**Appendix 1: ESA BIC Lazio proposal templates**

COVERPAGE

[please insert cover page here which shall include the company title, product/service title and may include an illustration]

[Sender: Name] [company logo, if available]

[Company (if already founded)]

[Address]

[E-Mail]

[Web Site (if available)]

ESA/BIC Lazio

c/o Spazio Attivo Roma Tecnopolo

via Giacomo Peroni, 442/444

00131 – Rome (Italy)

SUBJECT: Application to ESA BIC Lazio

REF: [please insert your own reference number here]

Dear Madam, dear Sir,

In response to the Permanent Open Call for Proposals for Business Incubation issued by ESA BIC Lazio, we are pleased to submit **our proposal** to host [insert name of existing company or company to be founded] in your BIC.

Please find annexed the following information:

* Requirements Checklist
* Space Connection
* Funding, Technical and Business Support Requests
* Executive Summary

Please find attached hereto the following documents:

* Business Plan
* Incubation Proposal

1. The Application is **compliant with the Requirements** set out in the Call for Proposals as shown in the Requirement Checklists attached to this document.

2. The **contract conditions have been read, understood and accepted**.

Any queries relevant to the proposal are to be addressed to the attention of:

[Name(s)]

[Address(es)]

[Phone]

[E-Mail]

Contact information of the person(s) who will be in charge of the day-to-day management:

[Name(s)]

[Address(es)]

[Phone]

[E-Mail]

Contact information of the legal representative who will be in charge of signing the contract:

[Name(s), representing min. 50% of company shares in total]

[Address(es)]

[Phone]

[E-Mail]

**Signature(s): Date:** [insert date of submission]

[Insert Sender(s) Name(s) & Title(s) representing min. 50% of company shares in total, as per Chamber of Commerce registration form]

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[Please remove all blue text before submitting the document.]**Requirements Checklist**

|  |  |
| --- | --- |
| **ESA General Application Requirements:** | **Compliance statement** |
| The Applicant’s product or service is based on a transfer of space technology to, and/or utilisation of a space system in a non-space environment (spin-off), or exploitation of non-space technology in the space market (spin-in). | [compliant] |
| The Applicant sells and delivers innovative products, processes or services (consultancy is excluded) for his own account and risk. | [compliant] |
| The Applicant’s first registration at a chamber of commerce has taken place no longer than 5 years prior to submission of Applicant’s proposal to the Agency. [attach Chamber of Commerce Registration Form, if available] | [compliant] |
| In case the Applicant has legal personality, the Applicant does not form part of a group at the time of submission of the Applicant’s proposal to the Agency. This means that no less than half the issued capital is owned – directly or indirectly – by the authorised representatives applying on behalf of the Applicant. In case the Applicant is a legal entity without legal personality, the Applicant is a fully authorised general partner. Please provide the names of the owner(s) of the company and the related shareholding. | [compliant] |
| Shareholders of the company in question are: (1)\_\_\_\_\_\_?\_\_\_\_\_\_\_( \_ %) ; (2)\_\_\_\_\_\_?\_\_\_\_\_\_\_( \_ %) ;  (3)\_\_\_\_\_\_?\_\_\_\_\_\_\_( \_ %) ; (4)\_\_\_\_\_\_?\_\_\_\_\_\_\_( \_ %) … | [compliant] |
| The Applicant does not conduct business activities promoting, or being related to, alcohol, tobacco, religion, politics, intolerance, violence, firearms, pornography, obscenity, gambling or illegal drugs. | [compliant] |
| The Applicant shall provide a copy of an official identity form with this application. | [compliant] |
| The Applicant is able to communicate in English. | [compliant] |
| The Applicant will inform the Agency of any financial support received during the execution of the incubation contract and acknowledges the State Aid restrictions applicable in the European Union. | [compliant] |
| The Applicant states that the terms and conditions of the template incubation contract and the template tenancy agreement are accepted without any reservations. | [compliant] |
| The total amount of de minimis aid (such as subsidies, holdings, loans, and bonds) may not exceed €200,000 over a period of three years. | [compliant] |
| The Funding is linked to work packages within the incubation project only. | [compliant] |
| The Funding is granted in net amounts (not including VAT). | [compliant] |
| The information provided in the application and in the supplementary data sheet is binding and forms the basis of the funding granted. Any changes in this information must be reported immediately and are subject to approval. | [compliant] |

I hereby declare that my application is compliant to the General Application Requirements or that I shall undertake all necessary actions to ensure the compliance to same.

**Signature(s): Date:**

|  |  |
| --- | --- |
| **ESA BIC Lazio** **Specific Application Requirements:** | **Compliance statement** |
| The Applicant states that the terms and conditions of the draft incubation contract and the draft rental agreement are accepted without any reservations. In addition the Applicant states that all the key personnel under the incubation contract, have all the relevant working permits for the duration of the incubation contract. | [compliant] |
| The Applicant states not to be hosted in another business incubator – or entity or organisation – a part from Lazio Innova - providing similar support, for the duration of the incubation contract. | [compliant] |
| The Applicant shall set up and register a company establishment in Lazio region (if not existing yet) prior to the start of the business incubation. | [compliant] |
| The Applicant shall set up and register a company as “Start-up Innovativa”, (ref D.L. n. 179/2012) prior to the start of the business incubation (if not existing yet). | [compliant] |
| In case the Applicant is a legal entity, the company must fall into the UE definition of SME | [compliant] |
| One of company operational headquarter shall be located at Spazio Attivo premises. At the same time Company registered office (sede legale) shall be located outside of Spazio Attivo Roma Tecnopolo . | [compliant] |
| Copy of passport or similar document to identify the applicant(s). | [compliant] |
| Local conditions of the incentive scheme: The applicant has to provide all documents requested by financial partners and to comply with all conditions required. | [compliant] |

I hereby declare that my application is compliant to the Specific Application Requirements or that I shall undertake all necessary actions to ensure the compliance to same.

