

Member and Partner States Document Requirements for the Solvency Check of Private Applicants

According to Article 6(4) of the ESPON 2013 Agreement, Member and Partner States shall verify that private applicants possess the solvency conditions to carry out the project properly. In this framework, Member and Partner States have provided a list of documents that will have to be supplied by private applicants at the moment of application.

Czech Republic, Italy and Romania provided **templates** which have to be submitted by private applicants from the respective countries. **Slovakia** provided additional information that needs to be taken into consideration by private applicants from Slovakia. These templates / documents are included separately in the Application Packs that can be downloaded from the ESPON web-site under www.espon.eu.

Country	Documents required
Belgium Capital Region Belgium Wallonia Bulgaria Denmark Estonia Finland Germany Ireland Latvia Lichtenstein Lithuania Netherlands Norway Poland Portugal Slovenia Spain Sweden	<ol style="list-style-type: none"> 1. Financial statement of the last three years; 2. Excerpts from the national company register; 3. Declaration of no-bankruptcy.
Austria	<ol style="list-style-type: none"> 1. Audited (= only if appropriate) financial statement for the last three years, including balance sheets and profit/loss accounts; 2. Excerpt from national company register; 3. Declaration of honour, not being in a situation as listed in Article 93(1) of the Financial Regulation No 1605/2002.

Belgium Flanders	<ol style="list-style-type: none"> 1. Financial statement of the last three years; 2. Excerpts from the national company register; 3. Declaration of no-bankruptcy; 4. National Social Security Office - Certificate for public procurement. (<i>RSZ – attest openbare aanbestedingen</i>).
Czech Republic	<ol style="list-style-type: none"> 1. Excerpt from the national Company Register or other relevant registers. <ul style="list-style-type: none"> - <i>original or certified copy</i> - <i>valid and not older than 3 months*</i>) 2. Corporate rights / trade certificate, statutes / foundation charter, which prove the legal status of the applicant organization, statutory bodies and research activities. <ul style="list-style-type: none"> - <i>copies</i> - <i>valid</i> 3. Statement from locally responsible Regional Court, that the applicant organization is not under bankruptcy (insolvency) procedure, verdict execution, distraint of debtor. <ul style="list-style-type: none"> - <i>original or certified copy</i> - <i>valid and not older than 3 months*</i>) 4. Excerpt from the Crime Register, referring to the accredited representative of the applicant or to the members of statutory body. <ul style="list-style-type: none"> - <i>original or certified copy</i> - <i>valid and not older than 3 months*</i>) 5. Tax Authority confirmation showing that the applicant is free of debts. <ul style="list-style-type: none"> - <i>original or certified copy</i> - <i>valid and not older than 3 months*</i>) 6. Financial statement <ol style="list-style-type: none"> a) Simplified financial statement - with profit, liquidity and indebtedness calculation (template provided). b) Final accounts including balance sheet and profit and loss statement for 3 closed years*). <p>OR</p> <p>Tax evidence including statement of assets and liabilities and income and expense statement for 3 closed years**).</p> <p>PLUS</p> <ol style="list-style-type: none"> c) Annual Report for 3 closed years**). d) Financial Plan for the year of submission of the application. <ul style="list-style-type: none"> - <i>copies</i>

	<p>7. Self declaration (template provided)</p> <p>a) that the applicant as legal person is not under dissolution process;</p> <p>b) that the applicant is free of debts in relation to health insurance, social insurance, insurance for state employment policy; wages of organisation employees, Government authorities, state funds, EU and its Member States;</p> <p>c) that the applicant did not commit financial or public procurement irregularities;</p> <p>d) that the applicant does not receive any other public resources for the same project. - <i>valid and not older than 3 months*</i>)</p> <p>8. Excerpt from the bank account showing the security deposit of financial resources equivalent to the amount of subsidy requested for the period of project duration till payment to the Lead Partner.</p> <p>OR</p> <p>The bank commitment for granting a loan. - <i>original or certified copy</i> - <i>valid and not older than 3 months*</i>)</p> <p>Documents shall be submitted in Czech language. *) To the date of submission. **) In case the organisation was established in the period shorter than three years, provide us with the statements for closed years, but minimum one closed year.</p>
Cyprus	<ol style="list-style-type: none"> 1. Financial status for the last 3 years; 2. Annual budget; 3. Financing status of non-profit making organisations governed by public law; 4. Signed declaration that they: <ul style="list-style-type: none"> - are not bankrupt or being wound up, or having their affairs administered by courts, or have entered into an arrangement with creditors, or have suspended business activities, or are the subject of proceedings concerning those matters, or are in any situation arising from a similar procedure provided for in national legislation or regulations; - have not been convicted of an offence concerning professional conduct by a judgement which has the force of <i>res judicata</i> (i.e., against which no

