



CONSIGLIO
NAZIONALE
DEL
NOTARIATO



CAMERA DI COMMERCIO
INDUSTRIA ARTIGIANATO
AGRICOLTURA VERONA

AUCTION REGULATIONS

Sale of prestigious properties located in Verona,
called "*Domus mercatorum*" and so-called "*Casa Bresciani*",
owned by the Chamber of Commerce, Industry,
Handicrafts and Agriculture of Verona
with electronic auction procedure

Adopted by resolution of the Secretary General on 24th of November 2022 n. 497

TRANSLATED ANNEXES

9. ANNEXES

9.1 ANNEX 1: SECRET BID FOR AUCTION WITH ENCHANTMENT
INDICATION TO BE AFFIXED TO THE PACKAGE CONTAINING THE SECRET OFFER PAPER TYPE

Secret Offer for participation in the Auction of the day __/__/____ presented by:

Bidder:

Name _____ Surname _____ Fiscal Code _____

Resident in:

(Street/Square) _____ n. _____ Postal Code _____ City _____ (____)

Telephone _____ E-mail: _____

PEC: _____

Possible delegate to deliver the Package:

Name _____ Surname _____ Fiscal Code _____

Resident in

(Street/Square) _____ n. _____ Cap _____ City _____ (____)

Related to the Lot(s) ("Lot List")

- A**
- B**
- C**

(tick the corresponding box(s), possibly all of them)

of the Chamber of Commerce, Industry, Crafts and Agriculture of Verona, site(s) in:

Piazza delle Erbe n. 17 37122 Verona (VR).

The paper Secret Offer must, under penalty of exclusion, be contained in a sealed envelope and countersigned by the Offeror on at least one of the two closing flaps.

DIRECTIONS TO USE TO NAME THE DIGITAL FILE FOR SEGRETA'S DIGITAL OFFERING

Lot's References: **Secret Offer for the Lot "<>" of the** Chamber of Commerce Industry, Crafts and Agriculture of Verona

Bidder:..... (eg. **Maria Rossi**)

Delivery Delegate: ... (eg. **Giuseppe Verdi**)

Example file naming:

OfferSecretLot<>CCIAAronaMariaRossiConsignorGiuseppeVerdi.pdf

The paper or digital Secret Offer must be delivered to the Notary by appointment and within the terms set out in the Integral Auction Notice.

In the case of a Secret Offer submitted for several lots, as many files .pdf as the lots indicated in the "List of Lots" must be produced, digitally signed and delivered. These files must be identical to each other in content, but with different names depending on each Lot for which you intend to submit the Secret Offer.

SECRET BID FOR AUCTION WITH ENCHANTMENT

SECRET OFFER FOR THE PURCHASE OF PRESTIGIOUS REAL ESTATE OF THE CHAMBER OF COMMERCE, INDUSTRY, CRAFTS AND AGRICULTURE OF VERONA (hereinafter CCIAA)

THE UNDERSIGNED DECLARES TO SIGN THIS SECRET OFFER, WITH AWARENESS OF THE CRIMINAL SANCTIONS DELIVERED IN CASE OF FALSE DECLARATION:

NAME		SURNAME	GENDER: M/F
DATE OF BIRTH		MUNICIPALITY OF BIRTH	PROVINCE
PHONE		EMAIL	
		PEC	
TAX CODE			
ADDRESS OF RESIDENCE		CIVIC	
COMMON	PROVINCE	Zip code	
AS:	<input type="checkbox"/> BIDDER ¹		
	<input type="checkbox"/> PERSON WHO RESERVES THE RIGHT TO APPOINT ANOTHER PERSON PURSUANT TO ART. 1401 ET SEQ. OF THE CIVIL ^{CODE 2}		
	<input type="checkbox"/> CO-TENDERER ³ , for the right to: <ul style="list-style-type: none"> <input type="checkbox"/> PROPERTY for the share of _____ / _____ <input type="checkbox"/> BARE OWNERSHIP for the share of _____ / _____ <input type="checkbox"/> USUFRUIT for the share of _____ / _____ duration _____ years (in the case of legal persons) 		
	<input type="checkbox"/> REPRESENTATIVE OF A THIRD PARTY ⁴		

¹ In the case of a Secret Offer for himself and for the person to be appointed, tick both boxes (for example if it is intended, after the award, to declare pursuant to Article 1401 et seq. of the Civil Code, to want to co-name the property with another subject).