**Signature(s): Date:**

# Space Connection

Writing Tips

[Copy/Paste of Paragraph 4.1 of the Business Plan]

Text

# Support Request Overview

Writing Tips

[Please summarise on max. ½ page:

* the requested cash incentive (ESA funding),
* whether you plan to make use of a loan or financial scheme offered by [insert name ESA BIC] individually,
* the technical support hours requested
* and the business support hours requested (if offered by the individual ESA BIC).

Please also provide summary information of own resources provided by the applicant.]

Text

# Executive Summary

Writing Tips

[Copy/Paste of Paragraph 1 of the Business Plan]

Text

# Attachments

[Please include scans of IDs for all applicants signing the cover letter. Please attach Chamber of Commerce Registration Form, if available.]

Business Plan

**[Name of the company]**

**[Address of the Company or of the Entrepreneur]**

Author:

Date:

Reference: XXXX, Issue… Version …

Table of Content

Space Connection 7

Support Request Overview 7

Executive Summary 8

Attachments 9

1. Executive Summary 13

2. Team Background & Company Setup 13

2.1. The Team 13

2.2. The Company 14

3. Value Proposition 14

4. Product/Service Description in Depth 14

4.1. The Space Connection 14

4.2. The Technology 15

4.3. The Readiness Level 15

4.4. The Research & Development (R&D) strategy 16

4.5. Intellectual Property 16

5. Market Analysis 16

5.1. Context 16

5.2. The Demand 17

5.1.1. Potential figures and trends 17

5.1.2. Analysis and segmentation 17

5.1.3. Field results 17

5.3. The Competition 18

5.2.1. Market penetration 18

5.2.2. Comparative product analysis 18

5.2.3. Competitors business strategy and resources 18

5.4. Growth opportunity / Competitive advantages 19

6. The Business Model 19

6.1. Communication, distribution, and sales channels 19

6.2. Customer Relationship 19

6.3. Revenue Streams 20

6.3.1. The Price 20

6.3.2. The Revenue 20

6.4. Key Resources 20

6.5. Key Activities 21

6.6. Key Partners 21

7. Risk 22

7.1. SWOT Analysis 22

7.2. Risk Mitigation 22

8. Cost Structure & Financial Projection 23

9. Annexes 25

[Before each paragraph, you will find “writing tips”. Please use these questions as guidelines. **Maybe not all questions can be answered, yet**. Before starting editing, read the whole template; that will help to write text in the right paragraph and avoid duplicating sentences.

Please limit this Business Plan to maximum 25 pages excluding cover page and excluding the table of contents. To detail and add some more info, add annexes to maximum 15 pages; cf writing tips in the paragraph “Annexes”]

Remove all blue texts and update the table of contents before saving and submitting the final version.

This business plan is a “living” document, you will update regularly within the incubation phase.

# Executive Summary

Writing Tips

[This section is very important! By reading this, the TEB members should understand at once how your business works and be interested in reading more about it. Having a good business idea is important but showing that you have a clear execution plan, precise goals and the adequate management team to bring the idea to market is key to success.

Try and focus on relevant topics. You have to grab ESA BIC TEB member's attention with pertinent details.

Don't try to answer all the questions you think people will have, but choose carefully in order to make your project as attractive as possible!

Describe in simple words on **maximum 1 page** (!):

* the business opportunity you foresee for your products or services, including the space-connection):
  + An answer to a problem and the solution you offer using the space connection by your product or service you intend to sell (technology breakthroughs, sales innovation, patent, etc…);
  + Developments: any notable advances and/or the evolution of your state-of-the-art technology, changing needs, new regulations, etc...
* the market you are targeting;
* what are your competitive advantages, i.e. where do you differ from similar products or services already on the market – if any;
* your business model; What are your sources of revenue? Do you have any strategic partnerships? How is your offer organized? What is your priority target market? How are your products and services delivered to customers?
* the short-term and long-term vision you have for your company, including growth strategy and resources: what are your short-term goals? (e.g. number of clients, geographical presence, revenue targets...)? What resources will you have available to achieve your goals? What has been done and/or what still needs to be done (e.g. finishing the product, protecting intellectual property, marketing tactics, human and technical resources...)? What is your international growth potential? What is the scalability of your business?
* your IPR structure
* the skills set offered by the founder / founding team to make it happen.]

Text

# Team Background & Company Setup

## The Team

Writing Tips

[Please provide an introduction and background of the founders and core team members; who is the “leader”? give a brief resume with 5-10 lines (put CVs in annex). List, if any, the supporters (e.g. support entities, partnerships, advisory board members, financial backers, if any). Remember, we are looking for a visionary entrepreneur and team.].

Text

## The Company

Writing Tips

[Please provide a brief background that presents and substantiates your experience by showing what you have already done; describe the motivation for founding the company and the (intended) shareholding structure. If the company is already registered, please state the date of establishment (not longer than 5 years ago (or 3 in Bavaria)) and provide an extract from the chamber of commerce in the Annex of the cover letter.

What are the most significant developments related to the advent of your project?

* Sales activities (significant orders, participation in a "strategic trade show"…)
* Technical production (finished prototypes, creating a pilot unit, establishing a partnership…)
* Other economic or financial activities…
* Human resource structure (recruitment and consolidation of your organization)]

Text

# Value Proposition

The Value Proposition describes the bundle of products and services that create value for a specific Customer Segment. The Value Proposition is the reason why customers turn to one company over another. It solves a customer problem or satisfies a customer need.

Writing Tips

[Please state briefly what problems do you address, for which customer’s needs, and which solution do you offer by your product or service you intend to sell? state briefly your unique selling proposition, i.e. why your product or service will add more value to the customer than other similar offerings. *Values may be quantitative (e.g. price, speed of service) or qualitative (e.g. design, customer experience).* Can you give an example of an application of your product?]

