



## **NEW ATM SUBSCRIPTION APPLICATION PROCESS**

**In force from 1<sup>st</sup> January 2025 - subscriptions effective from 1<sup>st</sup> March 2025**



CIRCOLO MILANO E.T.S.

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From January 1st, 2025, it has been introduced a new process for requesting and purchasing ATM season tickets from the Circolo starting March 1, 2025.

## The new features concern:

- ✓ The **request** and purchase of the subscription is divided into two phases: the first by and at the expense of UniCredit Circolo Milano, the second by and at the expense of the requesting Member.
- ✓ The **delivery** of the season ticket (which in the event of issuing a new card, will be sent directly to the address specified by the requesting Member during the completion of the purchase). In fact it will no longer be possible to collect it at the UniCredit branches (Garibaldi/Lampugnano).
- ✓ The **payment** for the subscription will be made directly by the requesting Member to ATM, via credit card

The rates remain those communicated and indicated on the Circolo website.

[\(Servizi alla persona > Abbonamento ATM - Milano | CRAL Dipendenti UniCredit\)](#)

The following slides describe the new process and the actors involved in its completion.

*Team UniCredit Circolo Milano*



[www.circolomilano.unicredit.it](http://www.circolomilano.unicredit.it)

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## ATM Subscription Request Form Submission

### OWNER: REQUESTING MEMBER

The Member sends by email to [circolomilano@unicredit.eu](mailto:circolomilano@unicredit.eu) (or delivers to the Lampugnano or Garibaldi hubs) the new ATM subscription request form, duly completed in all its parts, and he will receive confirmation that the request has been taken into consideration.


The new form is made up of two parts: the first regarding the personal data of the requesting Member, the second regarding the data necessary for the provision of the contribution of the Circolo.


It is recommended to fill in all the fields legibly.


It is not more necessary to attach the payment transfer of the selected rate, because the payment will be made directly to ATM by the requesting Member, at the end of the purchase process.



**The ATM subscription in agreement with UniCredit Circolo Milano is reserved for Effective Members (employees) and can be requested only once during the calendar year.**

  
CIRCOLO MILANO E.T.S.

  
1931 | 2021



**RICHIESTA ABBONAMENTO ATM RISERVATO AI SOCI**

La richiesta dell'abbonamento ATM in convenzione è suddivisa in due step:

- il primo è a carico di UniCredit Circolo Milano che inserisce la richiesta di abbonamento tramite portale dedicato
- il secondo, relativo al perfezionamento ed al pagamento dell'abbonamento richiesto, è a cura e a carico del Socio richiedente.

Il Socio richiedente, in seguito al completamento del primo step da parte di UniCredit Circolo Milano, riceverà una mail da ATM con il link tramite il quale accederà alla pagina dedicata nella quale inserire i dati per completare la richiesta e procedere al pagamento dell'abbonamento scelto.

Il costo dell'abbonamento in convenzione indicato sul portale ATM al momento del perfezionamento, sarà integrato dal contributo straordinario del Circolo.

**Completa i campi con i tuoi dati anagrafici:**

*Nome:	*Cognome:
*Data di nascita: GG MM AAAA	*Luogo di nascita:
*Provincia:	*Sesso <input type="checkbox"/> M <input type="checkbox"/> F
*Codice Fiscale:	
*E-Mail:	

UniCredit Circolo Milano, fino ad esaurimento dei fondi, eroga un contributo straordinario che concorre al prezzo finale dell'abbonamento acquistato in convenzione (il listino con il dettaglio dei prezzi si trova nella pagina successiva). Al fine dell'ottenimento del contributo, il Socio richiedente deve inoltrare ad UniCredit Circolo Milano, tramite email a [circolomilano@unicredit.eu](mailto:circolomilano@unicredit.eu), la mail di conferma che riceverà a completamento della richiesta dell'abbonamento sul portale ATM.

**Il contributo verrà accreditato entro la fine del mese successivo alla richiesta.**

**Completa i campi per l'accredito del contributo straordinario del Circolo**

Intestatario del conto:
IBAN:

L'abbonamento ATM in convenzione con UniCredit Circolo Milano, è riservato ai Soci Effettivi (dipendenti) ed è richiedibile una sola volta nel corso dell'anno solare.

Do il consenso al trattamento dei dati - Art. 13 D. Lgs. 30 giugno 2003, n. 196, (vedi [www.atm.it](http://www.atm.it)).  
L'abbonamento è valido per 12 mesi. L'abbonamento sarà valido a partire dal mese successivo alla tua richiesta.  
Per esempio se vuoi che il tuo abbonamento annuale inizi a novembre, devi acquistare la tessera entro e non oltre il 28 settembre.  
In caso di smarrimento, deterioramento o furto del tuo abbonamento convenzionato puoi richiedere un duplicato al costo di €15,00 direttamente o ai sportelli ATM Point di Milano.  
La sostituzione è consentita una sola volta, a condizione che l'abbonamento abbia ancora una validità residua di almeno un mese.