² In the case of a Secret Offer for a person to be appointed, within 3 days following the award, the Bidder must declare, by public deed or private deed authenticated by a Notary in the manner of Article 1402 of the Italian Civil Code. the person for whom he has acted specifying his commitment to guarantee and solidarity with him; the acceptance of the nominee may be replaced by the production of a power of attorney prior to the date of signing the Secret Offer.

³ In the case of a Secret Offer submitted by several Bidders jointly and severally for the entire Lot, each co-bidder must sign a "Annex 1" Secret Offer form, specifying in the box the right and the participation fee. It should be noted that the price offered must be the total, and identical in all the Secret Offer forms contained in the paper envelope or file, and that the sum of the rights and shares must be equal to full ownership for the whole, under penalty of exclusion.

⁴ In the case of a Secret Offer as a legal representative or special attorney of a subject, if you intend to co-name the lot also by naming another subject, tick both boxes.

DATA OF THE REPRESENTED SUBJECT		
NAME/SURNAME	NAME / COMPANY NAME	
COMMERCIAL REGISTER	MUNICIPALITY/CITY	PROVINCE
ADDRESS	HOUSE NUMBER	Zip code
PHONE	EMAIL	
	PEC	
TAX CODE/VAT NUMBER		

These are the contact details to which any communication should be sent for the purposes of this proposal

REQUESTS TO:

participate in the Auction with Enchantment announced on ___/___/_____ before the Notary
Auctioneer:

ROSALIA	RUSSO	
CAPRINO VERONESE	Vr	Postal code 37122
at the Chamber of Commerce, Industry, Crafts and Agriculture of Verona Corso Porta Nuova, room "Industria"		CIVIC 96

**IRREVOCABLY UNDERTAKES TO PURCHASE THE PROPERTIES INDICATED IN THE FOLLOWING
"LIST OF LOTS**

⁵

<input type="checkbox"/> LOT A ("Domus mercatorum")		
MUNICIPALITY OF LOCATION OF THE LOT VERONA	PROVINCE Vr	Zip code 37121
ADDRESS PIAZZA DELLE ERBE	CIVIC 17	
At a price of at least one euro		

⁵ Tick the box of the Lot(s) of interest, and fill in only the relevant frameworks.

IN FIGURES	IN LETTERS
which will be paid within the terms and in the manner established by the Auction Regulations	

<input type="checkbox"/> LOT B ("so-called Casa Bresciani")		
MUNICIPALITY OF LOCATION OF THE LOT VERONA	PROVINCE Vr	Zip code 37121
ADDRESS PIAZZA DELLE ERBE	CIVIC 17	
At a price of at least one euro		
IN FIGURES	IN LETTERS	
which will be paid within the terms and in the manner established by the Auction Regulations		

<input type="checkbox"/> LOT C ("<i>Domus mercatorum and so-called Casa Bresciani</i>")		
MUNICIPALITY OF LOCATION OF THE LOT VERONA	PROVINCE Vr	Zip code 37121
ADDRESS PIAZZA DELLE ERBE	CIVIC 17	
At a price of at least one euro		
IN FIGURES	IN LETTERS	
which will be paid within the terms and in the manner established by the Auction Regulations		

IRREVOCABLY UNDERTAKES IN CASE OF AWARD TO:

- pay the deposit and the Final Sale Price of the property eventually awarded within the terms and according to the procedures established in the Auction Regulations;
- purchase, at least at the price indicated in this Secret Offer, the property subject to the offer, also declaring, under its sole responsibility, pursuant to and for the purposes of art. 46 of the T.U. 445/2000, the non-existence of the prohibited cases pursuant to the Auction Regulations.

