# DECLARATION

### INFORMATION ON THE SME QUALIFICATION

#### Precise identification of the applicant enterprise

|  |  |
| --- | --- |
| Name or Business name: |  |
| Address (of registered office): |  |
| Registration / VAT number ([[1]](#footnote-1)): |  |
| Names and titles of the principal  director(s) ([[2]](#footnote-2)): |  |

#### Type of enterprise (see explanatory note)

*Tick to indicate which case(s) applies to the applicant enterprise:*

|  |  |  |
| --- | --- | --- |
|  | Autonomous enterprise | In this case the data filled in the box below result from the accounts of the applicant enterprise only. Fill in the declaration only, without annex. |
|  | Partner enterprise | Fill in and attach the annex (and any additional sheets), then complete the declaration by copying the results of the calculations into the box below. |
|  | Linked enterprise |

#### Data used to determine the category of enterprise

*Calculated according to Article 6 of the Annex to the Commission Recommendation 2003/361/EC on the SME definition.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Reference period (\*):** | |  | | | |
| **Headcount (AWU)** | **Annual turnover (\*\*)** | | | | **Balance sheet total (\*\*)** |
|  |  | | | |  |
| (\*) All data must be relating to the last approved accounting period and calculated on an annual basis. In the case of newly-established enterprises whose accounts have not yet been approved, the data to apply shall be derived from a reliable estimate made in the course of the financial year  (\*\*) EUR 1 000. | | | | | |
| Important:  Compared to the previous accounting period there is a change regarding the data, which could result in a change of category of the applicant enterprise (micro, small, medium-sized or big enterprise). | | |  | No | |
|  | Yes (in this case fill in and attach a declaration regarding the previous accounting period ([[3]](#footnote-3))). | |

#### Name and position of the signatory, being authorised to represent the enterprise:

|  |  |
| --- | --- |
|  |  |
|  |  |

I declare on my honour the accuracy of this declaration and of any annexes thereto.

Done at …………………………

**Signature**

……………………………………

The Managing Authority reserves the right to ask for guarantees from the SMEs beneficiaries and to determine the means of safeguarding the future claims for the contracting procedures.

# ANNEX TO THE DECLARATION

### CALCULATION FOR THE PARTNER OR LINKED TYPE OF ENTERPRISE

Annexes to be enclosed if necessary

* Annex A if the applicant enterprise has at least one partner enterprise (and any additional sheets)
* Annex B if the applicant enterprise has at least one linked enterprise (and any additional sheets)

**Calculation for the partner or linked type of enterprise** (1) (see explanatory note)

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference period2:** |  | | |
|  | **Headcount (AWU)** | **Annual turnover (\*)** | **Balance sheet total (\*)** |
| 1. Data (2) of the applicant enterprise or consolidated accounts (copy data from box B(1) in annex B (3)) |  |  |  |
| 2. Proportionally aggregated data (2) of all partner enterprises (if any) (copy data from box A in annex A) |  |  |  |
| 3. Added up data (2) of all linked enterprises (if any) – if not included by consolidation in line 1 (copy data from box B(2) in annex B) |  |  |  |
| **Total** |  |  |  |
| (\*) EUR 1 000 (1) Definition, Article 6 paragraphs 2 and 3  (2) All data must be relating to the last approved accounting period and calculated on an annual basis. In the case of newly- established enterprises whose accounts have not yet been approved, the data to apply shall be derived from a reliable estimate made in the course of the financial year (Definition, Article 4).  (3) The data of the enterprise, including the headcount, are determined on the basis of the accounts and other data of the enterprise or, where they exist, the consolidated accounts of the enterprise, or the consolidated accounts in which the enterprise is included through consolidation. | | | |

The data entered in the "Total" row of the above table should be entered in the box “Data used to determine the category of enterprise” in the declaration.

