**SUBCONTRACTING AUTHORISATION REQUEST**

I, the undersigned Name, first name, person’s function, having the power to legally bind Supplier name, requests authorisation from Naval Group to subcontract the following part of the supplies and/or services XXX, for (Tick the corresponding box):

⌧ order No. XXXXXXX dated DD/MM/YYYY,

🞎 consultation with reference: XXXXX dated DD/MM/YYYY

For an amount of XXXX € HT[[1]](#footnote-2) to the subcontractor below.

Supplier : Supplier name

* ensures that the subcontractor named below complies with all legal and regulatory obligations to be fulfilled for the execution of the subcontracted order
* remains jointly liable for compliance with contractual obligations.

**SUBCONTRACTOR:**

Subcontractor tier (1, 2, etc.): X

French: ⌧ Foreign: 🞎

Company name: XXX

Legal form of the company: XXX

Company registration number (SIRET for french companies): XXX

Registration number in the trade or business directory: XXX

Address: XXX

Surname, name, person’s function having the authority to hire the subcontractor: XXX

|  |  |
| --- | --- |
| Request date: | Requesting party signature and supplier stamp: |
|  |  |

Please return this form duly completed to your buyer contact.

In case of Supplier work execution on Naval Group site, it is mandatory to provide the hereinafter supporting documents.

**Naval Group DECISION**

Approval[[2]](#footnote-3): 🞎 Refusal: 🞎

Starting date of the authorisation : …………… or T0, T0 being date of ……………

End date of the authorisation : …………… or T0+ … months

|  |  |
| --- | --- |
| Decision date: | Signature and name of the buyer: |
|  |  |

**In case of on Naval Group site outsourcing execution, please provide the following supporting documents:**

1. **Procedures for providing supporting documents**

Subject to approval by Naval Group, the supplier undertakes to communicate the documents listed in hereinafter tables before the Naval Group requested date and, in any case, before the work inception. All these mandatory documents must be uploaded on the **PROVIGIS website**, a certified trusted third party, mandated by NAVAL GROUP to collect and validate the supporting documents provided by all of its subcontractors involved in business.

A subcontractor account opening on PROVIGIS website <https://www.provigis.com/connexion-plateforme-fournisseur/> can be done either on subcontractor’s or NAVAL GROUP initiative to PROVIGIS.

1. **Mandatory supporting documents for French suppliers and subcontractors**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Level 2 or more French subcontractor** | **"NON SENSITIVE"** | **Document type** | **Periodicity** | | | **To whom the document is sent** |
|  | **Expected document** | **Explanations** | **"Before the signature of the contract / order**  **> 5000€ HT"** | **Every 6 months during contract execution** | **At any change during contract execution** |
| **D1** | Less than 3 months old K-bis certificate or receipt of filing of declaration for subcontractors in the process of registration (Extract from the registration to “Registre du Commerce et des Sociétés” i.e. (French) Trade Register) | Makes it possible to justify the subcontractor's registration in the Trade and Companies Register or in the trade directory. | Kbis Extract | X | X |  | Naval Group Purchasing Department |
| **D10** | Certificate of professional civil liability | To be provided once a year or during contract execution to justify of an insurance coverage | Certificate | X |  |  | Naval Group Purchasing Department |
| **D11** | Sworn certificate of external company domiciled or established in France | Application for authorisation to be sent by the Level 1 subcontractor before the Level 2 or + subcontractor is set up, specifying the names of the companies, the nature of the activities/services contracted, the amount subcontracted, the duration and the conditions of payment | NG Proforma | X |  | X | Naval Group Purchasing Department |
| **NB** | **If Level 2 French subcontractors make use of international temporary resources, they must comply with the requirements of this checklist for all the employees who work for them and therefore provide the documents referenced D8 hereinbelow for said resources:** | | | | | | |
| **D8** | Receipt of the prior declaration of secondment | To be provided at the time of the badge request and before the start of each secondment of employees on site. To be renewed in the event of a change in the terms and conditions of the service or in the secondment conditions.  The AR includes the name of the company representative in France, natural person who will be the contact person for the control officers in France (including address + telephone number) | [Acknowledgement of receipt for SIPSI declaration](https://www.sipsi.travail.gouv.fr/) |  |  | X | Contract managers\* |

