, etc.)

## 4- Bank Account Certificate

A document issued by your organization's bank confirming the ownership of the bank account.

## 5- Technical Annex Document (Technical Report)

This is a supplementary long form that would explain all the details of your organization. This form will have to be completed, and then downloaded to be attached to the Official Application form. To see the questions you will have to answer, you can check the reference document in the [Help Section](#) (click on "*Canvi d'idioma*" to see the page in English).

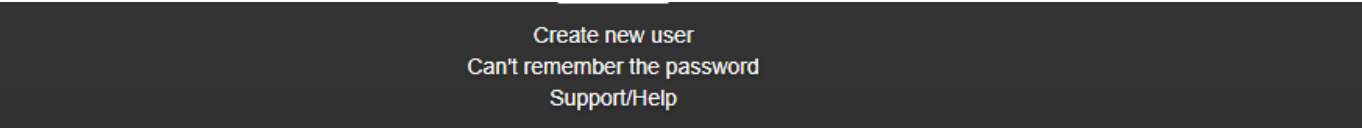
Please follow this guide that will show you how to complete the technical annex document.

## 2- Technical Annex Document

The technical annex document is required to be attached to the Official Application Form in order to complete the submission. To complete the technical annex document, you need to follow the below steps. Please note that you can save your work and continue later before your final submission.

1- Go to: [www.arc.cat/wemedaward/](http://www.arc.cat/wemedaward/)

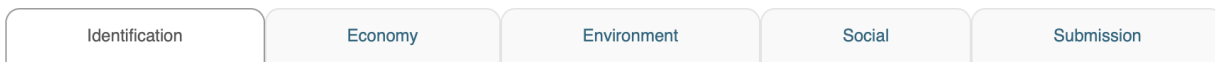
2- Create an account



Create new user  
Can't remember the password  
Support/Help

Click on “Create new user”, fill out the information details and save.  
You will receive an email with a password that you can change.

3- Complete “Identification” section

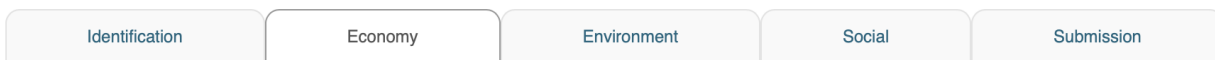


In the section “Basic Information on the Sustainable Business”, “Registration Date” refers to the date the organization was registered.

Please note that if you are applying for “Early Stage” the date of registration should be no longer than 3 years back. For “Growth Stage” applicants, the date has to be at least 3 years back.

Also note that the maximum number of employees permissible is 250.

4- Complete “Economy” section



5- Complete “Environment” section



## 6- Complete "Social" section



## 7- Complete "Submission" section



## 8- Generate Technical Annex

[↗ GENERATE TECHNICAL ANNEX](#)

This will download a PDF document that contains all the information that you entered. Once signed, this document will be ready to be uploaded to the Official Application Form.

## 9- Sign the Technical Annex

This step would be considered complete if you successfully attach an image of your signature to the form.

If for some reason that is not possible, you can do the following:

After downloading the document, you need to sign it digitally using Adobe reader, or alternatively, you can print, sign by hand, scan, and save the document to be uploaded.

### 3- WeMed Official Application Form

Now that you have all the required documents ready, including the completed and downloaded Technical Annex document, you can proceed to completing the Official Application Form.

1- Go to link:

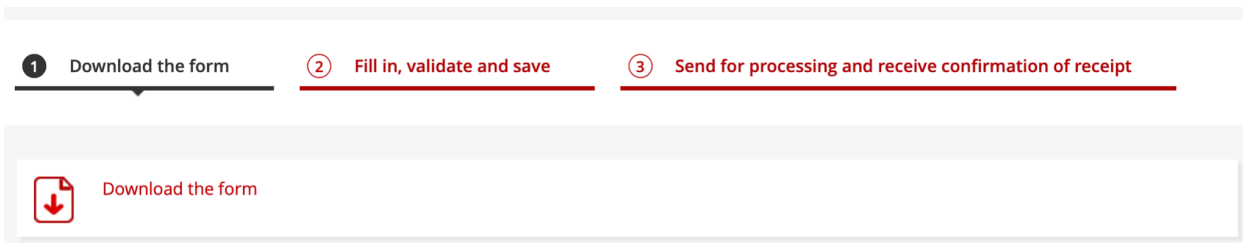
[https://ovt.gencat.cat/gsitgf/AppJava/traint/renderitzar.do?reqCode=inicial&set-locale=ca\\_ES&idServei=ARC037SOLC](https://ovt.gencat.cat/gsitgf/AppJava/traint/renderitzar.do?reqCode=inicial&set-locale=ca_ES&idServei=ARC037SOLC)

2- Change language to English (choose “en”)



You will find the language selector at the top right-hand corner of the page.