IT ALSO STATES:

to have read and accept all the provisions and contained in the Integral Auction Notice and in the Auction Regulations and in particular of:

- have read all the documents (administrative, technical, cadastral, urban planning, etc.) available at the Notary Auctioneer and the *data room* on the Chamber of COMMERCE website, and also, in part, at the websites indicated in the Integral Auction Notice ;
- have fully accepted, in case of award, the building and urban planning situation of the asset for which the Secret Offer is presented and explicitly assume all possible charges, risks and costs, also explicitly waiving the guarantees for defects or eviction and the right to request price reductions or compensation for any damage related to the above;
- have fully accepted, in the event of an award, the assumption of any charges, risks and costs deriving from amnesties that may already be requested or to be requested pursuant to art. 2, paragraph 59, of Law no. 662 of 23 December 1996, with exemption from any liability of the CHAMBER OF COMMERCE regarding the outcome of the aforementioned requests for concession in amnesty and any urban discrepancies of the assets;
- have read and fully accepted, in case of award, the factual and legal situation of each property, as "seen and liked", for which the Secret Offer is presented, including any lack, deficiency or incompleteness of the documentation and requirements relating to the conformity of the plants referred to in the Ministerial Decree of 22 January 2008, n. 37, waiving as of now the right to request price reductions or compensation for any damage related to the above;
- have read and accepted the fact that the Chamber of COMMERCE is exempt from the delivery of documents relating to the property, or the right on the property and the urban, building and tax regularity of the same by producing specific declarations of ownership of the right and urban regularity;
- accepted that participation in the auction procedure implies unreserved acceptance of the contents of the descriptive technical report. Furthermore, it declares to be aware that the photographic material used in support of the technical descriptive documentation of the lot, may not fully correspond to the real state of the property which, therefore, can only be verified by inspection in the manner specified above;
- have taken note and accept that any charges, costs and expenses (including stamps, taxes and fees, as well as notary charges and expenses) relating to the sale of the property, the Auction procedure and the relative award report will be fully borne by the Successful Bidder;
- have taken note and accept that the Winning Bidder is also responsible for the costs for the realization and management of the Auction procedure, as well as the agreed fee for the Notary Auctioneer in charge of managing the auctions and any fee of the Peripheral Notary, as defined in paragraph 8 of the Auction Regulations;
- be aware that the award of the Lot included in the "Lot List" will be made on the basis of the actual time course of the Auctions;
- be aware that all the Bids resulting from the Auction drawn up by the Notary Auctioneer at the end of the Auction, and resulting from the Auction Report, will remain binding and irrevocable for 180 natural and consecutive days on the date of Award;
- have taken note of and accept the fact that the award does not produce any translational effect, as well as that this effect will be realized only after the signing of the deed of recognition of the fulfillment of the suspensive condition, and in any case after the Sale Contract with simultaneous full payment of the sale price;
- be aware, given that the property has been declared of cultural interest pursuant to art. 10 paragraph 1 and 12 of Legislative Decree 42 of 22.01.2004 (Code of Cultural Heritage and Landscape) and subsequent amendments and variants, that the deed of alienation remains suspensively conditional on the exercise of pre-emption, pursuant to art. 59 of the same decree. Therefore, the CHAMBER OF COMMERCE, after the signing of the deed of transfer of ownership, will send a specific complaint to the Ministry of Culture (M.I.C.) in order to allow the same or local authorities (Regions, Territorial Public Bodies) to exercise the aforementioned right of pre-emption pursuant to art. 61 of the aforementioned Legislative Decree 42/2004, to be realized within 60 days of notification to the M.I.C. of the complaint . Consequently, in the absence of the purchase by way of pre-emption, the payment and transfer of ownership, including the entry into possession, will take place after the aforementioned term with the stipulation of the deed of recognition of the fulfillment of the suspensive condition;
- be aware and accept that, in the event of failure to meet the suspensive condition (exercise of the right of pre-emption pursuant to Article 61 of Legislative Decree 42/2004), the winning bidder remains responsible for the fees / taxes and any other expenses incurred for the preparation of the Auction Report, for the Sale and Purchase Agreement and for the recognition act of non-fulfillment of the suspensive condition;
- have read and accept the fact that within 20 natural and consecutive days, under penalty of forfeiture, from the date of receipt of the communication of the Final Sale Price, the Winning Bidder must pay, in the manner described in the Auction Regulations, 20% (twenty percent) of the Final Sale Price, as a deposit;
- be aware that the Chamber of Commerce may, at any time during the procedure and until the conclusion of the contract, modify, suspend and / or not give further course to the acts of the procedure, the award and the stipulation of the

