

**InfoCamere  
IT Consortium  
of the  
Italian Chambers of Commerce  
[www.infocamere.it](http://www.infocamere.it)**

APRIL 2010



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## About us

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- Summary of technical equipment
- Principal subsidiaries and associated companies



## Company Profile

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InfoCamere provides an excellent structure for the management and dissemination of information held by the Chamber system, of which it is an integral part.

InfoCamere has developed and manages the national system of data transmission connecting the 105 Chambers of Commerce and their 300 branch offices via a high speed, high security network.

Through its continued commitment to technological innovation and services, InfoCamere seeks to strengthen the role of the Chamber System as a driving force for local economic growth and improved efficiency in the way public administrative bodies deal with businesses.

InfoCamere seeks to ensure constant updating of the Chambers of Commerce's IT and data transmission infrastructure and to provide innovative technological solutions to discharge their institutional and managerial functions in the best possible manner. Some examples of such solutions relate to the keeping of business Rolls and Registers, administrative services, expertise in the fields of environment and agriculture, foreign trade and support services to small enterprises in developing their business.

Above all, it is dedicated to ensuring the optimal management of the data held by the Chambers, most notably data from the Business Register.

From the [www.registroimprese.it](http://www.registroimprese.it) portal you can access the information contained in the main databases of the Chambers of Commerce and tools for practical data transmission, including the Single Communication tool for starting a business, which is also recognised by the Tax Agency, INPS, INAIL and Craft Register (Albo Artigiani).

InfoCamere is also the national certifying Authority issuing digital certificates for Tachograph Cards.

On behalf of the Chambers of Commerce, it has developed a set of services called "Services for Business Development", which are technologically advanced, easy to use and totally free for small and micro businesses.

The company designs, develops and delivers services via a Management System that complies with ISO 9001, having initially been certified in 1997 (ISO 9001:1994), then approved for Vision 2000 (ISO 9001:2000) and finally extended to the latest version (ISO 9001:2008) in March 2009.

The Chambers' databases are also made available through Distributors, professionals active in the business information and debt collection markets.

Based on a distribution contract signed with InfoCamere, they have direct access to the Chambers' databases both for the supply of documents in official format and for the extraction of items of data to be combined with information taken from other sources. The Business Register is one of the main sources of economic and commercial data used to produce informative reports that help businesses and business professionals assess the reliability of customers and suppliers.

Full information concerning InfoCamere can be found on [www.infocamere.it](http://www.infocamere.it)

## **Il Registro delle Imprese (Business Register)**

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One of the most important achievements of InfoCamere has been the electronic version Registro delle Imprese, an economic registry and legal disclosure instrument for businesses. It was established in computerised format from its inception in 1993, and this distinctive feature made it completely unique across Europe.

The Business Register is completely virtual, using digital signatures, certified Email account and storage technologies to replace paper. The volume of data indicates the importance of the Register: 9 million individuals are listed (entrepreneurs, shareholders, directors, auditors and managers), there are more than 6 million registered businesses; 900,000 accounts have been registered annually.

## **IC Network - The geographical network of InfoCamere**

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Transmission of data is the key factor in the entire filing and distribution process of the information contained in the Chambers' files, particularly the Companies' Register.

InfoCamere ensures the smooth operation of the Chambers of Commerce via an advanced data centre, based on open environments, adopting the best technologies on the market today in the field of virtualisation, systems hardware, storage systems, control systems and software.

The architecture of the network was built by InfoCamere to meet dual requirements for the storage and retrieval of data both locally and nationally, by creating a central repository that allows users efficient and timely on-line access, at the same time ensuring an up-to-date copy of the local archives

that is also secure in the event of any data loss.

To fulfil the requirements of Disaster Recovery architecture, in addition to the InfoCamere EDP centre at Padua, there is also another InfoCamere EDP centre in Milan. All Chambers of Commerce are therefore connected to both centres and, in the event that the Padua EDP centre is unavailable, it will always be possible to quickly access the databases held in the Milan centre.

At the Padua production centre, a monitoring system controls the efficient operation of the service at any given moment, notes the occurrence of incidents using appropriate diagnostic tools, enables the necessary specialist assistance and provides on line operational support.

## InfoCamere statistic

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|  |   |
|--|---|
| Average staff                          | 429 (*)   |
| Revenue                                | 108.5 million Euro (*)  |
| Investment in technology               | 3,4 million Euro (*)  |
| Share capital                          | 17,7 million Euro   |
| Headquarters                           | Via G.B. Morgagni, 30H<br>00161 Rome<br>Tel: 06/442851 Fax: 06/44285255   |
| Operational and Administrative Offices | Corso Stati Uniti, 14<br>35127 Padua<br>Tel: 049/8288111 Fax: 049/8288406 |
| Website                                | <a href="http://www.infocamere.it">www.infocamere.it</a>                  |
| (*) 2008 budgetary figures             |   |