Text

# Product/Service Description in Depth

## The Space Connection

Writing Tips

[The space connection is very important since it qualifies your start-up or project to apply to an ESA BIC. Failing to show a strong space connection is eliminatory.

Describe which space technology or system you are using for your product or service. Provide evidence that you have access to this technology. Provide a more extensive disruption of how precisely you are integrating the space technology or system into your product or service.

Note that only applications of space systems or the use of space technologies with a high degree of innovation will be selected.

* If you are processing Earth Observation satellites system data, which system (s) and spectrum are you using and why, and how do you get the data? Which quality is required (e.g. spatial resolution, temporal frequency, radiometric characteristics, availability etc.). Which other non-space data is required? The detailed specification of the CORE datasets can be found in the Copernicus Space Component Data Access, available under http://gmesdata.esa.int/web/gsc/dap\_document
* If you receive GNSS signals, which system(s) are you using? Do you need Galileo for a better location and/or resolution? If you use EGNOS, do you plan to use Sysnet?
* If you receive Telecommunications System signals, which system(s) are you using? Why? Did you make a trade-off between various systems (technical and budget wise)?
* If you transfer a space technology, detail which one and how it has been developed and used in the space sector (provide references)
* If you have access to intellectual property, explain how: through ownership, licensing or simply because it is publically available? Provide references.]

Text

## The Technology

Writing Tips

[Please provide an in-depth description of the technology needed for your product/service; explain the state-of-the-art technology that provides the innovative foundation of your project. Remember that you are addressing also non-specialists (bankers, managers, etc.), and that you must keep your explanation simple and concise.

What are some of the main technical terms used to describe your offer? What is the current state-of-the-art technology in your field? Point out some recent advances and their influence on the market. What are the perspectives for technological evolution, and in what time frame? Are there any other known projects or technical developments in progress that may have a strong influence on your future technological context? ]

Text

## The Readiness Level

Writing Tips

[In which development stage is the technology at the moment as well as your product/service? What is the maturity of your product/service. E.g. are all components available of-the-shelf and it is a matter of assembling. Or in case of services, e.g. what is the level of programming needed to turn the service idea into a real application. Please also state the current Innovation Readiness Level as well as which level you intend to reach at the end of the incubation phase. Use the Innovation Readiness Level overview (RD.1) as provided in the application package.]

Text

## The Research & Development (R&D) strategy

Writing Tips

[Please include information on the materials/software/data needed, the strategy to acquire these (what is done in-house, external partners), as well as the estimated development time. Also, address any critical issues still to be solved associated with your product development (partial or total failure, missing calendar targets, over-spending]

Text

## Intellectual Property

Writing Tips

[Please mention any patents you own or licenses you have acquired for your product/service (if necessary, annex evidence of the filed patent or trademark). For how long will they be valid? Who holds the patent(s)? What geographical zones are covered by the patent(s)? If you are contracting to use a patent from outside your own company, what are the contractual clauses (exclusivity, geographical zones, period of time, etc.)? What budget issues are related to industrial and intellectual property (cash payments, royalties, payment terms)?

If you don’t own any IP yet, but envisage getting some, please explain your strategy.

In case of non-patentable knowledge, please explain your strategy to protect your product or service idea (market gain, trade secrets etc.) and any planned patenting activities should this be needed.]

Text

# Market Analysis

## Context

Writing Tips

[Describe the global context (regulatory, political, sociological,...) surrounding your company, as well as the main trends and other factors that could affect your business (both in positive and negative ways).

Describe the environment and constraints over which you may have little or no influence, such as demographic trends, lifestyles, interest groups, legal aspects, exchange rates.

Is your business sector regulated? Is regulation harmonized internationally? Are there existing standards? Are they mandatory? Are there a lot of them? Is your business sector sensitive to cultural trends (such as "bio" or organic food products)? Is it subject to pressure from interest groups, either in favor or against your own position?]

Text

## The Demand

### Potential figures and trends

Writing Tips

[Evaluate the current global market, both in actual terms (real quantities sold) and/or potential terms (quantities that could be sold). Make sure to include market value, volume, and expected growth. Consider expressing your company's market share (as a percentage) in the long run.

What is the volume and current value of the target market? Indicate its progression over time? Is yours a potential market (watch out if you're the first one in it...), emerging, growing, mature, or declining? Show market coverage by product type, by customer segments, by geographical sector (Own Country, EU, USA, etc.). How did you gather your data? How reliable is it? Can you give upper and lower forecasts?]

Text

### Analysis and segmentation

Writing Tips

[Understand and present how the company's target market(s) operate(s) -- that is, the relationship between the company and its customers. Break the market down into several coherent segments in order to properly adapt your company's marketing strategy to one or more of those segments.

*Note: this is related to your analysis of the situation based on the market study if you already performed one, but also on the company's strategy to enter that market (which you will present later in this document).*

How does the market function? Are there conditions for entering it (regulations, authorizations, patents, exclusive contracts...)? How is the market segmented (i.e. what are the unified sub-markets)? What criteria and which segmentation methods did you choose: demographic, geographic, socio-economic, lifestyle, behavioral, and/or psychological attitudes towards your product?

Describe each segment in terms of: buying patterns, payment conditions, solvency, resistance to change, decision processes, decision cycles, etc. For the highest priority sectors, indicate relevant segmentation criteria such as: age, sex, revenue, risk, technology, synergy, size, competition,...

Text

### Field results

Writing Tips

If users have tested your product or service, show the outcome. Give an analysis of serious prospects: why are they interested? Did users express any thoughts on how the product could evolve or be improved (users often suggest unexpected ideas)? What price (psychological price) are they ready to pay? Take advantage of negative results as well: why were some people not interested? Gather their objections; they may be very useful for you in developing sales arguments.

Text

## The Competition

### Market penetration

Writing Tips

[Evaluate the power of your competition in the target market, whether it is direct, indirect, immediate, or theoretical.