	<p>appeal is possible);</p> <ul style="list-style-type: none"> - are not guilty of proven grave professional misconduct; - have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the Republic; - have not been the subject of a judgment which has the force of <i>res judicata</i> for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Republic's financial interests; - have not been declared to be in serious breach of contract for failure to comply with their contractual obligations in connection with a procurement procedure or other grant award procedure financed by State budget.
France	<ol style="list-style-type: none"> 1. Identification of the organisation – <ul style="list-style-type: none"> - <i>For enterprises</i>: excerpt from Kbis or from the proper register - <i>For associations (NGOs)</i>: publication in the official journal or receipt of declaration in the Prefecture; 2. Financial statements of the last 3 year; 3. Statements of income for the last 3 years; 4. Declaration of honour of the regularity of the situation regarding the payment of taxes and social security charges.
Greece	<ol style="list-style-type: none"> 1. Financial statements (Balance sheets and P&L accounts) of the last three years; 2. Excerpts from the national company register; 3. Declaration of no-bankruptcy; 4. Appropriate statements from banks ; 5. Tax clearance certificate; 6. Social security/national insurance clearance certificate.
Hungary	<ol style="list-style-type: none"> 1. Excerpt from national company register (not older than 30 days); 2. Certification of proper signature (not older than 30 days); 3. Certified declaration of no-bankruptcy and no outstanding debts (not older than 30 days); 4. Financial statement and references for the last three years.
Iceland	<ol style="list-style-type: none"> 1. Audited financial statement of the last three fiscal years (<i>audited by independent auditors, in</i>

	<p><i>compliance with Icelandic and European law.);</i></p> <ol style="list-style-type: none"> 2. Statement from the national company register; 3. Declaration of no-bankruptcy (<i>a financial “clean bill of health”, provided by an independent agency [Lanstraust/Creditinfo]</i>).
Italy	<ol style="list-style-type: none"> 1. Financial statement of the last three years; 2. Excerpt from the national company register; 3. Self Declarations (template provided). <p>Should declarations/ statements be false, the private applicant is liable to prosecution as per Italian National Law DPR 445/2000.</p>
Luxembourg	<ol style="list-style-type: none"> 1. Financial statement of the last three years; 2. Excerpt from the national register of companies and trade; 3. Sworn declaration of no-bankruptcy.
Malta	<ol style="list-style-type: none"> 1. Financial statements (possibly audited) of the last three years; 2. Certificate issued by the Registrar of Companies confirming existence of company; 3. Certificate issued by the Registrar of Companies confirming that no notice has been received that a winding up application has been made to the Court for the reason that the company is unable to pay its debts; 4. General Hypothec in favour of the Government of Malta.
Romania	<ol style="list-style-type: none"> 1. Justification certificate issued by the Office of Company Register of the Court in which area the institution has its Social Registered Office. The document has to contain the following information: dates of identification, single identification code, legal representatives, main and secondary field of activity, legal status of the firm, secondary offices and work points – original/Registration certificate in the Register of Association and Foundations - <i>copy</i>; 2. Fiscal attestation certificate on the fulfilment of the payment obligations to the general budget issued by the Fiscal Administrative Body in of the Administrative Territorial Unit in which area the institution has its Social Registered Office (the certificate has to mention that the institution has no debts at the general budget or that the payment obligations does not exceed 1/12 from the total payment obligations for the last 12

