**Document 1: Step-by-Step Procedure for the Recognition of an Organisation as a Social Service Provider in Greece**

The procedure for an organisation to be included in the Register of Private Social Care Providers of the Ministry of Labour and Social Affairs includes the following steps:

1. **Legal Formation and Articles of Association**

The organisation must:

* It is legally established in Greece or another EU member state.
* It has in its statutes the provision of social services (e.g. for people with disabilities).
1. **Collection of supporting documents**

The following basic documents are prepared:

* Statutes and amendments thereto.
* Tax and insurance certificates.
* Certificates of permanent residence.
* Description of services and beneficiaries.
* Organisation chart and staff qualifications.
1. **Online Submission of Application to the Registry**

The application is made through the **Electronic National Register of Private Social Care** Providers **(EEMIFKF):**
<https://mitroo.yeka.gr>

Includes:

* Electronic completion of fields.
* Upload the relevant supporting documents.
1. **Completeness and legality check**

The Directorate for the Protection of Disabled Persons of the Ministry is examining:

* The completeness of the file.
* The legality of the documents.
* The existence of functional specifications (structure, staff, accessibility, etc.).
1. **Approval and Registration**

If approved:

* The entity shall be officially registered with the **HEMIFCCF.**
* It shall be given a special registration number.
* It may obtain operating licences for structures or services.
1. **Continuous Check and Update**

The provider is obliged to:

* To update its data.
* Submit an annual report.
* Receive on-site inspections by governmental bodies.