## Summary of technical equipment

| N. OF SERVERS & PROCESSING POWER           | SYSTEMS INSTALLED   | PHYSICAL SERVERS | VIRTUAL SERVERS |
|--|---|------------------|-----------------|
|  |   | 650              | 400             |
|  | 1900 CPU  |                  |                 |
| LINUX & WINDOWS SERVERS                    | *UNIX/LINUX   | WINDOWS          |                 |
|  | 442   | 208              |                 |
| MAIN MEMORY CAPACITY                       | 4300 GB   |                  |                 |
| CENTRAL STORAGE                            | 700 TB  |                  |                 |
| IC Network – TOTAL LINES<br>Quantity/Speed | <p><b>InfoCamere Padua:</b></p> <ul style="list-style-type: none"> <li>• 2 Gb Ethernet cable and 1 FastEthernet cable dedicated to the national network connecting the Chambers (CCIAAs) and InfoCamere's offices</li> <li>• 1 Gb Ethernet cable to the Internet</li> <li>• 2 Gb Ethernet cables to InfoCamere Milan</li> </ul> <p><b>InfoCamere Milan:</b></p> <ul style="list-style-type: none"> <li>• 1 Gb Ethernet cable dedicated to the national network connecting the Chambers and InfoCamere's offices</li> <li>• 1 Gb Ethernet cable to the Internet</li> <li>• 2 Gb Ethernet cables to InfoCamere Padua</li> </ul> <p><b>InfoCamere Rome:</b></p> <ul style="list-style-type: none"> <li>• Main FastEthernet cable (100 Mbps)</li> <li>• Backup Ethernet (10 Mbps)</li> </ul> <p><b>Chambers of Commerce:</b></p> <ul style="list-style-type: none"> <li>• CCIAA Milan linked on GigaEthernet with Infocamere Milan</li> <li>• 22 Chambers with fibre optic cables of 10 Mbps or more</li> <li>• 81 Chambers with 4 or 8 Mbps cables</li> <li>• backup with 1, 2 or 4 ADSL cables</li> </ul> <p><b>InfoCamere group offices:</b></p> <ul style="list-style-type: none"> <li>• 3 offices with fibre optic cables at 10 Mbps</li> <li>• 1 office with 4 Mbps cable</li> <li>• backup with 1 or 2 ADSL cable</li> </ul> |                  |                 |
| TOTAL NUMBER OF WORKSTATIONS               | 10.000  |                  |                 |
| DAILY LOAD (transactions/day)              | 9.500.000 sistemi Front-End<br>11.300.000 sistemi Back-End  |                  |                 |

\* Unix systems are being discontinued for the project The NEXT Data Center

## Principal subsidiaries and associated companies

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### IC Technology

IC Technology, which has offices in Padua and Bari, operates in the IT sector, providing consultancy and software development services. The company has created and intends to maintain a close team of IT professionals who provide products and services that are constantly updated and geared towards their specific market: Chambers of Commerce, Public Administration and private enterprise.

**Corso Stati Uniti 14 – 35127 Padua – Tel. 049.8288004 – Fax 049.8288406**

**Via Angelo Bertolini, 37/C – 70125 Bari – Tel. 080.5968611 – Fax 080.5968601**

**VAT number: 03363590286 – [www.ictechnology.it](http://www.ictechnology.it)**

### IC Outsourcing

IC Outsourcing provides services for the Chamber System involving the preparation, handling and management of the storage and movement of paper files, as well as their dumping, retention and filing using OCR techniques. It has facilities for the provision of data acquisition and processing, management of real estate assets, including via logistical, operational and administrative office management, representative branch offices and studies. Further information can be found on the website [www.icoutsourcing.it](http://www.icoutsourcing.it).

**Corso Stati Uniti 14 – 35127 Padua – Tel. 049 8288111 – Fax 049 8288406**

**VAT number: 04117630287 - [www.icoutsourcing.it](http://www.icoutsourcing.it)**

### JobCamere

JobCamere offers the Chamber System a supply of professional manpower, on a permanent or fixed-term basis. It attempts to bridge the gap between demand and supply in the labour market. It searches for and selects staff according to the specific needs of the organisation concerned. It supports professional relocation in the labour market, the organisation and management of training courses, along with research, studies and analysis into this market.

**Corso Stati Uniti 14 – 35127 Padua – Tel. 049 8288111 – Fax 049 8288406**

**VAT number: 04117630287 - [www.jobcamere.it](http://www.jobcamere.it)**

## **Ecocerved**

Ecocerved is a consortium of which 37% is owned by InfoCamere and the remainder by the National and Regional Association of Italian Chambers of Commerce. It is the technical and organisational arm of the Chamber of Commerce system for the creation of databases and services in the environmental field. In recent years, Ecocerved has been involved in consultancy and IT system development with local authorities, especially at a regional level, with regional environmental bodies and with large companies

**Via E. Zago 2 Torre B – 40128 Bologna – Tel. 051 6316700 – Fax 051 6316715**

**VAT number: 03991350376 - [www.ecocerved.it](http://www.ecocerved.it)**

## **IC Service**

Founded in 1996, the company underwent a radical change in 2006, following which it focused exclusively on remote servicing and related services.

This completes the process begun when the Rome Call Centre was acquired in 2002, which had provided support for some time already to professionals, businesses and in general anyone using InfoCamere's IT and telecommunications services to communicate with the Chambers of Commerce. In 2003, the Call Centre in Padua also became part of the IC Service, providing expert assistance with the use of products and services aimed at the Chamber of Commerce staff, client distributors, both central and local Public Administration and internal business clients.

