



FAQs LIABILITY WAIVER DECLARATION & COMPLIANCE FORM

What is the Liability Waiver Declaration and why do you need it?

To guarantee that your Solution matches our *Ethical Guidelines* our process entails a reputational background check based on two key documents: The *Liability Waiver Declaration* and the *Compliance Form*¹. Due to the high number of applicants waiting for the reputational check, dispositions have been taken to accelerate the labelling process independently of the compliance check outcomes. Effectively, the aim of the *Liability Waiver Declaration* is to enable Solutions, validated by the independent pool of Experts, to be straight away awarded with the *Solar Impulse Efficient Solution Label*. At the same time, this document protects the foundation against potential claims and ensures its full right of withdrawing the Label in case of infringement.

Are there any costs involved? The Liability Waiver Declaration mentions “damages, losses, expenses as a result of the Reputational Check”?

No, there are no costs linked to the reputational check. The whole labelling process (submission, evaluation, reputational check, eventual labelling and communication campaigns associated with it) is free of charge and will always remain free of charge. However, it cannot be ruled out that a third party would have a rightful claim against the *Solar Impulse Foundation* (SIF), thus this article was drafted to protect SIF and third party appointed by SIF in the instance of arising legal disputes (e.g. violation of personal rights, data protection regulations, damages, and unjustified rejection).

Where do I find the document named Compliance Form?

You can find the *Liability Waiver Declaration & Compliance Form* in your Dashboard under the Section 2.2 - see [explanatory video](#). You are not requested to send this document via email as you will be able to upload them directly from your Dashboard. Please, be aware that the compliance form needs to be uploaded in .xlsx format (Microsoft Excel® file). Once completed and checked by our team, this section will be locked and the documents no longer available on your dashboard so make sure you keep a copy for your own use.

Why should I disclose our ownership structure and investor’s information?

The reputational check of your legal entity is an integral part of the labelling process and cannot be disregarded. We requires you to name any natural person and/or juridical person being part of the shareholders of your company. We collects this information to ensure that all legal entities submitting a Solution are compliant with the *Ethical Charter* (outlined in the [Label Standards](#) pages 24-35) - which you already signed and agreed to when registering as part of the *World Alliance for Efficient Solutions*.

¹ Also referred to as *Template SIF Global Risk Analysis Check or Background Information*.



Which sections of the Compliance Form are mandatory?

As per example provided, there are several sections which are mandatory to consider the *Compliance Form* complete and accurate ([see example](#)). Among this sections you must include: (1) Shareholding percentage – which must sum up to a 100% total; (2) Details about individual shareholders – which must include the followings: name, middle name, surname, date of birth, nationality, country and city of residence, country of birth, function in the entity and shareholding percentage; (3) Details about “entities” – which must include the followings: legal entity name, the country of incorporation, the legal address and the website (if applicable).

Why do I have to provide the date of birth?

Birth records are needed in case another individual (e.g. John Smith) holds the same legal name as one of your shareholders (e.g. John Smith). In simple terms, the Solar Impulse Foundation requires dates of birth to help differentiate two people that have the exact same name.

What if the shareholders are minor investors (holding 5% or less) for which I do not own specific details?

For minor investors (holding 5% or less), detailed information is not required. You are however requested to group all minor shareholders together on a single line. Please specify the highest threshold of shares amongst them and the number of shareholders (e.g. “10% of the shares are held by six minor investors, with the highest share 3%”). You can find an example of a correctly completed *Compliance Form* [here](#).

What if I don't feel confident sharing the information requested in the Compliance Form?

Unfortunately, without these duly completed documents, we will be unable to proceed to the next steps of the labeling process. Please notice that the information shared in the *Compliance Form* will not be shared externally (e.g. will not be shared with our pool of external independent Experts). Indeed, the only purpose of collecting these documents is to perform a reputational check via our third-party associates composed of compliance lawyers which work with SIF under Non-Disclosure-Agreement. If despite the information provided above, you still consider it inappropriate to disclose this information, [please contact us immediately](#).

How long are you going to keep these data?

Data will be stored for the shortest time possible. This period takes into account the reasons why SIF needs to process the data, as well as any legal obligations to keep the data for a fixed period of time. While a definite time frame concerning the retention of data cannot be established systematically, the time limits to erase or review the data stored are respected in accordance with relevant regulations. In case of specific exception, where personal data may be kept for a longer period for different purposes, appropriate technical and organisational measures are put in place (such as anonymisation, encryption, etc.).