ATM Convenzione 2025

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## Loading first part ATM Subscription Request in agreement

**OWNER: CIRCOLO**

UniCredit Circolo Milano after the appropriate checks, proceeds through the portal dedicated to the companies in agreement, to insert the first part of the subscription request. In the field of contact email of the applicant, Circolo reports the email indicated by the Member in the request form, so that the link to proceed with the completion and payment of the request will be sent directly to the requesting Member, who will be responsible for completing and paying the request in the ways and times foreseen (see dedicated page of the UniCredit Circolo Milano website).

Reserved area / Key Account Agreement

### Key Account Agreement

Enter the data to request a pass to be issued.

Name*	MARIO	Surname*	ROSSI		
dd/mm/yyyy*	01/01/1968	place of birth*	MILANO	Gender	Male
Codice Fiscale*	RSSMRA68A01F205B	E-mail address*	mario.rossi@mail.it		

[Continue](#)

Privacy Policy | Personal Data Protection Notice | Web Accessibility | Credits

# NEW ATM SUBSCRIPTION APPLICATION PROCESS

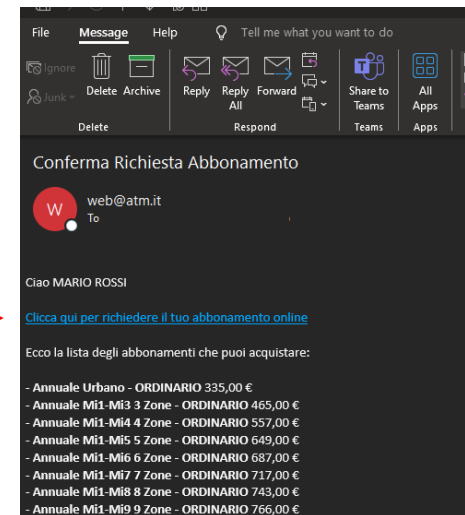
In force from 1<sup>st</sup> January 2025 - subscriptions effective from 1<sup>st</sup> March 2025



## Loading second part ATM Subscription Request

### OWNER: REQUESTING MEMBER

The Member, through the link received by email from ATM, accesses the portal and proceeds to the selection, completion of the request and payment of the subscription.



Below are the rates that can be requested and the timeframes for purchasing and completing the request based on the desired start date:

TIPO TARIFFA	INIZIO VALIDITA' ABBONAMENTO	INVIO DOCUMENTI AL CIRCOLO MILANO	PERFEZIONAMENTO RICHIESTA A CURA E A CARICO DEL SOCIO
URBANO	1° gennaio 2025	Entro 30 Novembre 2024	Dal 10 Novembre 2024 al 9 Dicembre 2024
	1° febbraio 2025	Entro 23 Dicembre 2024	Dal 10 Dicembre 2024 al 9 Gennaio 2025
M1-M3	1° marzo 2025	Entro 31 Gennaio 2025	Dal 10 Gennaio 2025 al 9 Febbraio 2025
	1° aprile 2025	Entro 28 Febbraio 2025	Dal 10 Febbraio 2025 al 9 Marzo 2025
M1-M4	1° maggio 2025	Entro 31 Marzo 2025	Dal 10 Marzo 2025 al 9 Aprile 2025
M1-M5	1° giugno 2025	Entro 30 Aprile 2025	Dal 10 Aprile 2025 al 9 Maggio 2025
M1-M6	1° luglio 2025	Entro 31 Maggio 2025	Dal 10 Maggio 2025 al 9 Giugno 2025
M1-M7	1° agosto 2025	Entro 30 Giugno 2025	Dal 10 Giugno 2025 al 9 Luglio 2025
M1-M8	1° settembre 2025	Entro 31 Luglio 2025	Dal 10 Luglio 2025 al 9 Agosto 2025
M1-M8	1° ottobre 2025	Entro 31 Agosto 2025	Dal 10 Agosto 2025 al 9 Settembre 2025
M1-M9	1° novembre 2025	Entro 30 Settembre 2025	Dal 10 Settembre 2025 al 9 Ottobre 2025
	1° dicembre 2025	Entro 31 Ottobre 2025	Dal 10 Ottobre 2025 al 9 Novembre 2025

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## ATM Subscription Tariff Selection and Request Completion

OWNER: REQUESTING MEMBER

The Urban subscription in agreement is called 'Annuale Urbano - Agevolato Dipendenti' (first line)



The subscription prices shown do not include the Circolo contribution, which will be paid to the Member when he will send email that he will receive from ATM, once the subscription purchase procedure has been completed.