In addition to InfoCamere, IC Service is also the outsourcer for 46 Chambers of Commerce all over Italy, on behalf of whom it provides technical assistance and support with procedures and legislative matters. It also provides system and network management, ensuring continuity of production. The IT equipment is state-of-the-art: using the VoIP (Voice Over IP) protocol allows interoperability, remote workstation access and multichannel capability, for completely integrated management of all inbound (telephone, e-mail, chat, etc.) and outbound channels. A significant factor in the professionalism of IC Service consultants is provided by the Knowledge Management system, which enables news and documents to be collected, indexed and shared, as well as allowing the information to be searched in natural language and a full check of all attachments.

**IC Service Central Exchange: Freephone Number 800/980011**

**VAT number: 03394990281 - [www.icservice.it](http://www.icservice.it)**



## InfoCamere's services for business

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- The Companies' Portal: [www.registroimprese.it](http://www.registroimprese.it)
- What you can obtain by looking up [www.registroimprese.it](http://www.registroimprese.it)
- What you can send via [www.registroimprese.it](http://www.registroimprese.it)
- The Single Communication tool when starting to operate a business
- Services for Business Development



## The Companies' Portal: [www.registroimprese.it](http://www.registroimprese.it)

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[www.registroimprese.it](http://www.registroimprese.it) is the access portal in order to use all the national data services of the Chambers of Commerce and access public details of more than 6 million businesses. Established by InfoCamere in order to make the entire corpus of information contained in the main databases of the Chambers of Commerce available to everyone, including "non-specialists", its new Internet portal also enables data transmission to the Chambers, including using the Single Communication tool, when a business is started, as recognised by the Tax Agency, INPS, INAIL and Craft Register (Albo Artigiani).

The site also allows you to access the database of Objections to the Patents and Trademarks database and to the European Business Register (EBR), which holds information on around 20 million businesses in 24 European countries.

By using [www.registroimprese.it](http://www.registroimprese.it) you can search for information on companies listed in the Register free of charge (name, legal form, address of registered office, type of activity) and request further details or specific documents at very low cost (accounts, statutes, information on partners, administrators, date of creation and share capital, tax code, corporate agents, powers of attorney, and so on).

To enable access to economic and legal data for occasional users too and to make it easier to use the service, by connecting to the [www.registroimprese.it](http://www.registroimprese.it) portal you can get instant information on a specific company (a normal or historical search result) without the need to register (and with this procedure it takes only a few seconds to obtain the required access key).

In addition to details of sole traders, you can generate a list of selected companies based on various search parameters that may be combined with each other (geographical location, legal status, sector of activity) and learn the most important changes that have occurred over a given period of time in the life of individual companies (termination, liquidation, bankruptcy, changes in role, transfers). There is also a power search for businesses based on goods and services marketed and maps showing company locations throughout Italy.

## What you can obtain by looking up [www.registroimprese.it](http://www.registroimprese.it)

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The search methods on [www.registroimprese.it](http://www.registroimprese.it) are designed to provide the information required by users as efficiently as possible. Individual data for all businesses currently listed in the Business Register, information and services provided by these companies and lists of potential customers, partners or suppliers can in fact be found on-line, as well as by requesting lists of companies by Email. It is possible to search for a business or an individual, using either a name or a tax ID code. If information is required on an individual, it is possible to obtain:

- **Personal Data File** with a list of companies in which the individual has a position and the type of position held
- **Company Data File** which details the businesses in which the individual owns shares and the percentage of shares owned.

In the case of a search for an individual company, rather than the conventional Business View it is possible to select summarised Data Prospectuses, which vary according to the legal status of the business, in order to conduct more targeted searches, gaining the information required at a lower cost.

For **Joint Stock Companies** the following Data Prospectuses may be requested:

- Registered articles
- Shares and financial instruments
- Financial statements
- Dissolution, insolvency procedures, write-offs
- Partners and holders of shares or share options
- History of share transfers (only for s.r.l - limited companies)
- Stakes held in other companies
- Administrators
- Auditors, members of Boards of Statutory Auditors
- Holders of other titles and charges
- Controlling companies/bodies
- Company transfers, mergers, splits and takeovers
- Business registers and rolls
- Headquarters and local branches
- Investigative proceedings

- Change history

For **Partnerships** the following Prospectuses may be requested:

- Information from shareholders' agreements, registered shareholders' agreements
- Information on assets
- Dissolution, insolvency procedures, write-offs
- Partners and holders of charges or titles
- Controlling companies/bodies
- Stakes held in other companies
- Company transfers, mergers, splits and takeovers
- Business, registers and rolls
- Headquarters and local branches
- Investigative proceedings
- Change history

For both Joint Stock Companies and Partnerships, it is furthermore possible to request a "Company Prospectus", containing all the information and documentation (articles of association, shareholders' agreements, financial statement) available in the Business Register.

For Sole **Traders** the following Prospectuses may be requested:

- Ordinary search
- Past records
- Investigative proceedings
- Shares of ownership in other companies
- Search of Albo Artigiani (Craft Register)

The information is available in two formats:

- a non-modifiable PDF; downloaded documents can be managed in a special section
- HTML which can be opened in your browser, with information that can be accessed via a series of hypertext links (to blocks or sections and related information, and so on).

