

Financial aid application procedure for businesses: List of attachments to be provided depending of the type of aid requested

Depending on the type of aid selected, the business will be required to attach several supporting documents through Myguichet. These documents are necessary for the analysis of the file (see Summary table of the different types of aid)*. Applicants should refer to the table below to identify these documents.

The size of the documents to be attached may not exceed 15 MB.

For all financial aid schemes				
Name of the attached document**	Description	Type of aid (By default mandatory)	Optional	Name of ZIP file
Power of attorney to complete the procedure	Please provide a PDF document signed by the person(s) authorised to bind the business and certifying that the declarant is vested with the power to file the application	All		see ZIP file for the type of aid selected (below)
Organisation chart	Please provide a legal organisation chart showing the applicant business's shareholders/partners and their equity holdings	All		
Size of the business (template provided)	Please fill in the Excel table named 'Size of business_EN' indicating the staff headcount (work unit per year) and financial data (turnover, balance sheet) of all partner and linked businesses (the template is provided in the ZIP file for the type of aid selected)	All	for ENV-EEN if Fit4Sustainability	see ZIP file for the type of aid selected (below)
Applicant's unabridged annual financial statements (PDF)	Please provide the applicant business's full annual financial statements for the last closed financial year	All (except RDI-JEI, PME-JEN)	for ENV-EEN if Fit4Sustainability	
Applicant's unabridged annual financial statements (template provided)	Please fill in the Excel table named 'Annual financial statements of the applicant business' for the last 2 closed financial years.	All (except PME aid scheme)	for ENV-EEN if Fit4Sustainability	see ZIP file for the type of aid selected (below)
Group's consolidated annual financial statements (PDF)	Please provide the Group's consolidated annual financial statements for the last closed financial year, if available; otherwise please provide the annual financial statements of the businesses belonging to the group for the last closed financial year	All (only if company is not independent) (except RDI-JEI; PME-JEN; PME-MIN-DIG ; PME-MIN-RSE ; PME-MIN-SER ; PME-MIN-SUS)	for ENV-EEN if Fit4Sustainability	
Group's annual financial statements (Excel template provided)	If you do not have consolidated financial statements, please provide data for all linked businesses using the Excel table named 'Group's annual financial statements_EN', which is provided in the relevant ZIP file	All (only if company is not independent)(except RDI-JEI, PME aid scheme)	for ENV-EEN if Fit4Sustainability	see ZIP file for the type of aid selected (below)
Bank account identification document	Please provide a bank account identification document in PDF format (for the account into which the money will be transferred in the event of a positive decision)	All		
Joint Social Security Centre (CCSS) certificate (number of employees)	Please provide a certificate showing the number of employees at the end of the last 3 financial years (in PDF format) (available at http://www.ccss.lu/certificats/)	All	for ENV-EEN if Fit4Sustainability	
Copy of operating permit	Please provide a copy of the operating permit if applying for the first time or if filing an update		All types of aid	
Other supporting documents deemed useful	Please provide any other document that you believe may be useful as part of your application for aid (e.g. leasing contract, permits, etc.)		All types of aid	

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PME aid schemes				
Name of the attached document**	Description	Type of aid (By default mandatory)	Optional	Name of ZIP file
Independent expert appraisal of costs	Please provide an appraisal carried out by an independent expert	PME-CAN		
Proof of first-time participation in the trade fair	Please provide a certificate issued by the organiser attesting that it is the business's first participation in the event	PME-FOI		
Identity of the provider of external advisory services	Please provide a document specifying the identity of the business providing the service and demonstrating its expertise in the provided services	PME-CON		
Price quotations/estimates	If available, please provide the price quotations/estimates relating to the costs specified in the procedure.	All (except PME-JEN)		
Business plan	Please provide a business plan for the next 5 years	PME-JEN		
Financial summary of the project (template provided)	If filing a summary declaration, please fill in the Excel table named 'Financial Summary of the project_SME_EN'	All (except PME-JEN)		ZIP PME
Pre-analysis report	Please provide the pre-analysis report issued by the House of Entrepreneurship of the Chamber of Commerce or the eHandwerk service of the Chamber of Crafts.	PME-MIN-SUS, PME-MIN-DIG, PME-MIN-SER		

RDI aid scheme				
Name of the attached document**	Description	Type of aid (By default mandatory)	Optional	Name of ZIP file
Detailed description of the project (template provided)	Please fill in the Word document named 'Detailed description of the project _EFT_EN'	RDI-EFT		ZIP RDI-ETUDE-FAISA
Detailed description of the project (template provided)	Please fill in the Word document named 'Detailed description of the project _R&D_EN'	RDI-REDDEX, RDI-REDDEXMAJ, RDI-REDIND, RDI-REDINDMAJ, RDI-REDFON		ZIP RDI-R&D
Detailed description of the project (template provided)	Please fill in the Word document named 'Detailed description of the project _IOS_EN'	RDI-IOS		ZIP RDI-INNO-PROCEDE-ORGA
Detailed description of the project (template provided)	Please fill in the Word document named 'Detailed description of the project _InnoSME_EN'	RDI-INOPIT, RDI-INODPQ, RDI-INOSCE		ZIP RDI-INNOVATION-PME
Detailed description of the project (template provided)	Please fill in the Word document named 'Detailed description of the project _IRE_EN'	RDI-IRE		ZIP RDI-INFRA-RECH
Detailed description of the project (template provided)	Please fill in the Word document named 'Detailed description of the project _PI_EN'	RDI-IPI, RDI-API		ZIP RDI-POLE-INNO
Price quotations/estimates	If available, please provide the price quotations/estimates relating to the costs specified in the procedure.	RDI-INOPIT, RDI-INODPQ, RDI-INOSCE		

