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| --- |
| Name or firm of the holder \* |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| NIF/NIPC (Taxpayer #) \* |

\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_

**Activity Title**

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| 🞎 Artist 🞎 Assayer-smelter 🞎 Jewellery Storekeeper |
| 🞎 Jewellery Industrial 🞎 Jewellery Retailer |

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| Registered office or tax domicileMandatory filling block |
| Address \* |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Postal Code \* | Town/City \* |
| \_\_\_ \_\_\_ \_\_\_ \_\_\_ – \_\_\_ \_\_\_ \_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Municipality \* | District \* |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Telephone |  | Mobile phone \* |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email \* |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

This application allows you to request changes to the Responsibility Mark Register:

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| --- | --- |
| Approval of the Responsibility Mark | Fill in block A |
| Renewal (right of use) of the Responsibility Mark | Fill in block B |
| Reactivation of the Responsibility Mark | Fill in block C |
| Use of the same Responsibility Mark for more than one activity | Fill in block D |
| Transfer of the Responsibility Mark | Fill in block E |
| Cancellation of the Responsibility Mark | Fill in block F |

For more information and support see the Assay Office website at:

www.contrastaria.pt

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| 1. APPROVAL OF THE RESPONSIBILITY MARK

The procedure for responsibility mark approval begins with a request for approval of the applicant’s private design |

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| A.1.DESIGNIn accordance with Article 25 of the RJOC, must contain a private design and a letter of its name or firm, the drawing and the letter visibly distinct and enclosed in a peripheral outline. The drawing cannot be extracted from the animal kingdom or susceptible to confusion with others existing.  |

🞎 Design purchased at the Online Store |By request number \_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎 Vectorised design of the mark (to be submitted, if not purchased at the Online Store).

Intended size of the mark (**subject to approval**), applicable to all drawings:

🞎 0.85X0.85 mm | 🞎 0.90X0.90 mm | 🞎 1.00.X1.00 mm | 🞎 1.20X1.20mm

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| A.2.DOCUMENTS TO BE PROVIDED |
| 🞎 Permanent certificate code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or permanent certificate🞎 Criminal Record Certificate (in the case of a legal person, criminal records of all managers, directors or senior officers must be provided)🞎 Criminal Record Certificate of the Assayer-Smelter Technical Manager (compulsory for the activity of Assayer-Smelter)🞎 No. of the Professional Title of the Assayer-Smelter Technical Manager:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (compulsory for the activity of Assayer-Smelter) |
| 1. RENEWAL OF THE RESPONSIBILITY MARK

If you own a responsibility mark and 10 years have elapsed since its approval, you must renew the mark |

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| B.1.DECLARATION |

🞎 I do hereby declare on oath that all requirements and conditions which, under Article 28 of the Legal Framework for Jewellers and Assayers, approved by Law No 98/2015 of 18 August, as amended by DL No 120/2017 of 15 September, have allowed the approval of the above referenced responsibility mark still remain valid.

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| B.1.DOCUMENTS TO BE PROVIDED |

🞎 Permanent certificate code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or permanent certificate

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| C. REACTIVATION OF THE RESPONSIBILITY MARKOwners of a responsibility mark having voluntarily ceased their activity and wishing to resume it within a maximum period of 5 years |

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| C.1.DECLARATION |

🞎 I do hereby declare that I intend to resume the activity of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that I voluntarily ceased at the Assay Office on \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ and wish to reactivate the responsibility mark.

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| C.1.DOCUMENTS TO BE PROVIDED |

🞎 Permanent certificate code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_or permanent certificate

🞎 No. of the Responsibility Mark:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| D. USE OF THE SAME RESPONSIBILITY MARK FOR MORE THAN ONE ACTIVITYIf you wish to use the same responsibility mark for two or more different activities |

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| D.1.DECLARATION |

🞎 I request permission to the Assay Office Director to keep a single responsibility mark, with number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, for carrying out the following activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| D.2.DOCUMENTS TO BE PROVIDED |

🞎 Activity Title No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (if you wish to use the same mark in an existing activity)

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| E. TRANSFER OF A RESPONSIBILITY MARKWithin 60 days of the death or legal dissolution of the owner of a responsibility mark, any of the heirs having been duly authorised and with the consent of other heirs may request the transfer of the mark to his/her favour or its temporary possession |

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| E.1.DECLARATION |

🞎 I request the transfer to my favour of the right to use the Responsibility Mark number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the right to transfer the mark is indivisible and may be exercised by all or some of the heirs, when regularly associated)

🞎 I request the temporary possession of responsibility mark no \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for a period of \_\_\_\_\_ days

🞎 I request the Assay Office permission to extend the deadline for temporary ownership of the Responsibility Mark number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for the following reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| E.2.DOCUMENTS TO BE PROVIDED |

🞎 Qualification of Heirs (when requesting the transfer)

🞎 Code of the permanent certificate of the dissolved company containing the winding up record (for any of the situations)

🞎 Document certifying the share of the estate (when requesting temporary possession)

🞎 Document certifying the winding up (when requesting temporary possession)

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| F. CANCELLATION OF THE RESPONSIBILITY MARKIf you wish to cancel the responsibility mark |

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| F.1.DECLARATION |

🞎 Cancellation of the approved responsibility mark number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Date\_\_\_ / \_\_\_ / \_\_\_\_\_\_ | Signature of the legal representative\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\_\_\_