## **Trademarks and Patents**

Chambers of Commerce receive applications for patents, designs and trade marks, which are in turn forwarded to the Italian Patent and Trademark Office (UIBM) of the Ministry for Economic Development. Data may be sent to the Chamber either as hard copy or electronically, while the data sent on to the UIBM on Trademarks, Patents, Designs and Drawings by the Chambers of

Commerce, is exclusively on-line. The available system enables management of the actual database, whilst allowing queries to be sent electronically from anywhere in Italy.

### **EBR - European Business Register**

The EBR is a network of Business Register kept by the registration authorities in 24 countries: Austria, Belgium, Denmark, Estonia, Finland, France, Germany, Great Britain, Greece, Guernsey, Ireland, Italy, Jersey, Latvia, Lithuania, Luxembourg, Macedonia, Netherlands, Norway, Serbia, Slovenia, Spain, Sweden and Ukraine.

The EBR offers a unified service providing real time access to data and official documents distributed individually in each European country in accordance with what has been agreed.

The service guarantees all market participants easy access to legal and economic information on European businesses via the profile query and reporting standard created by EBR.

The data prospectuses available are:

- **Company Data File:** this is the standard profile, containing personal, legal and administrative information on companies. This data file is populated in real time from the EBR system using official data, but does not match the official national tables (such as the "search result" in Italy)
- **List of Office Holders:** this is a list of the legal or natural persons who administer a company
- **Deeds and Financial Statements:** these are deeds of establishment (including articles of association) and/or financial statements that have been registered. These documents are generally provided in their original language
- **Personal Data File:** this is the standard profile which groups together data regarding a single person (date of birth, address, tax ID code) and the list of positions which s/he holds in one or more companies. Using this list it is possible to surf, via hypertext links, between the latest information on each company in which the person has a position.

The experience of recent years has shown how responsive the service is to the needs of those involved in cross-border electronic commerce, due diligence services and management of checks on the reliability of suppliers and customers. Banks, financial institutions and international law offices are among the main users of the service.

EBR is actually one of the success stories of EU-wide real interconnection and

communication between government agencies and publicly regulated organisations. Based on this experience other projects aimed at expanding the cooperation and interoperable nature of European Registers are being developed, such as the service monitoring foreign branches (Branch Disclosure Service), the central index of European companies (Central Names Index) and the creation of a unique European company identifier (REID - Registered Entity Identifier).

### **Protests**

As a result of Decree no. 316/2000, the Ministry of Trade and Industry entrusts the Chambers of Commerce with the implementation, maintenance and publication of the electronic Register of Protests, thereby ensuring the completeness and timeliness of information on bills of exchange protests throughout the country.

All stages of the process, from transmission of data to its subsequent management, are automated in the system set up by InfoCamere. The collection, compilation and submission of protests lodged to the Chamber is almost completely carried out electronically on-line, ensuring that the process of supplying data for the national record is prompt and secure. For this purpose, the officials responsible for collection (town clerks, notaries, Bank of Italy clearing houses), have special software to use on the internet.

The information held on the electronic Register of Protests is kept for five years from the date of registration and can be obtained either from the Chambers of Commerce or electronically via the internet. Query functions enable the data to be viewed nationally. At the request of interested parties, the Chamber of Commerce releases documentation of the protests lodged in real time, thus making the information available while ensuring a high level of certainty and transparency for assessing the reliability of a company or a person.

### **Changes**

Administrators and company assets change and insolvency procedures may take place. The "Changes" service was set up to allow users to find out about changes of Partners, Clients or Suppliers in good time.

This service makes it possible to create lists of companies to monitor and to determine which events to check for: changes in administrators, variations in company shares, the initiation of bankruptcy proceedings, available assets and any other change which might occur.

Within a few days the service makes available all the relevant changes which have been recorded in the Business Register. The information may be consulted:

- via your certified Email Account (Posta Elettronica Certificata) for those users who already have one.
- in the download area of the service itself.

### **Lists**

"Lists" allows two possible options: the "List of Addresses" provides the name and full address of all the companies selected, while the "Extended List" contains further information such as the tax ID code, the VAT number, the type of business, etc., as well as the details contained in the first list.

To create a list that is tailor-made to your specific information requirements, companies can be chosen from the database using a combination of the following parameters:

- location (region, province, municipality)
- legal status
- type (code) of activity
- classification of sales turnover
- classification of shares
- number of staff
- insolvency proceedings
- date registered
- date of cancellation

### **What you can send via [www.registroimprese.it](http://www.registroimprese.it)**

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Files can be sent electronically from the [www.registroimprese.it](http://www.registroimprese.it) portal. This is an invaluable e-government tool, allowing such documents to be sent to the Business Register, and allowing access to information concerning the progress of the file itself.

It is possible to send applications including those concerning the registration, modification or termination of a business via Internet. Once the form and attachments that make up the file have been completed, the document is sent online to the Business Register of the particular Chamber of Commerce using secure send and receive protocols. The system is integrated with the Digital Signature: documents to be sent to the Chamber of Commerce online

can be digitally signed.

Current file transmission functions are:

- Sending files
- Lodging accounts
- Single Communication
- VAT allocation

The back-end machinery of the Chambers of Commerce acts as an essential filter between the files sent by users and their inclusion in the Business Register. For this purpose, the Chambers have tools available to minimise human intervention by automating and simplifying the process as much as possible. Over time, a file checking-in process has developed and today also manages: Rolls and Registers, Patents and Trademarks, Protests, Weights and Measures, Typical Products, Plant Compliance and so.