contract, without the bidders and / or the Contractor being able to make any claim against the CHAMBER of COMMERCE, without prejudice to the obligation to return the deposit in accordance with the provisions of the Auction Regulations;

- be aware that the bidders and/or the Successful Bidder, in the above cases, will not be able to make any claim against the CHAMBER OF COMMERCE for loss of earnings and/or for the costs incurred for the submission of the Bid;
- have taken note and accept the fact that, in case of award of the property being sold, the signing of the deed of transfer of ownership must take place within 60 natural and consecutive days from the date of receipt of the Determination containing the decree of the Final Sale Price of the Lot, and that failure to sign the same deed due to the fact of the Successful Bidder will result in the forfeiture of the right to purchase and the consequent loss of the deposit and enforcement of the security guarantee provided, without prejudice to the right to greater damage;
- not to have reported criminal convictions, not to be the recipient of measures concerning the application of prevention measures, civil decisions and administrative measures entered in the criminal record pursuant to current legislation and not to be aware of pending criminal proceedings, involving the prohibition of contracting with the Public Administration.

The undersigned also formally declares and under his own responsibility, pursuant to and for the purposes of art. 46 of the T.U. 445/2000, the non-existence of the prohibited cases pursuant to the Auction Regulations.

Authorization and information pursuant to Regulation 2016/679 / EU and Legislative Decree no. 196/2003 and subsequent amendments and additions: the above data are prescribed by the provisions in force for the purposes of the procedure for which they are requested and will be used exclusively for this purpose, also as provided for in paragraph 7 of these Regulations.

With observance.

_____ [place] _____ [date] Signature _____

N.B.: it is mandatory to attach a photocopy of a valid identification document.

SUBSTITUTIVE DECLARATION OF NOTARIAL DEED

The Substitutive Declaration of Notarial Deed, to be completed in the case of a Secret Offer for the Auction presented by the legal representative of the bidder, must be drawn up on plain paper or digital file in accordance with the following scheme.

I, MYSELF:

NAME	SURNAME	GENDER: M/F
DATE OF BIRTH	MUNICIPALITY OF BIRTH	PROVINCE
PHONE	EMAIL	
	PEC	
TAX CODE		

AS LEGAL REPRESENTATIVE OF:

(hereinafter also the "Represented Subject") whose data, if different from the writer, are as follows:

NAME/SURNAME	NAME / COMPANY NAME	
COMMERCIAL REGISTER	MUNICIPALITY/CITY	PROVINCE
ADDRESS	HOUSE NUMBER	Zip code
PHONE	EMAIL	
	PEC	
TAX CODE/VAT NUMBER		

**AWARE OF THE CRIMINAL SANCTIONS PROVIDED FOR IN THE EVENT OF FALSE DECLARATION,
HE DECLARES:**

- to be the person designated to legally represent and commit the Represented Person in the presentation of the Secret Enchanted Auction Offer;
- that the Represented Person is not in a state of bankruptcy, liquidation or equivalent situations and that no applications for composition or receivership are pending in relation to the same.

Authorization and information pursuant to Regulation 2016/679 / EU and Legislative Decree no. 196/2003 and subsequent amendments and additions: the above data are prescribed by the provisions in force for the purposes of the procedure for which they are requested and will be used exclusively for this purpose, also as provided for in paragraph 7 of these Regulations.

With observance.

