



**MINISTRY OF EDUCATION IN BRAZIL
SECRETARIAT OF PROFESSIONAL AND TECHNOLOGICAL EDUCATION
FEDERAL INSTITUTE OF EDUCATION, SCIENCE, AND TECHNOLOGY OF MINAS GERAIS.**

**EXTERNAL USER REGISTRATION FORM IN THE
ELECTRONIC INFORMATION SYSTEM OF IFMG (SEI)**

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|---|--|
| Full name without abbreviations: | Marital Status: |
| Identification Card Number: | Issuing Authority: |
| Mobile Phone with country code: | Business Phone with country code: |
| Business Address: | |
| Residential Address: | |
| Email Address: | |

STATEMENT OF AGREEMENT AND TRUTHFULNESS

I hereby declare that I accept the terms and conditions governing the electronic process, provided for in Decree No. 8,539, dated October 8, 2015, and other applicable regulations, admitting as valid the electronic signature in the registered modality (login and password) and acknowledging the responsibility for the improper use of the actions taken, which may be subject to civil, criminal, and administrative liability investigations.

I declare, furthermore, that the following are solely my responsibility:

- I. The confidentiality of the access password, with no allegation of improper use being admissible under any circumstances;
- II. It is the company's sole responsibility to keep all data up-to-date with the Federal Institute of Education, Science and Technology of Minas Gerais, during the validity of the contract or any other legal instrument;
- III. The conformity between the information provided in the electronic application form and that contained in the protocolized document, including the completion of mandatory fields and the attachment of essential and complementary documents;
- IV. The preparation of the petition and digital documents in accordance with the requirements established by the system, regarding the format and size of electronically transmitted files;
- V. The retention of the original paper documents of the digitized documents sent through electronic petitioning until the right of the Public Administration to review the acts performed in the process



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expires, so that they can be presented to the Federal Institute of Education, Science and Technology of Minas Gerais for any type of verification, if requested;

VI. The verification of receipt of electronically transmitted documents through the electronic protocol receipt;

VII. The performance of all procedural acts and communications between the Federal Institute of Education, Science and Technology of Minas Gerais, the user or the entity represented through electronic means, with no other form of notification or protocolization being admissible, except in situations where it is technically impossible or in case of unavailability of the electronic means, whose extension causes relevant damage to the process's speed or any other exception provided for in specific normative instrument;

VIII. Compliance with the understanding that procedural acts in electronic media are deemed performed on the day and time they are received by SEI-IFMG, with acts performed up to 11:59:59 PM on the last day of the deadline being considered timely, always considering the official time of Brasília/DF, regardless of the time zone of the external user;

IX. Periodic consultation of SEI-IFMG or the system through which electronic petitioning was carried out to verify the receipt of notifications, with notifications being deemed performed on the date the consultation is made in the system or, if no consultation is made, fifteen days after their issuance;

X. The conditions of their communication network, access to their internet service provider, and the configuration of the computer used in electronic transmissions; and

XI. Compliance with the scheduled maintenance periods, which will be carried out preferably from 12:00 AM on Saturdays to 10:00 PM on Sundays or from 12:00 AM to 6:00 AM on other days of the week, or any other type of system unavailability.

For this Registration to be approved, the user must provide the following documents to the Federal Institute of Education, Science and Technology of Minas Gerais, along with this signed Agreement (which can be signed with a Digital Certificate and Digital Signature or a signature according to the presented Identification document), along with copies of the following documents:

- Residential Address Proof of the last 90 days
- Commercial Address Proof of the last 90 days;
- Identity Card;
- CPF (Individual Taxpayer Registry);
- Articles of Association;
- Latest contractual amendment;
- Power of attorney with legal representation powers registered with a notary (if applicable).



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(City/Country)

(date)

Signature: _____

Signature as per the photo ID presented or digital signature with a digital certificate.