The online office for the delivery of documents and certificates is open 24 hours a day and payments can be made electronically.

### **How to activate the service**

Professionals, national organisations and agencies can gain access to the electronic file transmission service and query the Chambers of Commerce Registers either within the scope of the national agreements made between their reference Associations or bodies and InfoCamere or by stipulating a contract with their local Chamber of Commerce ([www.siglaprovincia.camcom.it](http://www.siglaprovincia.camcom.it)), or on-line via [www.registroimprese.it](http://www.registroimprese.it) in the registration section. To gain access to query the Chambers of Commerce Registers, companies can also contact the official InfoCamere professional Distributors, who have direct access to the Chambers of Commerce databases.

## **The Single Communication tool when starting to operate a business**

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The Single Communication tool for starting up a business, available at [www.registroimprese.it](http://www.registroimprese.it), allow businesses to start trading within one day and within a maximum of seven days to fulfil all the requirements of the Business Register, the National Institute of Social Security (INPS), the National Institute for Insurance against Industrial Accidents (INAIL) and the Italian Tax Office by submitting a single electronic form. The company immediately

receives a licence document (Posta Elettronica Certificata), which permits it to begin trading at once, via a free, certified electronic mailbox, provided by the Chamber of Commerce.

Management of the communication process is entrusted to the Chamber of Commerce which, via the electronic infrastructure set up and managed by InfoCamere, becomes the sole front office for all registration processes, whether for allocation of tax codes or VAT registration and for registration with the [www.registroimprese.it](http://www.registroimprese.it), as well as for social security (INPS), insurance (INAIL) purposes and the Craft Register (Albo Artigiani).

Once implemented, this system will be applicable not only when starting a business, but also when making changes or ceasing trading.

The most sensitive phase when implementing the new procedure was training and supporting users who must adopted it (companies and all those representing them: professionals, trade associations, agencies dealing with paperwork on their behalf, etc.). For this reason the Chambers of Commerce, via InfoCamere, have established a network of training staff across Italy, alongside a specialist task force to deal with more complex issues.

## Services for Business Development

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The "Services for Business Development" are the latest range of services that the Chambers of Commerce are making available to small businesses to support them in developing their business.

The target for these services are newly established companies with a small number of employees using the Internet (presumably broadband), which require a basic service not currently available on the market.

Thanks to InfoCamere's expertise with applications and IT infrastructure and to the widespread presence of Chambers of Commerce throughout the country, it is possible to reach these one and a half million newly established companies effectively.

We can offer, with a minimum financial commitment for the Chambers of Commerce, high-tech solutions, but with only a few easy to use features.

These "Services for Business Development" are therefore provided free of charge by the Chambers of Commerce to such companies, with the aim of increasing their market competitiveness, reducing the technology gap with the larger firms that are their competitors and initiating a wide-ranging process of IT literacy.

There are currently three services: **gestirete**, to manage client relations, **archivierete**, to securely store data on the relevant computer, and **incontrerete**, to facilitate the matching of supply and demand in the buying and selling of companies. These and other services that are currently in the pipeline are designed to meet the needs of small businesses that would find it difficult, especially during start-up, to use or buy more complex software solutions.

The next release as part of this process is the **Fax Server**, which allows you to receive faxes directly into the Email inbox of the company, and the **Internet minisite** for new members.

During its first year of existence, more than 10,000 companies signed up to these Services for Business Development.

Gestirete, archivierete and incontrerete are:

- simple - intuitive
- fast - install with a simple click
- useful - increase productivity and reduce management costs
- secure and safe - the inviolability of the archived data is guaranteed by the Chambers of Commerce
- flexible - consult and manage your information from any computer connected to the Internet
- tailor-made - designed by the Italian Chambers of Commerce to meet the needs of small business
- free of charge - the software is totally free including future updates, without any functional or time limitations.

### **Gestirete**

**Gestirete** is a free service for client relationship management, which allows you to monitor business through the behaviour of your clients (purchases, requests for estimates, involvement in promotional campaigns, payment type preferences, and so on). With the assistance of customised reports, you can make the decisions which help you to increase productivity while reducing costs.

To sum up, gestirete offers the following:

- Client Records Management with search and data import/export options

- Opportunity Monitoring (agreements, sales, activity planning with clients)
- Organisation of targeted promotional campaigns
- Analysis of the movements and preferences of clients through customised reports
- Data consultation and management from more than one workstation at the same time (teamworking).

### **Archivierete**

A free service for the protection of the data and information used for work-related activities. Using a simple Internet connection, you can save important business files and/or directories in a secure area so as to protect against any kind of unexpected event which could damage them: hardware failures, computer viruses, theft, fire, and so on.

With **archivierete**, data saving is scheduled and automatic and does not require any manual intervention. You can set the frequency according to your own requirements.

The data is stored at a secure site. The Internet Data Centres of the Italian Chambers of Commerce ensure high levels of security and can detect and prevent any attempt at intrusion while guaranteeing adequate protection of the information. Highly specialised staff monitor the servers 24 hours a day, 365 days a year, in order to guarantee the continuity of the service and prevent any malfunctioning.