\*Contract managers : through the NAVAL GROUP site access software (Acknowledgement of receipt will be sent to the DSID (Industrial Security and Defence Department) if validated by the contract managers)

1. **Mandatory supporting documents for foreign suppliers and subcontractors**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Level 2 or more Foreign subcontractor** | **"NON SENSITIVE"** | **Document type** | **Periodicity** | | | **To whom the document is sent** |
|  | **Expected document** | **Explanations** | **"Before the signature of the contract / order**  **> 5,000€ HT"** | **Every 6 months during contract execution** | **At any change during contract execution** |
| **D1** | Proof of registration of the company in the country of origin | Equivalent of the Trade and companies register (Kbis) |  | X | X |  | Naval Group Purchasing Department |
| **D2** | Commercial document allowing to get the company logo, address, registration number, the name of a person in charge | quotation, advertising document or professional correspondence, provided that the name or company name, full address and the nature of the entry in the professional register are mentioned therein |  | X | X |  | Naval Group Purchasing Department |
| **D3** | A document mentioning its individual identification number assigned under Article 286 ter of the (French) General Tax Code (ex : intra-community VAT) | Si le sous-traitant n'est pas tenu d'avoir un tel numéro, un document mentionnant son identité et son adresse ou, le cas échéant, les coordonnées de son représentant fiscal ponctuel en France. | NG Proforma | X | X |  | Naval Group Purchasing Department |
| **D5** | Certificate of social security declarations and payment of social security contributions being less than 6 months (certificate of vigilance) | Makes it possible to check that the company is up to date with its contributions over a given period in its country of origin or in France if these contributions are also paid in France. | Document equivalent to the French URSSAF certificate | X | X |  | Naval Group Purchasing Department |
| **D6** | Nominative list of foreign employees employed by the service provider and subject to the work permit. | Non-EU nationals are subject to a work permit in France, even if the subcontractor uses temporary workers.  The subcontractor shall substantiate and certify whether or not it uses personnel subject to a work permit. Indicate ""State none"" if there are no non-EU nationals. | NG Proforma | X |  | X | Naval Group Purchasing Department |
| **D7** | Work permits for third-country nationals seconded in a company based outside the EU | To be provided at the time of the badge request and before the start of each secondment of employees on site. | Document certifying the work permit according to the non-EU countries |  |  | X | Contract managers\* |
| **D8** | Receipt of the prior declaration of secondment | To be provided at the time of the badge request and before the start of each secondment of employees on site.  To be renewed in the event of a change in the terms and conditions of the service or in the secondment conditions.  The AR includes the name of the company representative in France, natural person who will be the contact person for the control officers in France (including address + telephone number) | [Acknowledgement of receipt for SIPSI declaration](https://www.sipsi.travail.gouv.fr/) |  |  | X | Contract managers\* |
| **D9** | Declaration by the subcontractor on the payment of sums due by way of fine for non-compliance with the obligations related to secondment or non-compliance with the rights of the seconded employees | "  Verification of the subcontractor's payment of the fine related to the non-compliance with the obligations related to secondment " | NG Proforma | X |  |  | Naval Group Purchasing Department |
| **D10** | Certificate of insurance (equivalent to the professional civil liability for a French company) | To be provided **once a year** or during contract execution to justify of an insurance coverage | Certificate | X |  |  | Naval Group Purchasing Department |
| **NB** | **If Level 2 French subcontractors make use of international temporary resources, they must comply with the requirements of this checklist for all the employees who work for them and therefore provide the documents referenced D8 hereinbelow for said resources** | | | | | | |

\*Contract managers : through the NAVAL GROUP site access software (Acknowledgement of receipt will be sent to the DSID (Industrial Security and Defence Department) if validated by the contract managers)

1. This amount remains an estimation till the contract is signed with the subcontractor [↑](#footnote-ref-2)
2. It corresponds to the approval mentioned in the article entitled “assignment / subcontracting / transfer” of the contract.

   In no way it relieves you from your contractual and legal commitments towards Naval Group Company including those in the scope you subcontract to another company nor is a form of approval of the payment terms of your subcontractor.

   Furthermore, this approval does not constitute a subsequent approval to your subcontractor to itself subcontract any part of its workshare. [↑](#footnote-ref-3)