[place] [date] Signature

**SUBSTITUTIVE DECLARATION OF CERTIFICATION ART. 46 OF PRESIDENTIAL DECREE NO. 445/2000
REGISTRATION IN THE REGISTER OF COMPANIES OF THE CHAMBER OF COMMERCE**

The Substitutive Declaration of Certification, for Auction with Enchantment presented by the legal representative of the bidder, must be drawn up on plain paper or digital file in accordance with the following scheme. N.B. In the case of a temporary joint venture, whether already formed or yet to be set up, and in the case of consortia, this declaration must be submitted by each undertaking.

I, MYSELF:

NAME	SURNAME	GENDER: M/F
DATE OF BIRTH	MUNICIPALITY OF BIRTH	PROVINCE
PHONE	EMAIL	
	PEC	
TAX CODE		
AS (OWNER, LEGAL REPRESENTATIVE, ATTORNEY, INSTITOR, OTHER) OF THE COMPANY		

**AWARE OF THE CRIMINAL SANCTIONS PROVIDED FOR IN CASE OF FALSE DECLARATION,
DECLARES THAT:**

- the company is duly registered in the Register of Companies established at:

THE CHAMBER OF COMMERCE, INDUSTRY, CRAFTS AND AGRICULTURE OF:		REGISTRATION DATE
ADDRESS	MUNICIPALITY / PROVINCE	Zip code
PHONE	EMAIL	
	PEC	
TAX CODE/VAT NUMBER	Rea	LEGAL FORM
CORPORATE PURPOSE		
SHARE CAPITAL (IN NUMBERS AND LETTERS)		

- that the company enjoys the full and free exercise of its rights, is not in a state of liquidation, bankruptcy or arrangement with creditors, has no ongoing procedure provided for by bankruptcy law and such procedures have not occurred in the last five years prior to the date of the tender.

This declaration contains the information/data entered in the commercial register as of today.

Authorization and information pursuant to Regulation 2016/679 / EU and Legislative Decree no. 196/2003 and subsequent amendments and additions: the above data are prescribed by the provisions in force for the purposes of the procedure for which they are requested and will be used exclusively for this purpose, also as provided for in paragraph 7 of these Regulations.

With observance.

_____ [place] _____ [date] Signature _____

**9.2 ANNEX 2: DECLARATION FOR REGISTRATION OF THE DIGITISED PAPER
SECRET OFFER**

This declaration must be completed and delivered for each pdf file produced.

THE UNDERSIGNED, UNDER PENALTY OF EXCLUSION OF THE OFFER, DECLARES THAT:

NAME	SURNAME	GENDER: M/F
DATE OF BIRTH	MUNICIPALITY OF BIRTH	PROVINCE
PHONE	EMAIL	
	PEC	
TAX CODE		
AS (OWNER, LEGAL REPRESENTATIVE, ATTORNEY, INSTITOR, OTHER) OF THE COMPANY		

THE PDF FILE NAMED AS BELOW

Lotto References: **Secret Offer for Auction with Enchantment for Lot "<>" of the** Chamber of Commerce, Industry, Agriculture and Crafts of Verona

Bidder:..... (eg. **Maria Rossi**)

Delivery Delegate: ... (eg. **Giuseppe Verdi**)

File Name:

(Example file naming:

OfferSegretaperAstaconIncantoLotto<>CCIAAronaConsegnanteGiuseppeVerdi.pdf)

REPRODUCES EXACTLY THE CONTENTS OF THE PAPER PACKAGE DENAMED AS BELOW

Secret Offer for participation in the Auction of the day __/__/____ presented by:

Bidder:

Name _____ Surname _____ Fiscal Code _____

Resident in:

(Street/Square) _____ n. _____ Postal Code _____ City _____ (____)

Tel. _____ E-mail: _____ PEC: _____

Possible delegate to deliver the Package:

Name _____ Surname _____ Fiscal Code _____

Resident in:

(Street/Square) _____ n. _____ Postal Code _____ City _____ (____)

Related to the Lot(s) ("Lot List")

- A**
 B
 C

(tick the corresponding box(s), possibly all of them)

of the Chamber of Commerce, Industry, Crafts and Agriculture of Verona, located in Piazza delle Erbe n. 17 Cap 37122 Verona (VR).