Are there any competitors who sell the same product or a similar one? How many competitors are there? How big are they? Are they very active? What are their market shares? How has their market share changed recently? Is there any trustworthy information regarding the arrival of new competitors in the near future (new product announcements, press leaks, personal information)?]

Text

### Comparative product analysis

Writing Tips

[Analyse your competitors' products. Estimate the degree of satisfaction these products generate with respect to market needs.

Which products currently meet customer expectations for the need you intend to address? (identical products and/or those based on other technologies). What are their main characteristics: price, quality, delivery speed, and technical support? How are the products distributed? Can you place your technology and competing technologies on a life-cycle graph? If your product is totally new, is the market need currently being met by something else? To what degree? How?]

Text

### Competitors business strategy and resources

Writing Tips

[Who are your competitor's customers and suppliers? How do they operate and how are they organized? Sales force, distribution channels, resellers, decision cycles, communication budgets... Who are their shareholders? Do you have any information on their profitability? How will they react to your entry into the market? What are their strong and weak points?]

Text

## Growth opportunity / Competitive advantages

Writing Tips

[Show that there is a window of opportunity for your project in the market context that you have described (environment + market + competition), and explain it. Show the commercial breakthrough capacity of your product or service.

What needs are not being addressed properly by the competition? What are the latent needs you wish to meet? What new uses are you going to enable? How is your offer different from the competition? What will your competitive advantage be (technology break-through, marketing position, know-how…)? What is the scalability of your business case to achieve international growth (diversification in other market sectors and countries]

Text

# The Business Model

*A business model describes the rationale of how an organization creates, delivers, and captures value*

## Communication, distribution, and sales channels

Writing Tips

[The Channels describes how a company communicates with and reaches its Customer Segments to deliver a Value Proposition

How do you raise awareness about our company’s products and services? Through which Channels do your Customer Segments want to be reached? How are you reaching them now? How are your Channels integrated? Which ones work best? Which ones are most cost-efficient? How are you integrating them with customer routines?]

Text

## Customer Relationship

Writing Tips

[What type of relationship does each of your Customer Segments expect you to establish and maintain with them? Which ones have you already established? How are they integrated with the rest of your business model? How costly are they?

Possible examples are: Personal assistance, Dedicated Personal Assistance, Self-Service, Automated Services, Communities, Co-creation]

Text

## Revenue Streams

*The Revenue Streams represents the cash a company generates from each Customer Segment (costs must be subtracted from revenues to create earnings)*

### The Price

Writing Tips

[How do you expect to make money and explain your pricing strategy, i.e. what do you expect your customers are willing to pay? What and how do they recently pay? How would they prefer to pay?]

Text

### The Revenue

Writing Tips

[If you have multiple revenue streams, e.g. a product combined with a recurring service, how much does every revenue stream contribute to the overall revenues? Does your revenue forecast demonstrate increased profitability toward the end of the forecast period?

Additional tips:

**Asset sale:** selling ownership rights to a physical product

**Usage fee:** generated by the use of a particular service – the more used the more to be paid (e.g telecom operator, hotel charges, package delivery of parcel

**Subscription fees**: selling continuous access to access (gym, Music services Deezer)

**Lending/Renting/Leasing**: temporarily granting someone the exclusive right to use a particular asset for fixed period in return for a fee; benefits incurring expenses for only a limited time rather than bearing the full cost (eg carsharing services)

**Licencing:** permission to use protected IP in exchange for licencing fees; allows rights holder to generate revenues from their property

**Brokerage fees:** intermediation services performed on behalf of 2 or more parties (e.g Credit card providers, brokers and real estate,…)

**Advertising**: fees for advertising a particular product, service, or brand]

Text

## Key Resources

Writing Tips

[The Key Resources paragraph describes the most important assets required to make a business model work. Every business model requires Key Resources. These resources allow an enterprise to create and offer a Value Proposition, reach markets, maintain relationships with Customer Segments, and earn revenues.

Describe your Key Resources (they can be categorized as follows: **Physical, Intellectual, Human, Financial**). Detail which production capacity do you have or expect to acquire?

To grow your business, what assets (IP and infrastructure) and human resources do you expect to get into your company and when? Provide a growth projection over the next 3 years (also included in the Profit & Loss Projection in Paragraph 8).]

Text

## Key Activities

Writing Tips

[The Key Activities paragraph describes the most important things a company must do to make its business model work. These are the most important actions a company must take to operate successfully. Like Key Resources, they are required to create and offer a Value Proposition, reach markets, maintain Customer Relationships, and earn revenues.

Describe your Key Activities, which can be categorized as follows: **Production** (relate to designing, making, and delivering a product in substantial quantities and/or of superior quality); **Problem solving** (relate to coming up with new solutions to individual customer problems); **Platform/network**.

Describe the supply chain and your position within it. Who are your key partners and suppliers? Which of the key resources do they provide for you? What key activities do they perform for you? Provide a diagram showing the relationship. What partnerships will you need to develop during incubation?]

Text

## Key Partners

Writing Tips

The Key Partnerships Paragraph describes the network of suppliers and partners that make the business model work Companies forge partnerships for many reasons, and partnerships are becoming a cornerstone of many business models. Companies create alliances to optimize their business models, reduce risk, or acquire resources.

Describe your key partners, which can be categorized as follows: Strategic alliances between non-competitors, “Coopetition”: strategic partnerships between competitors, Joint ventures to develop new businesses, Buyer-supplier relationships to assure reliable supplies .

Text

# Risk

## SWOT Analysis

Writing Tips

[Please describe the strengths and weaknesses of your company; e.g. a strong IP basis, an experience team with an extensive track record; or the contrary, e.g. the lack of a certain area of expertise or no prior experience with the supplier network you would need for your business.]

[Also describe the external opportunities or threats you may encounter, e.g. the right timing for the market you are addressing or the fierce competition currently present.]

