

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

The company is required to attach several supporting documents or documents necessary for the analysis of the file on Myguichet.
It is recommended to consult the table below to identify these documents.
The size of the documents that can be attached cannot exceed 15 MB.

For all "Charging Infrastructure" aid regimes			
Name of the attachment*	Description	Mandatory / Optional / Mandatory conditional	ZIP Name
Mandate to carry out the process	Please provide a document (PDF) signed by the authorized representative(s) of the company certifying that the applicant has the authority to submit the application.	Mandatory conditional	
Lessor power of attorney (Word template provided)	Please provide a document (PDF) signed by the beneficiary company authorizing you to request and receive the payment.	Mandatory conditional	
Organisation chart	Please provide a legal chart of the ownership/partnership and equity interests of the applicant company.	Mandatory	
Size of the business (template provided)	Please fill in the Excel table "Company size_EN" with the number of employees (work units per year) and financial data (turnover, balance sheet) of all partner and related companies (the template can be found in the dedicated ZIP in the chosen type of support).	Mandatory conditional	see ZIP on Guichet.lu
Applicant's unabridged annual financial statements (PDF)	Please provide full financial statements for the applicant company's most recently completed financial year or, if the company has been in existence for less than one year, a 5-year business plan.	Mandatory	
Applicant's unabridged annual financial statements (template provided)	Please fill in the Excel table "BS_and PP_EN_Applicant Company" for the last two closed financial years.	Mandatory for the call for projects	see ZIP on Guichet.lu
Group's annual financial statements or annual financial statements of affiliated companies (PDF)	Please provide the consolidated annual financial statements of the group, if available, or alternatively the annual financial statements of the companies belonging to the group for the last completed financial year.	Mandatory conditional	
Group's annual financial statements or annual financial statements of affiliated companies (Excel template provided)	If you do not have any consolidated annual financial statements available, please fill in for each affiliated company the Excel table "BS_and PP_EN_Group" available in the appropriate zip file.	Mandatory for the call for projects	see ZIP on Guichet.lu
Joint Social Security Centre (CCSS) certificate (number of employees)	Please provide a certificate indicating the number of employees at the end of the most recent financial year (in PDF) (available under: http://www.ccss.lu/certificats/).	Mandatory	
Draft agreement in principle for the use of the land with the landowner or lease agreement	Please provide either the lease agreement or an agreement in principle conditional on the granting of aid concerning the use of the land to operate the charging infrastructure where you do not own the land on which you wish to install the charging infrastructure.	Mandatory conditional	
Proof of ownership of the land	Please provide a proof of ownership for the land on which the charging infrastructure(s) of the project will be located.	Mandatory conditional	
Price quotations/estimates	Please provide, if available, the estimate(s) for the cost(s) listed in the application.	Mandatory	
Other documents deemed useful (e.g. photo of the location of the charging infrastructure)	Please provide any other documentation that you believe may be relevant to your application.	Optional	

*Photo or image formats are not allowed as attachments.