**N.B. We recommend the highest care in purchasing on ATM site because in the event of an incorrect purchase, the Member must go to an ATM Point for its correction. UniCredit Circolo Milano cannot be held responsible for any mistakes made by the requesting Member**

Abbonamenti in convenzione

Good bye ROSSI MARIO

Passes  
List of available passes

Description	Validity start	End of validity	Amount
→ Annuale Urbano - AGEVOLATO DIPENDENTI/CLIENTI	01/01/2025	31/12/2025	289,00 €
<del>Annuale Urbano - ORDINARIO</del>	<del>01/01/2025</del>	<del>31/12/2025</del>	<del>330,00 €</del>
Annuale Mi1-Mi3 3 Zone - ORDINARIO	01/01/2025	31/12/2025	460,00 €
Annuale Mi1-Mi4 4 Zone - ORDINARIO	01/01/2025	31/12/2025	552,00 €
Annuale Mi1-Mi5 5 Zone - ORDINARIO	01/01/2025	31/12/2025	644,00 €
Annuale Mi1-Mi6 6 Zone - ORDINARIO	01/01/2025	31/12/2025	682,00 €
Annuale Mi1-Mi7 7 Zone - ORDINARIO	01/01/2025	31/12/2025	712,00 €
Annuale Mi1-Mi8 8 Zone - ORDINARIO	01/01/2025	31/12/2025	738,00 €
Annuale Mi1-Mi9 9 Zone - ORDINARIO	01/01/2025	31/12/2025	761,00 €
<del>Annuale Mi3-Mi4 2 Zone - ORDINARIO</del>	<del>01/01/2025</del>	<del>31/12/2025</del>	<del>368,00 €</del>

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## ATM Subscription Tariff Selection and Request Completion

### OWNER: REQUESTING MEMBER

Complete the form with all mandatory personal data.

N.B. UniCredit Circolo Milano cannot be held responsible for any errors made by the requesting Member during the compilation phase.

GIROMILANO	TRAVEL WITH ATM	OTHER SERVICES	THE GROUP	ASK ATM	RESERVED AREA
Reserved area / Convenzioni					
Abbonamenti in convenzione					
<b>Fill in the fields with your personal details</b>					
Integrate your data and give your consent to the processing of personal data. Insert a jpg photograph of yourself with your face in the foreground and a light background so that you can be easily recognized. Otherwise, the card may not be valid, may be withdrawn and you may incur fines. A new picture must be inserted at each renewal of the electronic card. Fields marked with an asterisk are mandatory.					
Name*	Surname*				
MARIO	ROSSI				
dd/mm/yyyy*	place of birth*	Gender*			
01/01/1968	MILANO	Male			
Codice Fiscale*	Identity Document Type*		Identity Document Number*		
RSSMRA68A01F205B					
E-mail address*	Telephone number*		Nationality*		
circolomilano@unicredit.eu					
street / square*			House number*		
Province*	City*	Post Code*			
Domicile address					

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## Scelta Tariffa Abbonamento ATM e completamento richiesta

OWNER: REQUESTING MEMBER

Insert your passport photo in jpg format (if requested)

GIROMILANO TRAVEL WITH ATM OTHER SERVICES THE GROUP ASK ATM RESERVED AREA


Reserved area / Convenzioni

Abbonamenti in convenzione


**Upload the cardholder's photograph**

Upload a photograph showing the cardholder's face on a light background in passport format. Upload a jpg file and use the tools available to centre the face and crop the photograph in passport format.  
**Warning:**during checks, a photograph that does not comply with the required standards could cause the card to be withdrawn and a penalty applied.

Turn the webcam on



**Card preview:**





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## ATM Subscription Tariff Selection and Request Completion

### OWNER: REQUESTING MEMBER

Confirm and proceed with payment following the instructions on ATM site.

Enter the data for home delivery of the card if requested.

GIROMILANO TRAVEL WITH ATM OTHER SERVICES THE GROUP ASK ATM RESERVED AREA

Reserved area / Convenzioni

Abbonamenti in convenzione

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**Summary**  
Affiliated company: 5074 - UNICREDIT CIRCOLO MILANO  
Cardholder of the new card: ROSSI MARIO - RSMRA68A01F205B  
Pass information: Annuale Urbano - AGEVOLATO DIPENDENTI/CLIENTI from 01/01/2025 to 31/12/2025  
Card validity: 4 anni

**IMPORTANT**  
The photograph must show the cardholder's face and be in passport format and with a light background.  
**Warning:** if the picture does not comply with what is described above, you could incur a penalty and the withdrawal of the card.

**Important notice**  
We recommend that you insert a photograph such as a standard passport photo, in .jpg format, in which you can be clearly recognized. Otherwise, the card may not be valid, may be withdrawn and you may incur fines.