Text



Fig.: SWOT Analysis [template]

## Risk Mitigation

Writing Tips

[Please provide a list of all risks involved when setting up/growing your business in the incubation phase and beyond. Include a mitigation plan per identified risks, i.e. how likely is it that the risk indeed turns into a problem and how to solve the problem once it occurs. For this, please use the Risk Analysis table.]

Text



Fig.: Risk Analysis [template]

# Cost Structure & Financial Projection

Writing Tips

[What are the most important costs to operate the business? What are the most expensive key activities and resources? What are your fixed costs? What are your variable costs? Calculate your total cost for the next 3 years and if already operational also include the cost of last year. Provide all assumptions to compute the Profit & Loss projections.

Please provide a Profit & Loss projection including the above information and using the P&L table contained in the Excel file attached to this application package. Please, fill-in the white cells with your data in the following P&L scheme:

* **Sales Revenue (or Turnover)** refers to the income that the company receives from its normal business activities, usually from the sale of goods and services to customers.
* **Direct cost of Sales (or Cost of Sales)** refers to the total of all direct costs involved in preparing each company’s product/service for sale.
* **Gross Profit (or Sales Profit)** refers to the difference between sales revenue and the direct cost of sales
* **Operating Expenses (or OPEX)** refer to the expense incurred in carrying out the company’s day-to-day activities, but not directly associated with production of goods and/or services.
* **Income from Operations** refers to the money value generated from running the primary business and it excludes income from other extraordinary sources.
* **Other Income** refers to the income derived from extraordinary transactions not involved in daily operations of the company business
* **Net Profit** refers to the company's total earnings]

Text



Tab.: Profit & Loss Projection [template]

# Annexes

Writing Tips

[Please provide Curricula Vitae (CVs) of the key team members. In addition, you may provide here any additional information you consider relevant, such as market studies summary, technical details, flyers, recent accounting reports, Memoranda of Understanding (MoUs) with partners and suppliers, letters of interest or commitment from potential/existing customers, references of publications, etc.

**Maximum 15 pages**]

Incubation Proposal

**[Name of the company]**

**[Address of the Company or of the Entrepreneur]**

**[Reference Period of Incubation]**

Author:

Date:

Reference: XXXX, Issue… Version …

Table of Content

1. Activity Proposal 28

1.1 Milestone Planning 28

1.2 Task Descriptions 28

2. Management & Work Logic 29

3. Funding Request 29

4. Support Request 30

4.1 Technical Support 30

4.2 Business Support 30

[Before each paragraph, you will find “writing tips”. Please use these questions as guidelines.

Please limit this Incubation Proposal to maximum 20 pages excluding cover page and excluding the table of contents.]

# 1. Activity Proposal

## 1.1 Milestone Planning

Writing Tips

[Please provide an overview on the schedule including a planning of the milestones (Kick-Off, Mid Term Review and Final Review). The maximum duration of the incubation is 24 months. For this, please use the PLAN table contained in the Excel file attached to this application package. Note, all Tasks defined in this planning have to be specified below.]



Fig.: Milestone Planning [example]

## 1.2 Task Descriptions

Writing Tips

[Please provide for each Task one table containing detailed tasks description. Provide for each task the responsible person, input, objectives and output with a detailed description of the task itself. Please limit yourself to a manageable Task structure and use Sub-tasks to detail the activities further.]

Text

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TASK # …** [name]  **INPUTS:** [e.g. output of previous tasks, results of a tests campaign, reference of publication, …  **OBJECTIVES:**  **SUB-TASKS AND COSTS:**   * **Description and related cost** * **Description and related cost** * **…**  |  |  | | --- | --- | | **Sub-tasks** | **Costs (€)** | |  |  | |  |  | | **Total (€)** |  |   **OUTPUT:** [e.g. Design Document, Software, Hardware prototype, Test Results …] |

Tab.: Task Description

# 2. Management & Work Logic

Writing Tips

[Please provide a description of how you are going to manage the work during the incubation period. For guidance, you may refer to the management requirements already defined in the draft contract. We however expect that you amend them by your own processes and rationale on how to manage your technical developments and other key activities.]

Text

# 3. Funding Request

Writing Tips

[Please, provide the funding split with your data to outline the planned financial sources to cover the project costs during incubation. For this purpose, in the table Funding Split, please provide per task the estimated split of the cost into “Product Development”, “IPR Management” and “other”.

The funding sources are divided into:

* The **ESA incentive** is limited to 25 KEUR. It is provided only for the purpose of product/service development, IPR (patenting or acquiring licenses), market studies, and travel to international business fairs (max 10% of the funding). The incentive has to be spent on 3rd parties and cannot be spent on direct labour and or office costs. It is encouraged that the cash incentive is spent within the ESA BIC’s region unless no suitable suppliers are available there. This incentive does not have to be paid back; it is provided without sales tax, but may be subject to income tax.
* The **local incentive** is limited to 25 KEUR and is provided by local sources (so-called “local co-funding”), where specific funding rules may apply. For guidance, please contact the individual ESA BIC that you apply for before you submit the application.
* **Loan Request**: You may optionally request a bank loan (or other funding mechanism) prior to or during incubation. For this purpose, individual ESA BICs have agreed “loan” schemes with local partner banks or financial institutions. The application is part of the ESA BIC application. For the point of contact of the local financing partner, please contact the ESA BIC you apply for. In the table Funding Split, please provide what amount you plan to request as a loan (or other funding source), where the maximum is 50 KEUR (note that some ESA BICs can provide more than 50 KEUR).
* **Other Sources** may specify additional local financial opportunities such as financial support provided by business angels, etc. as well as company/entrepreneur own/self-funding. Please specify the other funding sources considered in a footnote to the table.

Please ensure that “Total Costs” match “Total Funding”.

In the column “Experts”, please provide a distribution of the Technical Support requested across the defined tasks - on top of the incentive. Note, the number of support hours available per applicant may differ for individual ESA BICs. For guidance, please contact the individual ESA BIC that you apply for before you submit the application.