# ANNEX A

### Partner enterprises

For each enterprise for which a ‘partnership sheet’ has been completed (one sheet for each partner enterprise of the applicant enterprise and for any partner enterprises of any linked enterprise, of which the data is not yet included in the consolidated accounts of that linked enterprise), the data in the ‘partnership box’ in question should be entered in the summary table below:

**Box A**

|  |  |  |  |
| --- | --- | --- | --- |
| **Partner enterprise** (name/identification) | **Headcount (AWU)** | **Annual turnover (\*)** | **Balance sheet total (\*)** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| **Total** |  |  |  |
| (\*) EUR 1 000 | | | |

*(attach sheets or expand the present table, if necessary)*

#### Reminder:

This data is the result of a proportional calculation done on the ‘partnership sheet’ for each direct or indirect partner enterprise.

The data entered in the "Total" row of the above table should be entered in line 2 (regarding partner enterprises) of the table in the Annex to the declaration.

### PARTNERSHIP SHEET

#### 1. Precise identification of the partner enterprise

|  |  |
| --- | --- |
| Name or Business name: |  |
| Address (of registered office): |  |
| Registration / VAT number ([[4]](#footnote-4)): |  |
| Names and titles of the principal  director(s) ([[5]](#footnote-5)): |  |

#### 2. Raw data regarding that partner enterprise

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference period:** |  | | |
|  | **Headcount (AWU)** | **Annual turnover (\*)** | **Balance sheet total (\*)** |
| **Raw data** |  |  |  |
| (\*) EUR 1 000 | | | |

***Reminder:*** *These raw data are derived from the accounts and other data of the partner enterprise, consolidated if they exist. To them are added 100% of the data of enterprises which are linked to this partner enterprise, unless the accounts data of those linked enterprises are already included through consolidation in the accounts of the partner enterprise ([[6]](#footnote-6)). If necessary, add “linkage sheets” for the enterprises which are not yet included through consolidation.*

#### 3. Proportional calculation

1. Indicate precisely the holding ([[7]](#footnote-7)) of the enterprise drawing up the declaration (or of the linked enterprise via which the relation to the partner enterprise is established) in the partner enterprise to which this sheet relates:

...........................................................................................................................................................

Indicate also the holding of the partner enterprise to which this sheet relates in the enterprise

drawing up the declaration (or in the linked enterprise):

...........................................................................................................................................................

1. The higher of these two holding percentages should be applied to the raw data entered in the previous box. The results of this proportional calculation should be given in the following table:

**‘Partnership box’**

|  |  |  |  |
| --- | --- | --- | --- |
| **Percentage: …** | **Headcount (AWU)** | **Annual turnover (\*)** | **Balance sheet total (\*)** |
| **Proportional results** |  |  |  |
| (\*) EUR 1 000 | | | |

*These data should be entered in Box A in Annex A.*

# ANNEX B

### Linked enterprises

**A) DETERMINE THE CASE APPLICABLE TO THE APPLICANT ENTERPRISE:**

|  |  |
| --- | --- |
|  | **Case 1:** The applicant enterprise draws up consolidated accounts or is included by consolidation in the consolidated accounts of another enterprise. (Box B(1)) |
|  | **Case 2:** The applicant enterprise or one or more of the linked enterprises do not establish consolidated accounts or are not included in the consolidated accounts. (Box B(2)). |
|  | **Please note:** The data of the enterprises, which are linked to the applicant enterprise, are derived from their accounts and their other data, consolidated if they exist. To them are aggregated proportionally the data of any possible partner enterprise of that linked enterprise, situated immediately upstream or downstream from it, unless it has already been included through consolidation ([[8]](#footnote-8)). |

**B) CALCULATION METHODS FOR EACH CASE:**

**In case 1:** The consolidated accounts serve as the basis for the calculation. Fill in Box B(1) below.

**Box B(1)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Headcount (AWU) (\*)** | **Annual turnover (\*\*)** | **Balance sheet total (\*\*)** |
| **Total** |  |  |  |
| (\*) Where in the consolidated accounts no headcount data appears, the calculation of it is done by adding the data from the enterprises to which the enterprise in question is linked.  (\*\*) EUR 1 000. | | | |

The data entered in the "Total" row of the above table should be entered in line 1 of the table in the Annex to the declaration.

