

Registration index and date
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(to be filled in by the officer responsible for receiving and registering the signal)

REPORT REGISTRATION FORM

FOR SUBMISSION OF INFORMATION ABOUT VIOLATIONS UNDER THE PROTECTION OF PERSONS REPORTING OR PUBLICLY DISCLOSING INFORMATION ABOUT VIOLATIONS ACT

IMPORTANT! BEFORE FILLING OUT THE FORM, PLEASE READ THE INSTRUCTIONS on pages 5 and 6.

It is filled in by the employee who received the signal

WIN	Date
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<small>(Unique identification number – to be provided by the Central Authority)</small>	
METHOD OF SUBMISSION	
<input type="checkbox"/> WRITTEN <input type="checkbox"/> ORAL	
<input type="checkbox"/> IN PERSON <input type="checkbox"/> THROUGH PROXY	
DATA ABOUT THE EMPLOYEE WHO RECEIVED AND REGISTERED THE SIGNAL	
Name	<input style="width: 100%;" type="text"/>
	<small>(proper, patronymic and surname)</small>
Job Title	<input style="width: 100%;" type="text"/>
Place of work Name	<input style="width: 100%;" type="text"/>
BULSTAT/UIC code	<input style="width: 100%; height: 20px;" type="text"/>

It shall be filled in by the whistleblower, in case he/she uses the form as a template for reporting

PART I. DATA ABOUT THE REPORTING PERSON	
Name	<input style="width: 100%;" type="text"/>
	<small>(proper, patronymic and surname)</small>
CONTACT DETAILS	
Area	<input style="width: 100%;" type="text"/>
Location	<input style="width: 100%;" type="text"/>
Correspondence address	<input style="width: 100%;" type="text"/>
Phone	Email (if available)
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

IN HIS CAPACITY AS	<input type="checkbox"/> worker within the meaning of Art. 45, par. 1 of the Treaty on the Functioning of the European Union, including Employee, an employee, civil servant or other person who performs for hire, irrespective of the nature of the work, the method of payment and the source of funding;
	<input type="checkbox"/> a person with the status of a self-employed person within the meaning of Art. 49 of the Treaty on the Functioning of the European Union, including a person who works without an employment relationship and/or exercises a freelance profession and/or craft activity;
	<input type="checkbox"/> Volunteer, paid or unpaid intern;
	<input type="checkbox"/> partner, shareholder, sole owner of the capital, member of the management or control body of a commercial company, member of the audit committee of an enterprise;
	<input type="checkbox"/> a person who works for a natural or legal person, contractors, its subcontractors or suppliers;
	<input type="checkbox"/> a person whose employment or service relationship is about to commence or a person who is about to conclude a contract for the provision of any type of service, in cases where information on irregularities has been obtained during the selection process or other pre-contractual relationships
	<input type="checkbox"/> employee or employee, as well as any other person under items 1-5 of Art. 5, para. 2 of the Law on the Protection of Persons with Disabilities Act, which received The information within the framework of labor, ex officio or other Legal relationship in a work context that has been terminated at the time of the alert or public disclosure

PART II. AGAINST WHOM THE SIGNAL IS FILED

IDENTIFICATION (in case of a signal against a natural person)	
Name	<input type="text"/> (first name, patronymic and surname, if known)
PLACE of WORK Name	<input type="text"/>
BULSTAT/UIC code	<input type="text"/>
IDENTIFICATION (in case of a signal against state, municipal authorities or legal entities)	
Name	<input type="text"/>
BULSTAT/UIC code	<input type="text"/>

PART III. DETAILS OF THE INFRINGEMENT

1. THE INFRINGEMENT RELATES TO (tick the area of infringement)	
<input type="checkbox"/>	violation of Bulgarian legislation or acts of the European Union in the field of:
<input type="checkbox"/>	public procurement;
<input type="checkbox"/>	financial services, products and markets and the prevention of money laundering and terrorist financing;
<input type="checkbox"/>	the safety and compliance of products;
<input type="checkbox"/>	transport safety;
<input type="checkbox"/>	environmental protection;
<input type="checkbox"/>	radiation protection and nuclear safety;
<input type="checkbox"/>	food and feed safety, animal health and welfare;
<input type="checkbox"/>	public health;
<input type="checkbox"/>	consumer protection;
<input type="checkbox"/>	the protection of privacy and personal data;
<input type="checkbox"/>	security of networks and information systems;
<input type="checkbox"/>	a violation that affects the financial interests of the European Union within the meaning of Article 325 of the Treaty on the Functioning of the European Union and further specified in the relevant Union measures;
<input type="checkbox"/>	violation of the rules of the internal market within the meaning of Art. 26, paragraph 2 of the Treaty on the Functioning of the European Union, including the rules of the European Union and the Bulgarian legislation on competition and state aid;
<input type="checkbox"/>	an infringement relating to cross-border tax schemes aimed at obtaining a tax advantage contrary to the object or purpose of the applicable corporate tax law;
<input type="checkbox"/>	committed a crime of a general nature, which the whistleblower has become aware of in connection with the performance of his/her work or in the performance of his/her official duties.
<input type="checkbox"/>	Violations of the Bulgarian legislation in the field of:
<input type="checkbox"/>	the rules for payment of public state and municipal receivables;
<input type="checkbox"/>	labor legislation;
<input type="checkbox"/>	legislation related to the performance of public service.