Please use the FUNDING table contained in the Excel file attached to this application]

Text



Tab.: Funding Split

# 4. Support Request

## 4.1 Technical Support

Writing Tips

[Please define in your own words, what type of Technical Support you request from the ESA BIC in order to develop your product/service. Such support is typically provided as advisory support and is typically related to the use of space technology, data with space origin or methodologies developed within the space engineering domain. Note, the support provider may differ for individual ESA BICs. For guidance, please contact the individual ESA BIC that you apply for before you submit the application.]

Text

## 4.2 Business Support

Writing Tips

[Please define in your own words, what type of Business Support you request from the ESA BIC in order to establish and grow your company. Such support is typically provided through coaching and training. Note, the support provider may differ for individual ESA BICs as well as the number of support hours available per applicant. For guidance, please contact the individual ESA BIC that you apply for before you submit the application.]

Text

**ANNEX 1)**

**SUBSTITUTE DECLARATION OF CERTIFICATION**

**(Only in case of application by a company)**

(pursuant to Article 46 of Presidential Decree no. 445 dated 28 December 2000)

(to be filled in **by the legal representative**)

The undersigned\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tax Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and residing in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ province \_\_\_\_ ZIP code\_\_\_\_\_\_\_\_\_\_\_\_ address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

in his/her capacity as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

with registered office in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ province \_\_\_\_ZIP code\_\_\_\_\_\_\_\_\_ address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tax Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ VAT n°\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

fully aware that false statements and falsification and/or use of forged documents are punished with the criminal, civil and administrative penalties referred to in Article 76 of Presidential Decree no. 445 dated 28 December 2000,

DECLARES THAT

a) The company complies with the criteria provided for in the existing law for Small and Medium Enterprises;

b) No bankruptcy proceedings are being taken against the company. The company is not in liquidation, under judicial administration nor has it made an arrangement with creditors. There are no current proceedings that may result in any of the above occurrences;

c) No judgements having the force of "res judicata" for crimes against morals, financial crimes or crimes against property have been delivered and no pending criminal proceedings exist against the applicant/legal representative and shareholders and directors;

d) No pending proceedings exist against the undersigned, as confirmed in the records of "Procura della Repubblica" (Italian Attorney-General's Office) at the court (in case of companies or cooperatives, this should relate to the legal representative) where no pending proceedings for crimes against public administration, financial crimes or crimes against property are registered;

e) The company is fully compliant with all local, regional and national tax law and regulations;

f) The company is fully compliant with the work law and all types of social security obligations;

g) The company is fully compliant with current regulations as to environmental protection, work safety and occupational health.

Place and date SIGNATURE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Legal Representative)

**ANNEX 2)**

**SUBSTITUTE DECLARATION OF CERTIFICATION**

**(Only in case of application by a company)**

(pursuant to Article 46 of Presidential Decree no. 445 dated 28 December 2000)

*(to be filled in by the shareholders and directors)*

The undersigned\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tax Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and residing in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ province \_\_\_\_ ZIP code\_\_\_\_\_\_\_\_\_\_\_\_ address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in his/her capacity as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

with registered office in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_province \_\_\_\_\_\_\_\_ZIP code\_\_\_\_\_\_\_\_\_\_\_\_\_ address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tax Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ VAT no\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

fully aware that false statements and falsification and/or use of forged documents are punished with the criminal, civil and administrative penalties referred to in Article 76 of Presidential Decree no. 445 dated 28 December 2000,

#### DECLARES THAT

1. No judgements having the force of “res judicata” for crimes against morals, financial crimes or crimes against property have been delivered and no pending criminal proceedings exist against the undersigned;
2. No pending proceedings exist against the undersigned, as confirmed in the records of “Procura della Repubblica” (Italian Attorney-General’s Office) at the court (in case of companies or cooperatives, this should relate to the legal representative) where no pending proceedings for crimes against public administration, financial crimes or crimes against property are registered

Place and date SIGNATURE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name and Surname)

**ANNEX 3)**

**INFORMATION FOR THE PROCESSING OF PERSONAL DATA AND CONSENT**

Pursuant to articles Ex 13 and 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council (hereinafter "Regulation" or "GDPR"), **Lazio Innova Spa,** a company limited by Italian law with registered office in Rome, Via Marco Aurelio 26 A (hereinafter **"Lazio Innova"**), PI and C.F. 05950941004, e-mail: [info@lazioinnova.it](mailto:info@lazioinnova.it) , telephone: 06 / 60.51.60; as data controller (hereafter **"Owner"**) provides you with the following information in relation to the processing of your personal data (hereafter **"Personal Data"**) for the application for the ESA BIC Lazio Open Call.

The data protection officer (**"DPO**") is Dr. Francesco D’Ambrosio reachable at the e-mail address [dpo@lazioinnova.it](mailto:dpo@lazioinnova.it)

**Type of data processed and data origin**

The Holder may cover the following personal data:

* name and surname of the contact person; name and surname, role in the company, telephone, fax and e-mail of the proponent (legal representative);
* identity document[[1]](#footnote-1), name and surname, place and date of birth, C. F. and address of residence of the legal representative;
* substitutive declaration of the anti-mafia of all the persons referred to in art. 2 paragraph 3 of the D.P.R. 252/98;
* *curriculum vitae* of all members without sensitive data, social media channels, blog, IBAN in the case of successful application.

These data are provided by the contact person or the proposer when completing the Application form for Incubation or through subsequent additions or they are acquired directly by the owner during the selection and incubation process.

