

ANNEX IX: REQUIRED DOCUMENTS FOR GRANT PAYMENTS

The following documentation is required for the **Greek Project Beneficiaries** in order to receive grant payments from the Regional Fund of Central Macedonia or of Eastern Macedonia-Thrace:

1. Statement for starting a sole (single person) enterprise – if applicable;
2. Certificates of tax and social security non-encumbrance for receiving funds from the public sector **OR** Certificates of payment of all taxes and social security obligations;
3. Certificates of non- bankruptcy, liquidation reorganization or controlled management¹;
4. Certificate of Legal Representation and General Certificate of GEMI
5. Grant underwriting (award) contract to a financing institution as a collateral for a loan (if there has been one) **OR** Declaration that there has been no grant underwriting to a third party and of non-outstanding decision of an execution of a previous decision to recover funds (original of from gov.gr). In case of an underwriting certificates of payment of all taxes and social security obligations is required by the bank;
6. Copy of the account transactions where the IBAN is mentioned;
7. Solemn declaration by the legal representative with the IBAN account;

¹ Has been replaced by the “Certificate of judicial solvency”- issued by the Greek courts (for the Greek PBs)”

ANNEX X:

A. REQUIRED DOCUMENTS FOR ADVANCE AND INTERIM VERIFICATION REQUESTS

1. Specifically for the advanced payment a letter of guarantee/promissory note is required;
2. Recent printout concerning NACE code by the relevant Authority (www.gsis.gr in Greece, in the trade register or certificate from www.nsi.bg in Bulgaria). The printout should be issued within 10 days before submission;
3. A Declaration² will be submitted if no amendments have taken place to the Company's Establishment Act (statute) from the proposal's submission date until today. If amendments have taken place to the Company's Establishment Act (statute), then a certified copy is required from the General Electronic Commercial Registry (G.E.MI.) – for Greek Beneficiaries or from Commercial Register at the Registry Agency – for Bulgarian beneficiaries, concerning the Company's latest Establishment Act (statute) and the modifications in the Company Establishment Act (statute's amendments) from the date that the proposal was submitted until today, if it is not encoded. (This point does not apply for individual Greek enterprises but for Bulgarian sole (single person) enterprises a statement of its Establishment Act is required);
4. A declaration will be submitted for the following³:
 - i. certificate of non-bankruptcy;
 - ii. certificate of non-application for bankruptcy;
 - iii. certificate of non-placement under liquidation or winding up situation / liquidation reorganization;
 - iv. certificate of non-placement under compulsory administration / controlled management;
5. A declaration on shareholders' structure and structure of the management board (except for individual Greek enterprises), record of proceedings of the General Assembly for a Private or a Limited Private Company and the Statute for General Partnership and Limited Partnership Company, in which the Shareholders' structure will be declared;
6. A declaration from the legal representative, concerning the accumulation of de Minimis grants; (Applicable only for the interim and last verifications)
7. A declaration stating that the grant has not been assigned to a third party. If the grant has been assigned, the relative loan contract and a copy of the disbursement are submitted;
8. A declaration stating that the data of the individual Greek enterprise has not been modified/changed from the submission date until today; (for individual Greek enterprises)

² Relevant templates will be provided by the MA/JS

³ Individual enterprises fill in a declaration for non-bankruptcy and non-application for bankruptcy.

9. Legalizing documents concerning the approved location for the investment's installation (e.g. Contract of property, lease etc. Applicable only for the interim and last verifications);
10. IBAN of the bank account of the company with reference to the VAT number (FIF) (for Bulgarian Beneficiaries)
11. Certificates of tax and social security non-encumbrance for receiving funds from the public sector OR Certificates of payment of all taxes and social security obligations (the relevant document in Bulgarian: Удостоверение за наличието или липсата на задължения, издадено от НАП - Certificate for the presence or absence of obligations, issued by the National Revenue Agency – for Bulgarian Beneficiaries)
12. Declaration for lack of double funding (for Bulgarian Beneficiaries)
13. Any supporting documents required under the special terms that may be specified in the contract or in the technical annex. (Applicable only for the interim and last verifications)

Please note that:

- The building permit (if applicable) must be submitted before the request for advance payment OR before the 1st request for payment if no advance payment has been given.
- Other documents may be required as defined by the National Legislation of each country and according to the instructions by the MA/JS.

B. REQUIRED DOCUMENTS FOR THE LAST PAYMENT FOR EACH PB:

In addition to the above mentioned documents, each PB must submit the following documents:

- The certificates of non-bankruptcy, of non-application for bankruptcy, of non-placement under liquidation, of winding up situation, of non-placement under compulsory management replaced by the Certificate of Judicial Solvency - for Greek Beneficiaries; a Certificate issued by the Commercial Register at the Registry Agency – for Bulgarian Beneficiaries; issued in the last two months before submission and in original form.
- An original certificate of non-bankruptcy and of non-application for bankruptcy from the First Instance Court should be submitted. The certificate must be in force at the date of submission for verification. This certificate applies only to individual Greek enterprises.