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Financial summary of the project (template provided)	Please fill in the Excel table named 'Financial Summary of the project_EFT_EN'	RDI-EFT		ZIP RDI-ETUDE-FAISA
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RDI aid scheme				
Name of the attached document**	Description	Type of aid (By default mandatory)	Optional	Name of ZIP file
Financial summary of the project (template provided)	Please fill in the Excel table named 'Financial Summary of the project_IOS_EN'	RDI-IOS		ZIP RDI-INNO-PROCEDE-ORGA
Financial summary of the project (template provided)	Please fill in the Excel table named 'Financial Summary of the project_R&D_EN'	RDI-REDDEX, RDI-REDDEXMAJ, RDI-REDIND, RDI-REDINDMAJ, RDI-REDFON		ZIP RDI-R&D
Financial summary of the project (template provided)	Please fill in the Excel table named 'Financial Summary of the project_Inno_SME_EN'		RDI-INOPIT, RDI-INODPQ, RDI-INOSCE	ZIP RDI-INNOVATION-PME
Financial summary of the project	Please provide a financial summary of the project		RDI-IRE	
Financial summary of the project	Please provide a financial summary of the project		RDI-IPi, RDI-API	
Project of collaboration agreement(s)	Please provide a current project of collaboration agreement between the applicant business and a research institute/business established in another EU Member State (if applicable)		RDI-REDDEX, RDI-REDDEXMAJ, RDI-REDIND, RDI-REDINDMAJ, RDI-REDFON	
Project of agreement establishing the proposed innovation cluster	Please provide a project of agreement establishing the proposed innovation cluster	RDI-IPi		
Additional information for young innovative enterprises (template provided)	Please fill in the Word document named 'Additional information_JEI_EN'	RDI-JEI		ZIP RDI-JEUNE-ENTR-INNO
Declaration of honour (statutory declaration) and commitment – Additional information for young innovative enterprises (template provided)	Please fill in the Word document named 'Declaration of honour_JEI_EN'	RDI-JEI		ZIP RDI-JEUNE-ENTR-INNO
Balance sheets and profit and loss accounts for the last 3 financial years	Please provide the balance sheets and profit and loss accounts for the last 3 financial years, if applicable	RDI-JEI		
Cash flow forecast (template provided)	Please fill in the Excel table named 'Cash flow forecast_RDI_EN' if the business has less than 5 years.	All (except RDI-INOPIT, RDI-INODPQ, RDI-INOSCE)		see ZIP file for the type of aid selected
Proof of co-financing capacity	Please provide documents demonstrating your co-financing capacity	RDI-JEI		
Certificate in connection with R&D or external expert appraisal expenses	Please provide a certificate in connection with R&D expenses, issued by an approved statutory auditor or a chartered accountant, or an evaluation carried out by an external expert, demonstrating that the business <u>will, in the foreseeable future, develop products, services or processes which are new or substantially</u>	RDI-JEI		
Business plan (template provided)	Please fill in the Word document named 'Business Plan_JEI_EN.docx'	RDI-JEI		ZIP RDI-JEUNE-ENTR-INNO

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Environment aid scheme				
Name of the attached document**	Description	Type of aid (By default mandatory)	Optional	Name of ZIP file
Business plan	Please provide a business plan for the next 15 years. This is mandatory, if feed-in electricity tariffs or a legally mandated heating bonus are to be taken into account		for ENV-ESR (except if PV)	
Detailed description of the project (template provided)	Please fill in the Word document named 'Detailed description of the project _ENV_EN.docx'	All (except ENV-ESR if PV)	for ENV-EEN if Fit4Sustainability	ZIP ENV
Description of the project (template provided)	Please fill in the Excel table named 'Description of the project _ENV_ESR_PV_EN.xlsx'	ENV-ESR if PV		ZIP ENV ESR PV
Financial summary of the project (template provided)	Please fill in the Excel table named 'Financial Summary of the project _ENV_EN.xlsx'	All (except ENV-ESR if PV)	for ENV-EEN if Fit4Sustainability	ZIP ENV
Expert appraisal of the land	Please provide an appraisal of the value of the land on completion of the project	ENV-ASC		
Luxinnovation Certification	Please provide the Luxinnovation certificate indicating the implementation of the Fit4Sustainability project	ENV-EEN (only Fit4Sustainability)		
Price quotations/estimates (counterfactual reference)	If available, please provide the price quotations/estimates relating to the costs specified in the procedure.	All (except ENV-ESR if PV)	for ENV-EEN if Fit4Sustainability	
Price quotations/estimates	If available, please provide the price quotations/estimates relating to the costs specified in the procedure.	ENV-EEN (only Fit4Sustainability)		

Regional aid scheme				
Name of the attached document**	Description	Type of aid (By default mandatory)	Optional	Name of ZIP file
Detailed description of the project (template provided)	Please fill in the Word document named 'Detailed description of the project _REG_EN'	REG-IRR		ZIP REGIONAL
Business plan	Please submit a business plan on the amortization period of the planned investment	REG-IRR		
Price quotations/estimates	If available, please provide the price quotations/estimates relating to the costs specified in the procedure.		REG-IRR	
Layout plan	Please provide maps of the land, construction plans, etc.		REG-IRR	

[*Summary table of the different types of aid](#)

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**Picture and image formats are not accepted as attachments.

¹ Fit4sustainability: Environmental study dedicated to the establishment of an environmental impact assessment of the applicant