**Purpose and legal basis of the processing**

Personal data will be processed exclusively for the following purposes:

1. evaluation of the applications / requests submitted in order to participate in the Project;
2. management of participation in the Project in the event of a successful application;
3. fulfillment of the obligations deriving from any agreements/contracts stipulated for participation in the Project in the event of a successful application;
4. inclusion in the mailing list of Lazio Innova SpA, Lazio Region, ASI (Italian Space Agency) and ESA (European Space Agency) for the sending of newsletters (also following the termination of the contractual relationship);
5. communication of promotional initiatives for meetings with other companies and networking events;
6. sending of updates and / or informative and promotional material of Lazio Innova SpA, the Lazio Region, ASI (Italian Space Agency), ESA (European Space Agency) and / or the companies of the regional network, whose list can be consulted on the website of the Lazio Region;
7. press office actions (interviews, invitations to events and others);
8. realization of images and audio-video recordings and their reproduction at events and / or publication on the web portals of Lazio Innova SpA, Lazio Region, ASI (Italian Space Agency), ESA (European Space Agency) and / or of the regional network or connected portals;
9. data retention.

The legal bases for the processing of personal data are as follows:

* **execution of a contract** (purposes from a) to c)). The processing of personal data is a necessary condition to allow the Data Controller to execute the agreement, therefore the failure, incorrect or incomplete provision of the data requested makes it impossible to stipulate the contract;
* **consent of the interested party** (purpose from d) to h) ). In this case, the treatment can only take place after your consent has been issued. This consent is optional and the non-release of the same will not affect in any way the execution of the contract, without prejudice in this case the impossibility to use the additional services offered by Lazio Innova SpA, Lazio Region, ASI (Italian Space Agency) and ESA (European Space Agency). It is specified that the consent given may be revoked by you at any time, without prejudice to the legitimacy of the processing carried out until the moment of revocation;
* **legitimate interest of the data controller** (purposes i)). The Data Controller may continue to send you updates and communications even after the termination of the contractual relationship and keep your personal data, as provided in the following paragraph, to promote your business activity and to protect your interest in ascertaining, defending and exercise their rights in court.

**Processing methods and data retention times**

Personal data will be processed with manual and IT tools according to organization and processing logic strictly related to the purposes indicated above. The processing may consist of the following operations or set of operations: collection, registration, organization, storage, consultation, processing, modification, selection, extraction, use, interconnection, limitation, communication, cancellation and destruction of personal data.

All personal data will be processed in accordance with current legislation on the protection of personal data, in particular in compliance with the principles of lawfulness, fairness, transparency, minimization, accuracy, integrity and confidentiality and in order to ensure, through the adoption of adequate organizational and technical measures, their safety and protection against unauthorized and illegal treatment, loss, destruction and accidental damage.

Personal data will be stored by the Holder in a paper and electronic store based on the following criteria:

* for the entire duration of the selection process and contractual relationship;
* after the termination of the contractual relationship, for a further five-year period, in order to promote its business activity and to ascertain, exercise or defend a right in court.
* after the end of the evaluation procedure, in the event of a negative evaluation, your data will be stored for a further period of three years, in order to allow the Data Controller to ascertain, exercise or defend a right in court. In the event of a successful evaluation of your application and subsequent signing of a service contract service the aforementioned

five-year retention period will start from the termination of the contractual relationship established.

**Scope of communication and dissemination**

The personal data acquired will be processed exclusively by persons authorized to process the Data Controller, within the scope of their duties and within the limits of what is strictly necessary for the performance of their activities, and by data controllers appointed by the Data Controller.

Personal data may be disclosed to third parties, who act as independent data controllers, such as:

* Evaluation Board’s Members;
* Lazio Region and the company's regional network whose list is available on the website of the Lazio Region;
* tutors or external consultants regarding the offer of consulting services of Lazio Innova SpA, Lazio Region, ASI (Italian Space Agency) and ESA (European Space Agency);
* other external subjects, public and / or private, with whom Lazio Innova SpA, Lazio Region, ASI (Italian Space Agency) and ESA (European Space Agency) could undertake collaborations linked to the offer of services;
* external consultants used by Lazio Innova for the purpose of fulfilling the obligations related to the contract / agreement / service;
* public and / or private entities for the fulfillment of legal expenses related to the management of the contract / agreement;
* persons entitled to request access to the documents ex L.241 / 90 and s.m.i.

The personal data object of treatment may be disclosed in accordance with the principles expressed in the Regulations and within the limits of the purposes previously stated, only with the prior statement of your consent.

**Transfer of your data abroad**

As a general rule, your personal data are not transferred to non-EU countries. In special cases, in the presence of specific initiatives and / or offers, extra-EU data transfer may be required. In these cases the transfer will take place exclusively in the presence of an adequate legal basis. In the absence of any other legal basis, Lazio Innova will promptly contact you for the release of consent.

**Rights of the interested party**

In accordance with Chapter III of the Regulations, you can exercise at any time the following rights:

* the right to obtain the confirmation of the existence or not of a personal data that concern you, and, if so, to gain access to such data;
* the right to obtain, in the presence of the conditions established by the Regulations, the correction and deletion of personal data;
* the right to obtain, in the presence of the conditions established by the Regulations, the limitation of the processing of personal data;
* the right to receive, in the presence of the conditions laid down by the Regulations, personal data in a structured format, commonly used and readable by automatic device;
* the right to oppose the processing of personal data at any time;
* the right to withdraw the consent, where provided: the withdrawal of consent does not affect the lawfulness of the treatment based on the consent granted before the revocation.

The exercise of these rights can be done free of charge by sending a request by e-mail to the address [dpo@lazioinnova.it](mailto:dpo@lazioinnova.it).

For further information regarding the processing of personal data, please contact the DPO, which can be contacted at the e-mail address [dpo@lazioinnova.it](mailto:dpo@lazioinnova.it).

Furthermore, pursuant to art. 77 of the Regulations, you have the right to complain to the relevant supervisory authority considers that the processing of personal data does not comply with Regulations.

**Statement taken vision**

I undersigned\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I declare to have received the informative relative to the treatment of my personal data with reference to the ESA BIC Lazio application and Incubation Contract.