To sum up, **archivierete** offers the following:

- scheduled and automatic saving of the data, with the frequency set by the client, without requiring any manual intervention
- transfer of the data via the Internet in encrypted format
- preservation of the 10 most recent saves
- restore function which allows you to recover both an individual file and the total data saved
- automatic notification (by Email) if your remote disk space is full or there has been no data transfer for more than 15-30 days

### **Incontrerete**

A free website where buyers and suppliers meet to promote the buying and selling of companies. The system has a "virtual bulletin board" where registered users can enter their "announcements" regarding sale of or willingness to buy a business.

This bulletin board has two sections:

- a list of the companies on sale
- a list of people willing to buy.

Both the seller and the potential buyer can enter their reference details so that they can be contacted or indicate an external reference for receiving the proposals or providing further information about the company.

To sum up, **incontrerete** offers the following:

- Searching for potential “buyers” or “sellers” by means of selecting a broad-ranging set of information such as: business sector, region, number of staff, turnover
- Searching for new shareholders willing to purchase an interest in a business
- Immediate availability of basic information. Complete data for contacting the business or the potential buyers is only available to registered users
- Adverts placed by entrepreneurs, potential buyers, or managers
- Certification that all the businesses present on the bulletin board exist and are registered with the Business Register



## InfoCamere Services and Databases for Chambers of Commerce

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- Environment and Agriculture
- Overseas Trade and Business Grants
- Market Regulation
- Technological Services
- Qualifying Rolls and Registers
- Administrative Services



## Environment and Agriculture

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### Environment

The expertise of the Chambers on Environment and Agriculture covers a whole range of issues, with the use of systems by Ecocerved allowing the Chambers to control operational fluctuation. The Chambers are responsible for the following activities in the environmental sector on behalf of the relevant Ministry:

- The creation, maintenance and improvement of the **database** generated from the information supplied on the MUD (Modello Unico di Dichiarazione) single declaration form (also known as the 740 Ecologico) established by Law No. 70/94.
- **The National Register of Electrical and Electronic Equipment**, a list of topics related to waste treatment of electrical and electronic equipment.
- **The Battery Register** deals with matters related to the financing of the waste management system for batteries and accumulators.

### Agriculture

The Ministry of Agriculture, Food and Forestry Policy has delegated the task of overseeing the certification of typical Italian products to specific supervisory bodies (OdCs). The Chambers of Commerce can act as a supervisory body in the wine, olive oil and typical products sectors.

On behalf of the Chambers InfoCamere has produced an integrated IT solution that allows them to work in partnership with all elements of the supply chain.

## Overseas Trade and Business Grants

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### Overseas Trade

Italian companies trading overseas are registered as members with the Chambers of Commerce. To manage the information, a product is available that is integrated with the Business Register, allowing a request to be made to the Chambers of Commerce for the electronic data number required for companies operating abroad. The information contained in the database allows a comprehensive overview of the companies listed.

## **Business Grants**

The General Regulations of the Chambers of Commerce provide that the Chambers themselves can pay grants to companies through specific "Invitations to tender". The Chamber may take advantage of a special ad hoc service for managing the entire process of applications for assistance. Chambers subscribing to this may customise within the system, in complete autonomy, the details of their invitations to tender, determining the opening and closing dates, the applications process, the available funds, the rules for calculating the grant, the criteria for ineligibility and reduction of the grant. The product, which allows the use of the online transmission system for requests sent to the Chamber, is integrated:

- with the Business Register to check the registration data with the Chamber
- with the annual subscription system to check for automatic payments
- with the accounting system for the automatic creation of provisional orders relating to the payment of grants to companies.

## **Market Regulation**

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Market regulation is an area of chamber activity which increasingly requires informative tools. InfoCamere also supplies systems for management in the field of Patents and Trademarks (which we discussed in the chapter on [www.registroimprese.it](http://www.registroimprese.it)), Weights and Measures and tachograph cards.

### **Weights and Measures**

Chambers' Weights and Measures offices are entrusted with checking the function of instruments required for the purpose of legal measurement, for wrapped and pre-packaged products, and for assaying precious metals. Checking measuring instruments from design to production and their use in a commercial context is a crucial task. InfoCamere has computerised these offices, providing management tools that are integrated with the Business Register and the system of accounting, as well as the suitable communication facilities with users such as accredited laboratories and measuring device manufacturers.

### **Tachograph Cards**

The introduction of the digital tachograph requires road transport companies to install such recording equipment to monitor the activities of most road

vehicles used for transporting people or goods. The Chambers of Commerce are responsible for issuing the tachograph Card (Ministerial Decree dated 31 October 2003, n. 361). Through InfoCamere, they issue, renew and replace the Card throughout its entire life cycle. Four types of card are issued:

- **Driver's Card:** this is the personal card belonging to the driver of the vehicle
- **Company Card:** this is the card of the company owning the vehicle
- **Repair Shop Card:** this is the card of the repair shop authorised to work on digital tachographs
- **Control Card:** this is the card used by the Police

## Technological Services

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InfoCamere provides the Chambers of Commerce with a national system of connectivity that enables a level of excellence in public administration. Thanks to continuous upgrading of its various technological components, this powerful capability has been maintained over time with very high standard of efficiency, allowing the Chambers to operate in complete security and without interruption. The features of the system mean that InfoCamere is able to provide various services to the Chambers of Commerce such as cabling for their offices, video conferencing systems and secure use of the Internet. InfoCamere recently released the new VoIP (Voice over IP) system that manages the Chamber telephone system over the data network. This infrastructure allows substantial savings on the cost of telephony traffic and exchange management, taking advantage of the economies of scale resulting from centralised management and maintenance.

