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**From:** MICHEL Laurence Marie (RTD)  
**Sent:** 04 September 2013 12:21  
**To:** MICHEL Laurence Marie (RTD)  
**Subject:** FW: CIP 1st message

Dear Madam, Dear Sir,

Following your organisations submission of one or more proposals under the Competitiveness and Innovation programme, we would like to proceed with the verification of your organisations legal existence and status.

To that effect, we kindly ask you to provide us with the documents listed hereafter as soon as possible:

- The completed, dated and signed Legal Entity Form (the form corresponding to your public or private status) provided in attachment to this email;
- For 'Public Entities': a copy of the resolution, law, decree, decision or any other official document establishing your organisation. In addition, a copy of a document proving your VAT registration or if not applicable, a legal document attesting your organisation's VAT exemption. This official document should have been established recently and in any case, no more than 6 months ago;
- For 'Private Entities': an extract of registration (or its equivalent: Company Register, Official Journal) clearly indicating the name of your organisation, the address of the head office, its registration number and a copy of an official document proving your VAT registration. This official document should have been established recently and in any case, no more than 6 months ago;
- For 'Non profit research organisations': A legal document which clearly mentions (i) that your organisation is considered as a non-profit organisation by national or international law and, (ii) that your organisation carries out research or technological development as one of its main objectives (e.g. the statutes of your organisation);
- For 'Small and Medium Sized Enterprises', we need in addition to the documents required for 'private entities':
  - the completed and signed SME check-list attached to this e-mail;
  - the Annual Balance sheet for the last approved accounting period;
  - the Profit and Loss account for the last approved accounting period;
  - the Appendix (not annexes) indicating the number of declared employees and possible ownership for the last approved accounting period.

If the number of employees or the ownership is not clearly indicated in the above mentioned documents, please send us a solemn declaration indicating the accounting year, the name of the entity and the staff headcount expressed in AWU (Annual Working Units). Please note that should your entity not be autonomous (see below), you can send all the staff headcount information in 1 declaration.

In the event you declare your Company as being 'non autonomous' (i.e. linked to another organisation or Company), please also provide:

- the balance sheet, profit and loss account and appendix indicating the number of declared employees for the last approved accounting period for all upstream and/or downstream organisations.

Finally, please note that the Validation Services can accept, as satisfactory evidence that your organisation qualifies as a Small or Medium-sized Enterprise, a recent certificate or statement issued by

the competent authority of the country of origin (chamber of commerce, ministry of finance...) showing that the requirements under Recommendation 2003/361/EC are satisfied.

Submission of documents:

The requested documents can be submitted in all official EU languages. For all other languages, the original documents need to be accompanied by a certified translation into English.

All documents can be sent electronically to the [RTD-VALIDATION@ec.europa.eu](mailto:RTD-VALIDATION@ec.europa.eu) or be uploaded directly via the URF portal.

If you decide to upload them directly, please be so kind to send us a notification message once the upload is completed.

Please do not hesitate to contact us by stating your PIC number in the 'subject line' should you have any questions concerning the above.

We thank you for your collaboration,

Kind regards

Tatiana Runge  
RTD Validation Team

Disclaimer:

Please note that this message does not constitute in any way a firm commitment from the Commission that your proposal will receive funding.