

# Hessian Pre-Qualification Register (HPQR)

Ser.no.	Legal requirements	Proofs	Updating
1	No <b>insolvency proceedings</b> or a similar legal procedure has been opened or requested. The company is <b>not in liquidation</b>	self-declaration	annual
2.	There is <b>no serious misconduct</b> that puts the reliability of the applicant into question, such as -Effective oCriminal Codeupational ban (70 Criminal Code) -Effective temporary oCriminal Codeupational ban (132 Code of Criminal Procedure) -Effective prohibition of further trade activities (35 GewO) -Final judgement within the last 2 years for membership in a criminal organization (129 Criminal Code), money laundering (261 Criminal Code), bribery (334 Criminal Code),granting of an undue advantage (333 Criminal Code), theft (242 Criminal Code), fraud (246 Criminal Code), extortion (253 Criminal Code), economic subsidy fraud (264 Criminal Code), obtaining credit by false pretences (265 b Criminal Code), infidelity (266 Criminal Code), forgery (267 Criminal Code), falsification of technical recordings (268 Criminal Code),fraud in connection with insolvency proceedings (283 ff Criminal Code), anticompetitive agreements in tendering procedures (298 Criminal Code), commercial bribery (299 Criminal Code), arson (306 Criminal Code), construction hazard (319 Criminal Code), water or soil contamination (324, 324a Criminal Code), illegal handling of dangerous waste (326 Criminal Code) which are avenged by imprisonment of more than 3 months or a fine of more than 90 daily rates.	self-declaration (there are no con-victions for serious misconducts and there is <u>nothing pending</u> )  <b>abdication of GZR responsibilities of the client!</b>	annual

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Add.2.	<p><b>There are no entries in trade register according to 150 a Trade Law, that justify, or example, an exclusion according to par. 21 Illegal Employment Law</b></p> <p>(-final criminal conviction for a misconduct or an administrative offense as per 8 clause 1 No. 2, 9, 10 and 11 illegal employment law,                      -final criminal conviction for a misconduct or an administrative offense after 15, 15a, 16 para 1 No. 1, 1b or 2 of the Temporary Employment Act, or after a 266-paragraph 1, 2 and 4 of the Criminal Code,                      -decisions on fines for illegal employment of foreigners to 404, paragraph 1 or paragraph 2 no. 3 of the 3rd Code of Social Law)</p> <p><b>or according to 5 paragraph 1 or 2, Employee Assignment Law.</b></p>	<p>self-declaration                      (there are no convictions for serious misconducts and there is <u>nothing pending</u>)</p>	<p>annual</p>
3.	<p>The obligation <b>to pay taxes and charges</b> is duly fulfilled.</p> <p>The obligation to pay social security contributions (excluding Professional Association) and contributions to the Social Security Benefits Office is properly fulfilled, as far as they belong to the obligation to pay contributions.</p> <p>Exemption certificate</p>	<p>attestation in tax matters                      (att. copy)</p> <p>attestation of health insurance where most of the employees are covered                      (att. copy)</p> <p>copy (optional)</p>	<p>annual</p> <p>annual</p> <p>annual</p>

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4.	The obligation <b>to pay contributions to the professional</b> association is fulfilled.	simple copy of the certificate of non-objection by the PA	annual
5.	The company has properly <b>announced its trade</b> , shows concession if necessary	simple copy (for certified trades)	annual
6.	Registration in the Professional Register / Trade Register is on hand	copy of Trade Register excerpt self-declaration (where no registration is required) attested registration in the Professional Register of the company headquarters (register of qualified craftsmen or Chamber of Industry and Commerce, Chambers of Architects, Chamber of Engineers) (single copy)	annual
7.	<b>Total sales of the company</b> within the last three financial years	self-declaration	annual
8.	<b>References:</b> The conducting of self-performed achievements as ordered over the last three business years for one or more of qualifying individual or complete performance	self-declaration including at least three references, indicating the volume of orders – execution times – contact person –  confirmation of the client	annual

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9.	<b>Number of employees</b> in the last three financial years	self-declaration	annual
10.	<b>Professional liability insurance or public liability insurance</b>	simple copy of the certificate of insurance and self-declaration that the insurance statement is still existing at that point of time	annual
OPTIONAL:			
1.	If necessary, business interruption insurance and any other existing insurance	<b>Voluntarily</b> Copy of the certificate of insurance and self-declaration that the insurance is still existing at that point of time	annual
2.	Proof on support <b>for initial training</b> by the company	self-declaration	annual
3.	Additional proofs, e.g. certificates, quality seals	simple copy	annual