This service, which is focused towards optimising state administration, is in line with recent government guidance. As part of its aim to provide state-of-the-art services, InfoCamere is conducting research and experimenting with new technology solutions, including Virtual Desktop Infrastructure (VDI). This is a system that will allow centralised management of Chambers of Commerce workstations.

The savings will result from a reduction in the cost of acquisition, management and maintenance of personal computers, in centralised protection from cyber attacks, and in continuous back-up of data.

## Qualifying Rolls and Registers

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With a dedicated computer system, InfoCamere has automated management of the Chambers Rolls and Registers service, allowing offices to enter, edit and delete entries in professional registers, lists, and rolls. Dialogue with the user may be at a traditional desk or via electronic submission of applications. Specifically, they manage the following rolls, registers and lists:

- Register of Commissioning Agents and Auctioneers
- Register of Fruit & Vegetable, Meat and Seafood Wholesalers
- Register of Car Repair Companies (EIR Ordinary List)
- Register of Car Repair Companies (EIR Special List)
- Interprovincial List of Freight Agents
- List of Secure Shipping Agents
- List of Factory Inspectors
- Hairdresser-Barber-Beautician Qualifications
- Roll of Shipping Brokers
- Roll of Experts and Surveyors
- Roll of Business Mediators
- Roll of Agents and Salesmen
- Roll of regional Taxi-drivers
- Roll of Public Assessors and Assayers

In this sector, InfoCamere also provides the Chambers of Commerce with:

- a service for the management of aptitude tests that automates the entire application process, from the submission to the outcome of the test, including loading the test questions and automatic production of the question sets
- a service for reviewing the Chamber registers enabling cards to be printed showing regular subscription to rolls (e.g. for estate agents).

## Administrative Services

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Accounts administration and personnel management are among the sectors to benefit from the products and services provided by InfoCamere for Chamber accounting, the annual subscription fee, the penalty system and personnel management.

The Accounting Services represent a modular system that provides for management of accounts, budgets, reporting and integration with Management Control. Using the available applications, the Chamber can carry out financial analysis and strategic planning, which are integrated with accounting and management control, including for planned projects.

The available functions are: profits cycle, liabilities cycle, assets, contract management, management of receipts, electronic payment mandates with the agency's fund management body.

InfoCamere provides the Chamber with tools and services related to annual subscriptions. The entire workflow is monitored, from the chamber emailing companies to the annual subscription database input, from the system of penalties for defaulting to recording amounts not collected. InfoCamere undertakes these activities on behalf of the Chambers, dealing with the postal service for mailings, with the tax authorities for collection of annual subscriptions, and with Equitalia for collection of compulsory registrations.

For the Penalties Office, specific services are available to help the Chambers of Commerce to handle the entire administrative process, from the issue of the order to its possible entry on the register.

For personnel administration, InfoCamere offers a modular system, which is constantly updated with taxation and regulatory changes. The available modules are: pay, attendance, travel expenses and business trips. The available system also allows management of other specific personnel department activities: M770, CUD, electronic payslips and records of service. To meet the needs of some Chambers, InfoCamere provides an outsourcing service that includes the preparation of the monthly salary roll of chamber employees and the preparation of templates and printouts required for tax and contribution requirements.



## InfoCamere Services and Databases for Public Administration

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- Business Register for local authorities
- Parix – Access platform to Business Register in XML format



## Business Register for Local Authorities and Public Administration

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InfoCamere supports the Chambers of Commerce in providing the public administration and, above all, local authorities with customised access to the data in the Business Register, as a legally reliable, up-to-date and complete source of information.

Information in the Business Register may be used to support activities such as administrative management and monitoring, enabling:

- the development of competent administration at a local municipal level with regard to obligations relating to trade, agriculture and production in general (a 'one-stop shop' for production);
- the maintenance of registers and lists of suppliers for the procurement of goods and services by all local public administrations;
- the provision of funding and incentives to businesses, from large Municipalities, Provinces and Regions;
- support for administrative regulation and local policing
- the opportunity for detailed statistical analysis of the business world at both a national and local level, supporting policies to promote and develop the regions.

For these reasons, the use of the Business Register by the local authorities is continuing to increase: over the past three years, the number of searches carried out by municipalities through this service has increased by 70%, reaching over 350,000 searches per year.

## Parix - Access platform to Business Register in XML format

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PARIX, set up by InfoCamere, is the access platform to the data in the Business Register maintained by the Italian Chambers of Commerce, which makes updated business information available to the relevant public administration services. The data is in XML format and can be integrated in any existing IT system at the EDP centre of the public body, for example the company financial management system, the labour information system, the georeferencing system, the databases of so-called single information points, etc. The data can also be made available to other public administrative bodies

using a shared application port in the same agency.