2. WHEN THE INFRINGEMENT WAS COMMITTED	
Date/ Period	<input style="width: 80%;" type="text"/>
3. DESCRIPTION OF THE INFRINGEMENT (specific details of the infringement or the real risk of such infringement)	
<input style="width: 100%; height: 100%;" type="text"/>	
4. INVENTORY OF THE ATTACHED EVIDENCE	
<input style="width: 100%; height: 100%;" type="text"/>	
PART IV. PERSONS OTHER THAN THE REPORTING PERSON, TO BE GIVEN PROTECTION <i>(if known at the time of reporting)</i>	
<input type="checkbox"/>	persons assisting the reporting person in the reporting process and whose assistance should be confidential;
<input type="checkbox"/>	persons who are connected by work or relatives of the reporting person and who may be subject to retaliation because of the whistleblowing;
<input type="checkbox"/>	legal persons in which the reporting person holds a shareholding, for which he works or with whom he or she is otherwise related in a working context ¹ .
LISTING/IDENTIFICATION OF PERSONS TO BE GRANTED PROTECTION	
<p style="text-align: center;">FACE QUALITY <i>(colleague, relative without degree limitation, legal person in which the reporting person holds a shareholding for which he works or with whom he is otherwise linked in a working context)</i></p>	<input style="width: 100%; height: 100%;" type="text"/>
Name (for individuals)	<input style="width: 100%;" type="text"/> <small>(first name, patronymic and surname, if known)</small>
Name (for legal entities)	<input style="width: 100%;" type="text"/> Bulstat / UIC code <input style="width: 100px; height: 15px;" type="text"/> Represented by <input style="width: 100%;" type="text"/>
CONTACT DETAILS	
Location	<input style="width: 100%;" type="text"/>
Correspondence address	<input style="width: 100%;" type="text"/>
Phone	<input style="width: 100%;" type="text"/>
Email address (if any)	<input style="width: 100%;" type="text"/>

¹ According to § 1, item 4 of the Supplementary Provisions of the Law on Employment and Employment Practice, "Work context" are current or past work activities in the public or private sector, through which, regardless of their nature, persons receive information about violations and within which these persons may be subject to retaliatory action if they submit such information

PART V. PERSONS WHO CAN CONFIRM THE DATA COMMUNICATED OR PROVIDE ADDITIONAL INFORMATION

Name (for individuals)	<input style="width:95%; height: 20px;" type="text"/> <small>(first name, patronymic and surname, if known)</small>
Name (for legal entities)	<input style="width:95%; height: 20px;" type="text"/> Bulstat / UIC code <input style="width:60px; height: 15px;" type="text"/> Represented by <input style="width:350px; height: 20px;" type="text"/>
CONTACT DETAILS	
Location	<input style="width:95%; height: 20px;" type="text"/>
Correspondence address	<input style="width:95%; height: 20px;" type="text"/>
Phone	Email address (if any)
<input style="width:150px; height: 20px;" type="text"/>	<input style="width:300px; height: 20px;" type="text"/>

THIS ALERT HAS BEEN SUBMITTED THROUGH AN INTERNAL CHANNEL:
 (to be filled in only when submitting a signal to the CPDP)

YES NOT

INVITATION TO SIGN THE ALERT BY THE REPORTING PERSON
 (noted by the employee who received and registered the signal)

CONSENT DISCLAIMER

THE SIGNAL IS ACCEPTED AND REGISTERED BY:

.....
(employee's name)

POSITION:

DATE:

SIGNATURE:

.....

WHISTLEBLOWER/PROXY:

.....
(name)

Your report is subject to verifiability on the basis of Article 15, paragraph 6 of the Law on Information and Information Processing, including in relation to its author (the reporting person). When there are reasonable doubts about the identity of the reporting person (see Part I of this form), the officer responsible for examining the report may request the provision of additional information necessary to confirm his/her identity.

If they are established false or misleading statements of fact and/or after the verification that the person who allegedly submitted this signal is not its author, the signal and the materials on it will be forwarded to the Prosecutor's Office of the Republic of Bulgaria in terms of competence.