|  |  |  |  |
| --- | --- | --- | --- |
| **Identification of the enterprises included through consolidation** | | | |
| **Linked enterprise (name/identification)** | **Address**  **(of registered office)** | **Registration /**  **VAT number (\*)** | **Names and titles of the principal director(s) (\*\*)** |
| A. |  |  |  |
| B. |  |  |  |
| C. |  |  |  |
| D. |  |  |  |
| E. |  |  |  |
| (\*) To be determined by the Member State according to its needs  (\*\*) Chairman (CEO), Director-General or equivalent. | | | |

**Important:** Partner enterprises of such a linked enterprise, which are not yet included through consolidation, are treated like direct partners of the applicant enterprise. Their data and a ‘partnership sheet’ should therefore be added in Annex A.

**In case 2:** For each linked enterprise (including links via other linked enterprises), complete a "linkage sheet" and simply add together the accounts of all the linked enterprises by filling in Box B(2) below.

**Box B(2)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Enterprise No.:** | **Headcount (AWU)** | **Annual turnover (\*\*)** | **Balance sheet total (\*\*)** |
| 1. (\*) |  |  |  |
| 2. (\*) |  |  |  |
| 3. (\*) |  |  |  |
| 4. (\*) |  |  |  |
| 5. (\*) |  |  |  |
| **Total** |  |  |  |
| (\*) attach one “linkage sheet” per enterprise  (\*\*) EUR 1 000. | | | |

The data entered in the "Total" row of the above table should be entered in line 3 (regarding linked enterprises) of the table in the Annex to the declaration.

### LINKAGE SHEET

(only for linked enterprises not included by consolidation in Box B)

**Precise identification of the applicant enterprise**

|  |  |
| --- | --- |
| Name or Business name: |  |
| Address (of registered office): |  |
| Registration / VAT number ([[9]](#footnote-9)): |  |
| Names and titles of the principal  director(s) ([[10]](#footnote-10)): |  |

2. Data on the enterprise

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference period:** |  | | |
|  | **Headcount (AWU)** | **Annual turnover (\*)** | **Balance sheet total (\*)** |
| **Total** |  |  |  |
| (\*) EUR 1 000 | | | |

These data should be entered in Box B(2) in Annex B.

**Important:** The data of the enterprises, which are linked to the applicant enterprise, are derived from their accounts and their other data, consolidated if they exist. To them are aggregated proportionally the data of any possible partner enterprise of that linked enterprise, situated immediately upstream or downstream from it, unless it has already been included through consolidation ([[11]](#footnote-11)).

Such partner enterprises are treated like direct partner enterprises of the applicant enterprise. Their data and a ‘partnership sheet’ have therefore to be added in Annex A.

1. To be determined by the Member State according to its needs [↑](#footnote-ref-1)
2. Chairman (CEO), Director-General or equivalent. [↑](#footnote-ref-2)
3. Definition, Article 4 paragraph 2 of the annex to Commission Recommendation 2003/361/EC [↑](#footnote-ref-3)
4. To be determined by the Member State according to its needs [↑](#footnote-ref-4)
5. Chairman (CEO), Director-General or equivalent. [↑](#footnote-ref-5)
6. Definition, Article 6 paragraph 3, first sub-paragraph [↑](#footnote-ref-6)
7. In terms of the share of the capital or voting rights, whichever is higher. To this holding should be added the holding of each linked enterprise in the same enterprise (Definition, Article 3 paragraph 2 first sub-paragraph). [↑](#footnote-ref-7)
8. Definition, Article 6 paragraph 3, second sub-paragraph [↑](#footnote-ref-8)
9. To be determined by the Member State according to its needs [↑](#footnote-ref-9)
10. Chairman (CEO), Director-General or equivalent. [↑](#footnote-ref-10)
11. If the data of an enterprise are included in the consolidated accounts to a lesser proportion than the one determined under Article 6 paragraph 2, the percentage rate according to that article should be applied (Definition, Article 6 paragraph 3, second sub-paragraph). [↑](#footnote-ref-11)