3- Download the form



4- Open the form with Adobe Reader

Please wait...

If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.

You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting <http://www.adobe.com/products/acrobat/readstep2.html>.

For more assistance with Adobe Reader visit <http://www.adobe.com/support/products/acroreader.html>.

Windows is either a registered trademark or a trademark of Microsoft Corporation in the United States and/or other countries. Mac is a trademark of Apple Inc., registered in the United States and other countries. Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.

If you are seeing this on your document, it means you are not using an updated version of Adobe reader. The document should only be filled with an updated version of Adobe reader.

This is the right document.

If Adobe asks for permission to connect with Gen.Cat website, please click “Allow”.

## 5- Fill the form

- 1 Download the form
- 2 Fill in, validate and save
- 3 Send for processing and receive confirmation of receipt

### Identification data of the person, institution or entity requesting

Indicate type of applicant

- Natural person
  Legal person

Please select “Legal Person”. This applies to all legally registered organizations.

### Identification data of the legal entity

Name of corporation

Type of identification document

- Company's tax identification number
- Foreign corporation number

Identification number

Identification data of the representative of the legal entity

For “Type of Identification Document”, please select “Foreign Corporate Number”. This applies to all organizations that are not registered in Catalunya.

When selecting the Country of origin, the list might appear in Catalan. In that case, here is the translation for your country:

Algeria > Algèria      Jordan > Jordània      Tunisia > Tunísia  
 Egypt > Egipte      Lebanon > Líban      Palestine > Cisjordània i Gaza/Palestina  
 Israel > Israïl      Morocco > Marroc

The same might happen with the list of "Type of Road". Here are the main translations:

Avenue > Avinguda      Building > Edifici  
Street > Carrer      Boulevard > Passeig  
Road > Carretera      Square > Plaça

## WeMed Mediterranean Sustainability Award 2021

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### Attached documentation

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Attach the following files:

<input type="checkbox"/> Technical Annex (PDF generated by the participation form and signed)	<b>required</b>	<input type="button" value="Attach"/>	<input type="button" value="Delete"/>	<input type="button" value="View"/>
<input type="checkbox"/> Tax identification document of the applicant entity	<b>required</b>	<input type="button" value="Attach"/>	<input type="button" value="Delete"/>	<input type="button" value="View"/>
<input type="checkbox"/> Identity card of the entity representative	<b>required</b>	<input type="button" value="Attach"/>	<input type="button" value="Delete"/>	<input type="button" value="View"/>
<input type="checkbox"/> Documentation accrediting the powers with which the representative of the entity acts	<b>required</b>	<input type="button" value="Attach"/>	<input type="button" value="Delete"/>	<input type="button" value="View"/>
<input type="checkbox"/> Certificate of bank account ownership	<b>required</b>	<input type="button" value="Attach"/>	<input type="button" value="Delete"/>	<input type="button" value="View"/>

Upload the 5 prepared documents.

Make sure that the TOTAL size of all 5 documents does not exceed 5 MB.

Official application form PDF: 1MB

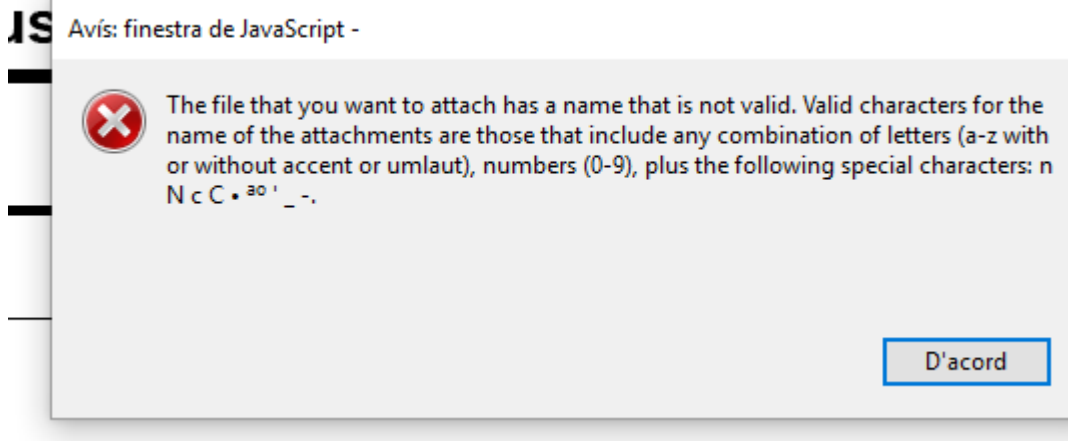
- Technical annex ( [www.arc.cat/wemedaward](http://www.arc.cat/wemedaward) form) : 500KB
- VAT document: 200KB
- Id document: 200KB
- Power to act document: 3MB
- Bank certificate: 200KB