IT ALSO DECLARES THAT:

- Double encryption key(s) have been correctly applied to this PDF file(s), which will guarantee its secrecy;
- This PDF file(s) has been inserted into the auction telematic management system.

Authorization and information pursuant to Regulation 2016/679 / EU and Legislative Decree no. 196/2003 and subsequent amendments and additions: the above data are prescribed by the provisions in force for the purposes of the procedure for which they are requested and will be used exclusively for this purpose, also as provided for in paragraph 7 of these Regulations.

With observance.

_____ [place] _____ [date] Signature _____

9.3 ANNEX 3: AUTHORIZATION TO PROCESS PERSONAL DATA

Pursuant to and for the purposes of art. 13 of Regulation (EU) 2016/679 (hereinafter also "Regulation") and of Legislative Decree no. 196/2003 and subsequent amendments, the Chamber of Commerce, Industry, Crafts and Agriculture of Verona (hereinafter CCIAA) and the National Council of Notaries (hereinafter CNN), both as independent data controllers, disclose the purposes and methods of processing personal data provided by participants, in the procedure for the sale of public buildings through the Notarial Auctions Network (R.A.N.).

The personal data provided by the interested parties, also through the compilation and delivery of special forms attached to the Auction Regulations, will be processed by the Chamber of Commerce and the CNN, each in relation to the treatments carried out and governed by the Disciplinary itself, exclusively for the performance of the obligations connected with the procedure in which the interested party has intended to participate.

The provision of the requested information, with particular reference to the personal data of the interested parties, although optional, is essential for participation in this procedure.

The data provided will be processed individually by the Chamber of Commerce and the CNN in accordance with the provisions and governed by the Regulation, using manual, computerized and telematic tools, with logic strictly related to the respective purposes of the owners, explained in the Auction Regulations. The processing of data will be carried out lawfully and correctly as well as in compliance with the principle of minimization. These data will be kept for the time strictly necessary to achieve the purposes for which they were conferred and subsequently for the fulfillment of the legal obligations connected and consequent to this procedure, to which the Chamber of Commerce and the CNN are individually bound and in any case in compliance with the internal procedures of both holders, in relation to the respective treatments carried out.

The Chamber of Commerce and the CNN do not adopt automated decision-making processes and do not carry out any profiling activity of the interested parties.

The data may be communicated by the aforementioned data controllers to other Public Authorities and Administrations for the execution of their orders and for the fulfillment of legal obligations, where provided, and may be known by their employees or collaborators previously authorized and instructed by the owners, exclusively for the purposes referred to in this procedure.

The Chamber of Commerce and the CNN may avail themselves of the support of external companies previously appointed as "data processors", pursuant to art. 28 of the Regulation. Personal data, with the exception of such cases, will not be disclosed / communicated to third parties and will not be transferred to third countries or international organizations.

Taking into account the delicacy of this procedure, the Chamber of Commerce and the CNN may possibly process information falling within art. 10 of the Regulation, relating to criminal convictions and crimes or related security measures (so-called judicial data), of which full guarantee is given regarding compliance with the provisions of the law. The interested parties may exercise the right to ask the data controllers for access to personal data, rectification, cancellation of the same, limitation of the processing that concerns them and to oppose the processing itself (Article 15 and following of the Regulation) by means of a specific request to be sent to: the Chamber of Commerce, data controller, at the headquarters of Corso Porta Nuova n. 96 Verona, to the competent Provveditorato Office, which can be contacted at the certified e-mail addresses cciaa.verona@vr.legalmail.camcom.it and provveditorato@vr.camcom.it, or to the Data Protection Officer D.P.O., Sergio Donin, who can be contacted at the certified e-mail address rpdp@vr.legalmail.camcom.it; CNN, data controller, at the headquarters in Via Flaminia n. 160 – 00196 Rome, or to the Data Protection Officer D.P.O. of the Notary itself, domiciled for the function at the same office and contactable at the email address dpo@notariato.it.

_____ [place] _____ [date] Signature _____