DATE:

SIGNED:

General information and instructions for completion:

1. This form shall be used to record whistleblowers through an internal and/or external reporting channel.

• "Internal Reporting" (to the obliged entities under Art. 12 of the Law on Personal Injury and Personal Injury Law)²⁾ is the oral or written communication of information on infringements within a legal entity in the private or public sector.

• "External Reporting" (before the CPDP) is an oral or written communication of information about violations to the competent authorities under the Law on Criminal Procedure and Criminal Procedure.

2. When filling in a form submitted to the CPDP as an external channel, it must be noted whether the signal has also been submitted through an internal channel.

3. **IMPORTANT!** The form is intended for official use in the registration of an alert by the employees designated by the obliged entities to be responsible for receiving and registering alerts. The form may also be used by the whistleblowers as a template for reporting a report. In this case, the reporting person shall fill in only Parts I to V inclusive.

4. The form is also intended for the cases of oral reporting. In these cases, the officer designated to be responsible for receiving and registering alerts documents the alert by filling in the form. After filling in the form, the officer offers the reporting person to sign it if he wishes and notes his consent or refusal in the appropriate place on the form, verifying his identity by presenting an identity document. The signature should be affixed no later than 7 days after the invitation.

5. Alerts submitted by a natural person, in person or through a proxy with an explicit written power of attorney (no notarization is required), through an internal reporting channel or an external reporting channel, or publicly disclosed information about violations in a work context, shall be considered.

6. When a signal is submitted through a proxy, the power of attorney under item 5 in the original shall be attached to the signal.

For the employee receiving and registering alerts:

7. Obtaining a Unique Identification Number (UIN) is mandatory when registering signals for the needs of the internal reporting channel. The UIN is generated from the website of the CPDP. To receive a UIN, the employee responsible for receiving and registering signals selects the option "Receive UIN", and then enters the following information:

- Name and UIC/BULSTAT of the employer to whom the alert was submitted;
- Identification data of the employee responsible for receiving and registering the signal;
- Subject of the report (relevant areas of infringement);
- Method of receipt (written or oral).

8. Within the period specified by law, the reporting person shall be provided with information about the UIN and the date of registration of the report.

9. All submitted signals falling within the scope of the scope of Art. 3 of the Law on the Protection of Persons with Disabilities. Alerts shall not be registered with a WIN, from the initial examination of which it is obvious that they concern a complaint (complaints or signals) about irregularities or dissatisfaction of customers/users of the relevant professional or administrative services of the obliged entity.

² Obligated entities

Art. 12. (*) (1) Obligated subjects under this Act shall be:

1. employers in the public sector, with the exception of the municipalities under Para. 2;
2. employers in the private sector with 50 or more workers or employees;
3. employers in the private sector, regardless of the number of workers or employees, if the activity carried out by them falls within the scope of application of the acts of the European Union referred to in Part I, letter "B" and part II of the Annex to Art. 3, para. 1 and 3.

(2) Municipalities with a population of less than 10 000 people or less than 50 workers or employees may share resources for receiving signals for violations and for taking follow-up actions thereon, in compliance with the obligation of confidentiality.

(3) The obliged entities under Para. 1, item 2 with a staff of 50 to 249 workers or employees may share resources for receiving signals and for taking follow-up actions on them in compliance with the requirements of this Act to protect confidentiality, give feedback and take measures against the violation for which a report has been submitted

10. No proceedings shall be initiated on anonymous signals.

11. Alerts that do not fall within the scope of the APPA and the content of which does not give grounds to be considered credible shall not be considered.

12. Registered signals containing obviously false or misleading statements of facts shall be returned with an instruction to the whistleblowing person for the correction of the allegations and for the responsibility he/she bears for accusations under Art. 286 of the Criminal Code.

For the reporting person:

13. This form may be used by the reporting person as a template for reporting. In this case, the reporting person shall fill in only Parts I to V inclusive.

14. Within the statutory period after registering a signal, the whistleblower shall be provided with information for registering the alert and its UIN and date. Any subsequent information or communication in connection with the report shall be applied to this PIN.

15. Any information new or not specified at the time of submission of the form in relation to the alert may be provided additionally by the reporting person. When submitting it, the UIN received for the alert shall be indicated.

16. Please note that:

- No proceedings are initiated on anonymous signals.
- Signals that do not fall within the scope of the APPA and the content of which does not give grounds to be considered credible are not considered.
- Registered signals containing obviously false or misleading statements of facts shall be returned with an instruction to the whistleblowing person for the correction of the allegations and for the responsibility he bears for accusations under Art. 286 of the Criminal Code.

FOR SUBMITTING SIGNALS OR PUBLICLY DISCLOSING FALSE INFORMATION, ADMINISTRATIVE-PENAL LIABILITY UNDER ART. 45 OF THE ACT ON THE PROTECTION OF THE PROTECTION OF THE RIGHTS OF PERSONS WITH DISABILITIES.