On this link, you can find online tools that help you reduce PDF sizes if needed:

[https://www.ilovepdf.com/compress\\_pdf](https://www.ilovepdf.com/compress_pdf)

\*Tip: If when you try to attach the documents the following message appears:





Make sure the file name doesn't have blank spaces. (For example, rename the file as "Technical\_Annex" instead of "Technical Annex").

Finally, you have to accept the data protection conditions:

I accept the terms

Indicate the type of application that you want to perform:

Submission through digital certificate  Submission not through digital certificate

Check

Unlock

As your organization is most probably not registered in Catalunya and does not have a digital certificate, please select "Submission NOT through digital certificate".

Verifying the identity of the applicant through a digital signature, or a handwritten signature sent with certified mail is normally mandatory. But due to the exceptional circumstances caused by the COVID-19 pandemic, the Technical Secretariat will substitute this step with a video call to verify the identity of the individual representing the applying entity, in case this entity has been selected as a finalist for its subcategory.

## 6- Submit the form

① **Download the form**

② **Fill in, validate and save**

③ **Send for processing and receive confirmation of receipt**

Step 3.1 Select and send

- Locate the validated form you have saved on your computer.

**Browse...**  **Submit**

Write a name with which we will identify your procedure from now on. You can modify it at any time in your private area.

Personal code

(This may take a few seconds)

Upload the document.

Select a "Personal Code" that you can identify your project with.

## 7- Save the receipt

1 Download the form

2 Fill in, validate and save

3 Send for processing and receive confirmation of receipt



The form has been sent correctly.

- mportant: If you have not signed the form electronically, download and print the acknowledgment of receipt. We will contact you shortly to verify your identity by telephone or videoconference.

Procedure code (ID): **B95LB2RVB**  
Register number: **9015 - 12658 / 2021**  
Register date: **25/05/2021 13:15:49**



[Download the acknowledgement of receipt](#)

Upon the successful completion of the form, you will receive this confirmation message. Click on **“Download the acknowledgment of receipt”**

You will then receive a PDF document containing the details of your submission.

### WeMed Mediterranean Sustainability Award 2021

#### Acknowledgment of receipt of the application

The application form has been submitted successfully

• File sent: `formulariARC03750LC210525130717.pdf`

• Summary: `361fe7e3ee378eb85c323d37cc63876bd9a7e51e22cd83ff02da6f98df27bbb`

mportant: If you have not signed the form electronically, download and print the acknowledgment of receipt. We will contact you shortly to verify your identity by telephone or videoconference.

\* In order to ensure that this acknowledgment of receipt corresponds reliably to the documents delivered, a summary of these is included, calculated using cryptographic algorithms.

#### General details

Procedure code (ID)	Registration number	Date of registration
B95LB2RVB	9015-12658/2021	25/05/2021 13:15:49

#### Reminders

The Generalitat de Catalunya provides you with different channels to check the status of this procedure:

- By Internet at the address <http://web.gencat.cat/en/tramits> o <http://www.gencat.cat/canaieimpresa>
- By phone by calling 012.

It is advisable to print or save the application locally so that you have a record of the data you have written and the identification numbers on this page so that you can make inquiries about the status of the procedure.

Please save this document.

## 4- Supporting Information

1- Frequently Asked Questions:

<https://www.wemedaward.org/more-info.html>

2- WeMed Award Website

[www.WeMedAward.org](http://www.WeMedAward.org)

3- Contact / Support

Telephone: + 34 935 538 784

[info@WeMedAward.org](mailto:info@WeMedAward.org)