



DGTAX HOW-TO



ITALIAN BUSINESSES AND DIGITAL TOOLS

Sole proprietorships, companies and freelancers are obliged to adopt a number of digital tools necessary to carry out their business locally.

These are, namely:

- PEC
- DIGITAL SIGNATURE
- ELECTRONIC INVOICING

Not only are those legal obligations (minor exceptions apply), but they have also become opportunities to simplify management, save time, optimise work and reduce errors in the complex Italian administrative world.

PEC

(CERTIFIED ELECTRONIC MAIL)

PEC is like a normal e-mail box, but given its special features, it gives the same legal value to messages conveyed via its channels as that a registered letter - with acknowledgement of receipt – would.

A certified electronic mail box (i.e. “PEC”) is needed upon the incorporation of an Italian entity to file the registration documentation with the register of companies; however, since PEC is an email address - with special message stamping and certified delivery features - it is nowadays also used to manage official business communications.

Each message sent / received is certified by the PEC service provider.

When a PEC message is sent from a PEC address to another PEC address, the certification takes place by means of two receipts issued by the PEC service providers:

- the “acceptance” receipt, proving proves that the message has been sent;
- and the “delivery” receipt, which ascertains that the message has been received by the addressee.

This “legalizes” the communications between parties

THE ADVANTAGES OF PEC

Certified electronic mail:

- saves time and money, PEC can be sent whenever and from whatever device with an internet connection. There is no longer need to queue at counters, pay postage or stamps;
- simplifies work - all communications are easy to read and retrieve;
- reduces environmental impact, for there is no longer the need to print nor courier paper documentation.

We can help you in the process of registering a PEC address, and we can monitor the inbox on your behalf.

Want to know more about PEC?

Read our DGTAX FOCUS publication!

DIGITAL SIGNATURE

The digital signature is the evolution of the handwritten signature. Company registration, but also business operations can be driven with an e-signature nowadays (e.g. signing contracts, accepting quotations, participating in tenders, etc.).

A certified digital signature has full legal value, guarantees the identity of the signer and the authenticity of a document - which can no longer be modified after the signature has been affixed. Like a handwritten signature, a digital signature is also legally binding: the person who signed cannot disown or repudiate the document.

THE ADVANTAGES OF THE DIGITAL SIGNATURE

The digital signature:

- simplifies the handling of the file, because you sign anywhere and at any time, without having to go to the offices involved;
- cancels document dispatch and registration time, because it is legally binding as soon as it is signed;
- saves paper, space and printing costs, because all communications are dematerialised.

We provide a digital signature service.

Want to know more about Digital Signature?

Read our DGTAX FOCUS publication!

ELECTRONIC INVOICING

Since 2019, electronic SDI invoicing is the only allowed system to send and receive invoices in Italy (minor exceptions apply).

In practical terms, it involves delivering a digitally signed document in XML format, via a so-called “interchange” system (i.e. SDI).

The system performs a formal check of the invoice before forwarding it to the recipient and, in the event of an error, sends a notification to the sender to correct it.

Electronic invoices can be sent via PEC, or via the SDI portal.

THE ADVANTAGES OF ELECTRONIC INVOICING

Electronic invoicing:

- streamlines workflows and speeds up work, because all data is in digital format;
- reduces the risk of error, because the interchange system checks each sending;
- simplifies business management, because invoices are stored digitally, without the need to print them.

We provide, to our client, the access to an electronic invoicing service, also available in English.

Want to know more about electronic invoicing?

Read our DGTAX FOCUS publication!

FOR MORE INFORMATION PLEASE CONTACT

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