

## Declaration of Agreement and Veracity (Registration of External Users in the ANP's SEI)

<b>User's Full Name:</b>			
<b>Passport Nº:</b>			
<b>E-mail:</b>		<b>Phone:</b>	
<b>Home Address:</b>			
<b>State:</b>		<b>City:</b>	
		<b>ZIP CODE:</b>	

Registering as an External User in the SEI of the Brazilian National Agency of Petroleum, Natural Gas and Biofuels – ANP and submitting this document will imply acceptance of all terms and conditions governing the electronic process, in accordance with Decree No. 8,538, of October 8, 2015, and other applicable rules, admitting as valid the electronic signature in the registered mode (login/password), with the consequence of liability for improper use of the actions taken, which will be subject to civil, criminal and administrative investigation. I also declare that the address provided for my domicile is true and that I am solely responsible for it:

- I - the secrecy of the access password, and no claim of improper use can be made under any circumstances;
- II - the conformity between the data entered in the electronic application form and those contained in the document filled, including the completion of the mandatory fields and the attachment of essential and complementary documents;
- III - the preparation of the petition and digital documents in accordance with the requirements established by the system, as regards the format and size of the files transmitted electronically;
- IV - the preservation of the paper originals of scanned documents sent by electronic petition until the Administration's right to review the acts practiced in the process expires, so that, if requested, they can be presented to the ANP for any type of conference;
- V – the verification, by means of the electronic protocol receipt, the receipt of petitions and documents transmitted electronically;
- VI – all procedural acts and communications between the ANP, the user or the entity that may be represented must be carried out by electronic means, and subpoenas or filings by other means will not be accepted, except in prolongation of which causes significant damage to the speed of the process or other exception provided for in a specific normative instrument;
- VII – observing that procedural acts in electronic form are considered to have been carried out on the day and at the time of receipt by the SEI, with acts carried out up to 11:59 p.m. and 59 seconds of the last day of the deadline, being considered timely, always considering the official time of Brasilia, regardless of the time zone in which the external user is located;
- VIII – the periodic consultation of the SEI or the system through which the electronic petition was filed, in order to verify the receipt of subpoenas, which are considered to have been issued on the date on which they are consulted in the system or, if no consultation is made, fifteen days after the date on which they were issued;
- IX – the conditions of your communication network, access to your internet provider and the configuration of the computer used for electronic transmissions;
- X- the observance of periods of unavailability for scheduled maintenance, or any other type of unavailability of the system, which will be communicated on the Agency's website (<http://www.anp.gov.br/processo-eletronico-sei>).

In order for the registration to be released, the User must present it in person at the ANP Central Office Protocol:

- The original of this Agreement signed;
- Copy Proof of Residency [together with the original for administrative authentication]; and
- Copies of ID and Passport No. **[together with the original for administrative authentication]**.

**Please note:** Alternatively, certified copies of the documents listed above, including this Agreement with notorization, may be sent by post to the ANP Central Office Protocol, at the following address: Avenue Rio Branco, 65, Ground floor, Centro, Rio de Janeiro – RJ, ZIP CODE: 20.090-004.

If the external user has an ICP Brasil digital certificate that allows them to sign electronic documents, they can also send digitally signed documents to [cadastro-sei@anp.gov.br](mailto:cadastro-sei@anp.gov.br).

\_\_\_\_\_, \_\_\_\_\_ of \_\_\_\_\_ of \_\_\_\_\_  
City/State

\_\_\_\_\_  
User Signature