	<p>months. The document should be valid at the date of the submission of the project proposal</p> <ul style="list-style-type: none"> - <i>original</i>; <p>3. Financial balance sheet of the last three years registered and signed by the Public Finance Administration or other institutions or bodies responsible for receiving financial balance sheets, including the account of patrimonial result/account of the result of the financial exercise/account of profit and loss and dates on the last financial exercise</p> <ul style="list-style-type: none"> - <i>copy</i>; <p>4. Statement (template provided)</p> <ul style="list-style-type: none"> - <i>original</i>. <p>Please note that all the copies of the documents shall be submitted in a certified form: verified against original signed and stamped by the legal representative / empowered person.</p>
Slovakia	<ol style="list-style-type: none"> 1. An excerpt from the penal register not older than three months of the applicant's statutory body (excerpts for all members of the statutory body are to be attached who are authorised to act on behalf of the project partner) – the annex <u>is not relevant for budgetary and contributory organisations</u> (i.e. those fully or partially publicly funded); 2. A certificate of the competent branch of the Social Insurance Agency that the project partner does not have any arrears of contributions to the pension security, sickness insurance and unemployment insurance, not older than 3 months; 3. A certificate of all health insurance agencies in which the project partner employees are insured, indicating that the project partner does not have any arrears of contributions to the mandatory public health insurance, not older than 3 months; 4. A sworn statement of the project partner that none of his employees are insured in any other health insurance agency; unless the project partner has submitted certificates of all health insurance agencies operating in the Slovak Republic; 5. Financial statements for a year preceding the year

	<p>of the application submission – applies to all applicants (all statements);</p> <p>6. Statement of the Lead Partner of providing a guarantee in the value of the ESPON contribution (specification of the guarantee format) – the statement is submitted <u>by Lead Partners only</u>;</p> <p>7. A certificate not older than 3 months that the applicant is not in liquidation, is not subject to winding-up or restructuring, that bankruptcy has not been declared on his assets, that a motion to declare bankruptcy has not been rejected and bankruptcy has not been cancelled (in case of private sector entities). In case of municipalities/cities, a sworn statement is to be submitted claiming that the municipalities/cities are not under forced administration/management. That certificate is to be submitted by all applicants <u>save municipalities/cities or regions (higher territorial units)</u>.</p> <p>(Please find additional information regarding the solvency check of private applicants from Slovakia included in the Application Packs that can be downloaded from the ESPON web-site under www.espon.eu)</p>
Switzerland	<ol style="list-style-type: none"> 1. Audited financial statement of the last three years (<i>Revisionsbericht</i>); 2. Statement from the national company register (<i>Auszug aus dem Handelsregister</i>); 3. Declaration of no-bankruptcy (<i>Auszug aus dem Konkursregister</i>); 4. Financial budget plan of the current year.
United Kingdom	<ol style="list-style-type: none"> 1. Financial statements of the last three years (audited, if possible); 2. Financial statements of the private applicants's ultimate holding company (audited, if possible).

**Templates and background documents
included in the Application Packs**
(to be downloaded from www.espon.eu)

- **Templates for private applicants from Czech Republic**
 - a. Simplified financial statement template for physical person in Czech;
 - b. Simplified financial statement template for legal person in Czech;
 - c. Simplified financial statement template for NGO in Czech;
 - d. Self declaration template in Czech.

- **Templates for private applicants from Italy**
 - a. Self Declaration template in Italian;
 - b. Self Declaration template in Italian.

- **Information and template for private applicants from Romania**
 - a. National list of documents that the private Romanian Lead Partners/Partners participating in ESPON project proposals have to submit for their solvency check in Romanian;
 - b. Statement template in Romanian.

- **Information for private applicants from Slovakia**
 - a. Background documents necessary for performing eligibility control of Slovak project partners at the national level in the projects under ESPON 2013 Programme.

These templates / documents are included separately in the Application Packs that can be downloaded from the ESPON web-site under www.espon.eu.