PARIX allows two different types of access to the Business Register data which basically differ in the method in which the data is supplied:

- PARIX – Local Business Register;
- PARIX – Companies Register Application Port

### **PARIX - Local Business Register**

The Local Business Register allows public administration bodies to obtain information taken from the Business Register at their own EDP centre according to their specific requirements. It is an IT system consisting of the following modules:

- **PARIX Data:** this is the base module, required for all the other modules, and contains the "summary data" extracted from the Business Register, of companies operating in a precise geographic area or economic sector, in XML format. The data is supplied in two stages: The first stage involves extracting information on all the relevant businesses and copying this data into electronic files (e.g. CD-ROM); the second stage involves the agreed supply of periodic updates of this information, even on a daily basis.
- **PARIX Database:** this is the second module (for which PARIX Data is a requirement) and is the database used to collect the data, based on Oracle or if necessary other relational databases, with appropriate installation and update procedures. PARIX Data and Database are reference points for all IT systems and applications related specifically to public sector administration. The main password for every "company" is its tax ID code.
- **PARIX Gate:** this component enables interaction between public administration bodies. It consists of a gateway and "application port" for the organisation (requires PARIX Data and PARIX Database) and allows other local bodies to use the appropriate applications to query the summary file included in the other databases.
- **PARIX Web:** this application allows the body to use the internet to check the Local Business Register (requires Parix Data and PARIX Database).
- **PARIX for Business:** this component is intended to produce, within a particular regional context, business observations, using methods and requirements similar to those processed by InfoCamere for the Ministry of Trade and Industry, using the database of local companies.
- **PARIX past Records:** establishes the recording of past changes in individual strategically important company data as a result of public administration activities (e.g. identity or company name, legal status,

address of head office, sphere of activity, etc.) and gives notification of any changes which occur.

- **National PARIX Gate:** the software component PARIX Gate is a gateway application for the extraction in XML format, specifically for the business data in the local PARIX Data Base file. Using the software component National PARIX Gate an analogous gateway application has been created for the Central Business Register, offering similar services to those provided by the local version of PARIX Gate.

### **PARIX - Business Register Application Port**

The Business Register Application Port is the "inlet" via which public administration applications can regularly query the National Business Register. On the Business Register port, cooperation between the applications is requested via web services (using HTTPS protocol) and the responses, in XML format, allow the following information to be extracted:

- Ordinary search
- Past records
- Headquarters and local branches
- Shareholding Data File (including past records)
- Partners Data File (including past records)
- Personal Data File
- Administrators
- Insolvency Procedures
- Auditors, Board of Statutory Auditors
- Shares and financial instruments
- Controlling companies/bodies
- Business Rolls and Registers Licenses
- Holders of Charges and Titles
- Company transfers, mergers, splits and takeovers

From an operational perspective the service offers the following functions:

- the agency carries out the desired business search by querying the Business Register file using two functions: Search by Name or Search by Tax ID Code
- the result is displayed as a list of businesses found according to the search criteria
- once the desired business has been identified, it is possible to choose an output from those available (Ordinary Search, Personal Data File, Past records Search, Capital and Financial Instruments, etc.)

- the information obtained can then be stored in the agency's database according to local procedures.

### **Advantages**

The main benefit which is offered by PARIX lies in having a single updated view of a company's data. This allows:

- improvement of user services. The body will be able to make use of the businesses' individual data without having to ask them for it directly.
- improvement in the quality of the information stored in the system. The data acquired via PARIX is always consistent and in line with the official information contained in the Business Register.
- exchange of business data between the various public administration IT systems.
- integration of data from the Business Register with other information available in the body's databases.



## Other InfoCamere services and databases

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- XBRL – Electronically manageable accounts
- Movimprese – Changes in the dataset of Italian companies



## XBRL - Electronically manageable accounts

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Italy is one of the first countries in Europe to have introduced the requirement to use an electronic format for the presentation of financial statements of account. In February 2009 the regulatory process was completed for the introduction of XBRL in Italy as the standard processing format for the preparation of accounts.

With XBRL (eXtensible Business Reporting Language) it is possible to manage the information in a completely automated manner through the use of so-called reading codes (taxonomies), a kind of dictionary which describes the data concerning the items that are being represented. In order to facilitate the use of this format, the Chambers of Commerce have put operating instructions and tools to create XBRL files, using open source OpenOffice, on-line at [www.registroimprese.it](http://www.registroimprese.it). (Click on the heading "sportello pratiche [business advice centre]" on the home page, then again on "sportello pratiche [business advice centre]", then on "bilanci [accounts]" and finally on "xbrl".) On behalf of the Chambers, InfoCamere has made available on the site free software that enables you to generate a statement of accounts in XBRL from data drawn from a standard balance sheet.

Another free piece of software, again available at [www.registroimprese.it](http://www.registroimprese.it), will determine the formal validity of an XBRL document before it is filed with the Companies' Register, immediately identifying any discrepancies or anomalies. It can also be used to generate a PDF or HTML version of the XBRL to obtain a readable version of the accounts and also, for the PDF only, versions in English, French and German.

The advantages range from cost savings to improved efficiency in the transmission and management of data. In fact, if sent using XBRL, data from different sources, such as data from business units with disparate accounting systems, can easily be integrated, at low cost and with a high degree of reliability. Furthermore, automating data management allows recipients to combine it with other data deemed necessary for the analysis that is being carried out.

## Movimprese - Changes in the dataset of Italian companies

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This is the regular survey of the demography of Italian companies conducted by InfoCamere on behalf of Unioncamere. Every quarter Movimprese looks at the distribution and birth/death rate by economic sphere of activity and legal form for all those registered in the Chambers of Commerce records throughout the country. Published since 1982, Movimprese is available on-line at [www.infocamere.it](http://www.infocamere.it).