

TERMS AND CONDITIONS FOR THE USE OF MPV

Within the framework of the provisions of Law No. 31170, Law that provides for the implementation of tables of digital reports and electronic notifications, the National Institute of Health (INS) makes available to the administered (users) the VIRTUAL REPORTS TABLE (MPV-INS) that will allow the presentation of documents and the processing of administrative procedures before the INS, without the need to go in person to the tables of the INS headquarters.

This Module has been implemented as a solution that allows effective communication with the INS, facilitating access to the administrative services that the Entity provides within the framework of the provisions of current regulations and aligned with the requirements established in the Single Ordered Text of the Law No. 27444, Law of General Administrative Procedure, for carrying out administrative procedures.

Considerations to take into account:

- The USER must enter an email address at the time of registration to enable the notification mailbox where all communication regarding the procedures initiated through the Virtual Parties Table will be sent.
- The USER must keep active the email consigned at the time of registration to enable the notification mailbox, while a procedure initiated before the Virtual Parties Table is being carried out. The INS could send notices to said address that the notification mailbox is enabled; however, it is the responsibility of the USER to permanently verify the enabled mailbox in order to verify the status of the initiated process.
- As a user of this service, the USER will be responsible for the content and registration of the information that it presents, the same that has the character of an affidavit. The electronic documents that are presented must contain all the identification data of the person who signs them, including their signature, which can be a simple scanned signature or a digital signature that uses valid digital certificates. The main document must be in PDF format. The staff of the Virtual Parts Table receives:
 - (a) Scanned documents that have the necessary handwritten signatures.
 - (b) Electronic documents that have any of the electronic signature modalities provided in the Regulations of Law No. 27269, Law on Digital Signatures and Certificates.
 - (c) Electronic documents generated from a web form available on the institution's web platforms or portals.
- Attached documents can be submitted in PDF, JPG, JPEG or PNG format.
- Each document must not exceed 10 Megabyte (MB), in case it exceeds said capacity, the documents must be submitted through a web link (link) consigned in the Virtual Parties Table. The scan must allow the document to be clearly viewed.
- The number of pages registered in the system must correspond to the attached file.
- The USER is responsible for monitoring the status of their document through the notification mailbox enabled by the INS. Any additional communication by the INS, for the attention of the document presented, will be made through this channel. • The documentation submitted must meet the minimum requirements established in Art. 124º of the TUO of the General Administrative Procedure Law, and must

attach, if applicable, the documentation required for each procedure, according to the Single Text of Administrative Procedures of the INS (TUPA-INS), as well as non-TUPA-INS procedures or of any other nature.

- If it is the case that the electronic document sent cannot be attended to because it suffers from some defect, does not comply with the formality requirements or some type of impossibility for its attention, this will be informed to the user through the notification mailbox assigned to the USER, which You will have 2 business days to correct the observations made, once this period has expired and the document has not been corrected, it will be considered as not presented.
- The documentation and annexes presented must be legible. • The parts table is available 24 hours a day, 7 days a week. Documents submitted between 12:00 a.m. and 11:59 p.m. on a business day are considered submitted on the same day. Documents presented on Saturdays, Sundays and holidays or any other non-business day, are considered presented on the first following business day, as provided in the TUO of Law No. 27444.
- As of receipt of the document, the legal term that the Entity has to provide the response to your document will begin to be computed. Deadlines are counted in business days.
- In compliance with the provisions of Law No. 29733, Personal Data Protection Law, the data provided by the USER will be processed by the INS, solely and strictly for the requested procedure.
- For more information, we recommend that all users review the User Manual of the Virtual Parts Table Module by accessing <https://mpv.ins.gob.pe/mpv/>

With the acceptance of the TERMS AND CONDITIONS, the INS is expressly authorized to notify you via the assigned notification mailbox, the pertinent response or charge; committing to download from said platform, the electronic document containing the answer; said action will constitute the only means of pertinent acknowledgment of receipt and with this the service will be terminated; as well as for the use of personal data provided solely for the requested procedure.