Cost of the card:	0,00 €
Pass cost:	289,00 €
<b>Total cost:</b>	<b>289,00 €</b>

**Card preview:**

Regione Lombardia ATM

[Back](#) [Confirm](#)

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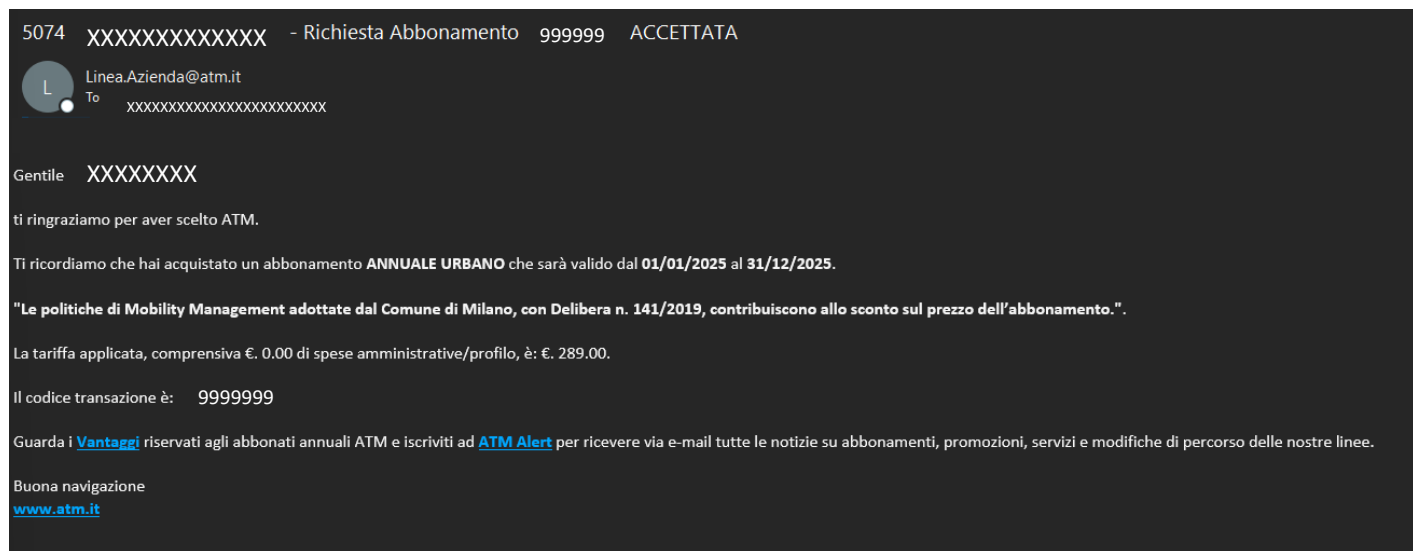
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## Delivery of the subscription purchase confirmation email and disbursement of the extraordinary contribution from the Circolo

### OWNER: REQUESTING MEMBER

Once the request has been completed (and the fee has been paid directly to ATM via credit card) ATM will send the requesting Member the confirmation of purchase of the subscription to the email address indicated in the request form (example below).



The confirmation email must be forwarded to the Circolo (circolomilano@unicredit.eu) which will pay the extraordinary contribution by bank transfer by the end of the following month.

*Ex. Delivery to the Circolo confirming ATM purchase mail in December -> Payment of extraordinary contribution by the following 31st January*

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## FAQ

Where can I find all the information and the new form to request the subscription agreement?

A dedicated page has been created on the UniCredit Circolo Milano website:

[Servizi alla persona > Abbonamento ATM - Milano | CRAL Dipendenti UniCredit](#)

Can I request the delivery of the season ticket to a UniCredit branch?

No, it is not possible, with the new process in the event that a new card is issued, it cannot be sent to a UniCredit branch, but will be sent to the address entered by the requesting Member, at the time of completing the request.

I did not complete the purchase of the season ticket within the expected time, what should I do?

You can send the request back to the Circolo. The process will be repeated from the beginning and the start date will be the first available

How do I know if a new card or a top-up will be issued for the requested subscription?

The information is indicated in the purchase confirmation email that ATM sends at the end of the subscription request procedure.

When will the Circolo contribution be paid?

The contribution will be paid by the end of the month following the delivery, at the Circolo, of the subscription purchase confirmation email received from ATM.

*Ex. Delivery to the Club confirming ATM purchase in December -> Payment of extraordinary contribution by the following 31st January*

Can I request a refund through welfare?

Yes, it is possible, the amount that can be requested is net of the contribution of the Circolo, see the table of rates for the subscription in agreement. The instructions for entering the request can be found in your Welfare account, in the transport section.