Place date and signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Consent to the processing of personal data**

I underwritten\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ give my consent to the use of my personal data for the following purpose:

* inclusion in the mailing list of Lazio Innova SpA, Lazio Region, ASI (Italian Space Agency) and ESA (European Space Agency) for the sending of newsletters (also following the termination of the contractual relationship); (point d)

Place date and signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* communication of promotional initiatives for meetings with other companies and networking events; (point e)

Place date and signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* sending of updates and / or informative and promotional material of Lazio Innova SpA, the Lazio Region, ASI (Italian Space Agency), ESA (European Space Agency) and / or the companies of the regional network, whose list can be consulted on the website of the Lazio Region; (point f)

Place date and signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* press office actions (interviews, invitations to events and others); (point g)

Place date and signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* realization of images and audio-video recordings and their reproduction at events and / or publication on the web portals of Lazio Innova SpA, Lazio Region, ASI (Italian Space Agency), ESA (European Space Agency) and / or of the regional network or connected portals; (point h)

Place date and signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEX 4)**

**SUBSTITUTE DECLARATION OF CERTIFICATION**

**REGISTRATION AT CHAMBER OF COMMERCE**

**(Only in case of application by a company)**

(pursuant to Article 46 of Presidential Decree no. 445 dated 28 December 2000)

(to be filled in **by the legal representative**)

The undersigned\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tax Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and residing in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ province \_\_\_\_ ZIP code\_\_\_\_\_\_\_\_\_\_\_\_ address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in his/her capacity as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

with registered office in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_province \_\_\_\_\_\_\_\_ZIP code\_\_\_\_\_\_\_\_\_\_\_\_\_ address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tax Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ VAT no\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

fully aware that false statements and falsification and/or use of forged documents are punished with the criminal, civil and administrative penalties referred to in Article 76 of Presidential Decree no. 445 dated 28 December 2000,

DECLARES THAT

the Company is registered in the Companies Register \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

with the n° Repertorio Economico Amministrativo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company name:

Legal form:

Location:

Tax Code:

Date of establishment:

BOARD OF DIRECTORS

Number of members:

AUDITORS

Number of effective auditors:

Number of substitute auditors:

ACTIVITY

Activity Code ATECO:

Activity description:

HOLDERS OF QUALIFICATIONS

SURNAME

NAME

ROLE

SURNAME

NAME

ROLE

SURNAME

NAME

ROLE

TECHNICAL DIRECTORS\*

SURNAME

NAME

ROLE

SURNAME

NAME

ROLE

SURNAME

NAME

ROLE

\* For Construction companies should also be entered Technical Directors with their data

LIST OF SHAREHOLDERS/ OWNERS AND THEIR PERCENTAGES:

SECONDARY OFFICE AND LOCAL UNITS

I also state that the company has the full and free exercise of their rights, it is not in liquidation, bankruptcy or arrangement with creditors, has not during any procedure in the bankruptcy law, and those procedures have not occurred in the five years preceding the today.

Place and date

Legal Representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEX 5)**

**SUBSTITUTE DECLARATION FOR ANTIMAFIA CERTIFICATE**

**(Only in case of application by a company)**

(pursuant to Article 46 of Presidential Decree no. 445 dated 28 December 2000)

*(to be filled in by the legal representative)*

The undersigned\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

born on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ province \_\_\_\_ \_\_\_\_\_ Tax Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and residing in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ province \_\_\_\_ ZIP code\_\_\_\_\_\_\_\_\_\_\_\_ address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in his/her capacity as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

with registered office in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_province \_\_\_\_\_\_\_\_ZIP code\_\_\_\_\_\_\_\_\_\_\_\_\_ address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tax Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ VAT no\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

fully aware that false statements and falsification and/or use of forged documents are punished with the criminal, civil and administrative penalties referred to in Article 76 of Presidential Decree no. 445 dated 28 December 2000,

DECLARES THAT

"there is no prohibition against it causes, revocation or suspension of Article 10 of Law 575 of 31 May 1965 (Antimafia)"

Date Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the case of companies all persons referred to in Article. 2 paragraph 3 of Presidential Decree 252/98 are required to issue the declaration pursuant to Art. 2 of Presidential Decree comma 3 252/98: "3. "When it comes to associations, businesses, companies and consortia, the documentation provided for in this Regulation should refer not only to the person:

a) the companies

b) the corporation and consortium in accordance with Article 2615-ter of the Italian Civil Code, for cooperatives, cooperative consortia to consortia of Book V, Title X, Chapter II, Section II of the Civil Code, legal representative and any other members of the Board of Directors, as well as each of the consortium members that in the consortia and consortium companies hold a stake of more than 10 percent, and shareholders or associates on whose behalf the consortium companies or consortia operate exclusively for the public administration;

c) for consortia referred to in Article 2602 of the Civil Code, to those who represent and entrepreneurs or associated companies;

d) for snc, all shareholders;

1. For sas, all shareholders “accomandatari”;

f) for the companies referred to in Article 2506 of the Civil Code, to those who are permanently in the territory of the State.

**ANNEX 6)**

**SUBSTITUTE DECLARATION OF CERTIFICATION**

**(Only in case of application by a natural person)**

(pursuant to Article 46 of Presidential Decree no. 445 dated 28 December 2000)

*(to be filled in by all the natural persons included in the application)*

The undersigned\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tax Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and residing in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ province \_\_\_\_ ZIP code\_\_\_\_\_\_\_\_\_\_\_\_ address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

fully aware that false statements and falsification and/or use of forged documents are punished with the criminal, civil and administrative penalties referred to in Article 76 of Presidential Decree no. 445 dated 28 December 2000,

#### DECLARES THAT

1. No judgements having the force of "res judicata" for crimes against morals, financial crimes or crimes against property have been delivered and no pending criminal proceedings exist against the undersigned;
2. No pending proceedings exist against the undersigned, as confirmed in the records of "Procura della Repubblica" (Italian Attorney-General's Office) at the court, where no pending proceedings for crimes against public administration, financial crimes or crimes against property are registered

Place and date SIGNATURE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name and Surname)

1. The copy of valid identification document shall be included in a separate file [↑](#footnote-ref-1)