


## 6. UPDATING THE TAX/SOCIAL SECURITY DOCUMENTS

If you receive an error message to update the tax/social security documents, just do the following:

1) Go to menu Entities:



2) Click on the pencil:


Name	Abbreviation	Name EN	Website	Entity type	Organization type	Country	Actions
				Partner	Public-private organisations	France	



3) Upload the file on Add File:

### Tax Regularity

Status OK

+ Add File










Name	Creation Date	Expiration Date	Actions
Obligation on tax clearance Declarations.pdf	12/02/2020	<div style="border: 1px solid #ccc; padding: 2px;">  31/12/                 </div> <div style="display: flex; justify-content: space-around; margin-top: 2px;"> <span>✓</span> <span>✗</span> </div>	

4) Click on the blue symbol:

**Tax Regularity**

**Status OK** [+ Add File](#)



 

Name	Creation Date	Expiration Date	Actions
Obligation on tax clearance Declarations.pdf	12/02/2020	 31/12/2020	  

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**Departments**

[+ Add Department](#)

Name	Tax Number	Actions
Port development & maintenance services	89130022932	