

## 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 catalogue of aid schemes and 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	Required / 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	Required	
Organisation chart	Please provide a legal organisation chart showing the applicant business's shareholders/partners and their equity holdings	All	Required	
Business's articles of association	Please provide the business's articles of association, if the business is filing its first application for aid, or an updated version of the articles of association in case of any changes	All (except PME-MIN)	Optional	
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 (except PME-MIN)	Required	see ZIP file for the type of aid selected (below)
Applicant's unabridged annual financial statements	Please provide the applicant business's full annual financial statements for the last closed financial year	All (except RDI-JEI)	Required	
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 SME aid scheme)	Required	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 (except RDI-JEI and PME-MIN)	Required	
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 (except RDI-JEI, PME-MIN, PME-CAN, PME-JEN)	Required	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	Required	
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 <a href="http://www.ccss.lu/certificats/">http://www.ccss.lu/certificats/</a> )	All	Required	
Copy of operating permit	Please provide a copy of the operating permit if applying for the first time or if filing an update	All (except PME-MIN, PME-CAN)	Optional	
Price quotations/estimates	If available, please provide the price quotations/estimates relating to the costs specified in the procedure.	All (except PME-MIN)	Optional	

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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	Optional	
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SME aid schemes				
Name of the attached document*	Description	Type of aid	Required / Optional	Name of ZIP file
Independent expert appraisal of costs	Please provide an appraisal carried out by an independent expert	PME-CAN	Required	
Invoices and proof of payment	Please provide proof of the costs incurred and the corresponding proof of payment	PME-MIN	Required	
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	Required	
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	Required	
Business plan	Please provide a business plan for the next 5 years	PME-JEN	Required	
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'	PME-AIN, PME-CAN, PME-MIN, PME-FOI, PME-CON	Required	<a href="#">ZIP PME</a>

RDI aid scheme				
Name of the attached document*	Description	Type of aid	Required / Optional	Name of ZIP file
Business plan	Please provide a business plan for the next 3 years (if the business has existed for less than 3 years, please provide data for however long it has existed)	All (except RDI-JEI, RDI-EFT, RDI-INOPIT, RDI-INODPQ, RDI-INOSCE)	Required	
Detailed description of the project (template provided)	Please fill in the Word document named 'Detailed description of the project _EFT_EN'	RDI-EFT	Required	<a href="#">ZIP RDI-ETUDE-FAISA</a>
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	Required	<a href="#">ZIP RDI-R&amp;D</a>
Detailed description of the project (template provided)	Please fill in the Word document named 'Detailed description of the project _IOS_EN'	RDI-IOS	Required	<a href="#">ZIP RDI-INNO-PROCEDE-ORGA</a>
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	Required	<a href="#">ZIP RDI-INNOVATION-PME</a>
Detailed description of the project (template provided)	Please fill in the Word document named 'Detailed description of the project _IRE_EN'	RDI-IRE	Required	<a href="#">ZIP RDI-INFRA-RECH</a>

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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	Required	<a href="#">ZIP RDI-POLE-INNO</a>
Financial summary of the project (template provided)	Please fill in the Excel table named 'Financial Summary of the project_EFT_EN'	RDI-EFT	Required	<a href="#">ZIP RDI-ETUDE-FAISA</a>
RDI aid scheme				
Name of the attached document*	Description	Type of aid	Required / 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	Required	<a href="#">ZIP RDI-INNO-PROCEDE-ORGA</a>
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	Required	<a href="#">ZIP RDI-R&amp;D</a>
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	Optional	<a href="#">ZIP RDI-INNOVATION-PME</a>
Financial summary of the project	Please provide a financial summary of the project	RDI-IRE	Optional	
Financial summary of the project	Please provide a financial summary of the project	RDI-IPI, RDI-API	Optional	
Collaboration agreement(s)	Please provide a current 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	Optional	
Agreement establishing the proposed innovation cluster	Please provide an agreement establishing the proposed innovation cluster	RDI-IPI	Required	
Additional information for young innovative enterprises (template provided)	Please fill in the Word document named 'Additional information_JEI_EN'	RDI-JEI	Required	<a href="#">ZIP RDI-JEUNE-ENTR-INNO</a>
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	Required	<a href="#">ZIP RDI-JEUNE-ENTR-INNO</a>
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	Required	
Cash flow forecast (template provided)	Please fill in the Excel table named 'Cash flow forecast_RDI_EN'	All (except RDI-INOPIT, RDI-INODPQ, RDI-INOSCE)	Required	see ZIP file for the type of aid selected
Proof of co-financing capacity	Please provide documents demonstrating your co-financing capacity	RDI-JEI	Required	
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 will, in the foreseeable future, develop products, services or processes which are new or substantially improved	RDI-JEI	Required	
Business plan (template provided)	Please fill in the Word document named 'Business Plan_JEI_EN.docx'	RDI-JEI	Required	<a href="#">ZIP RDI-JEUNE-ENTR-INNO</a>
Annual financial statements of the applicant business (template provided)	Please fill in the Excel table named 'Annual financial statements of the applicant business''	All (except RDI-JEI)	Required	

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Environment aid scheme				
Name of the attached document*	Description	Type of aid	Required / 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	ENV-ESR	Optional	
Detailed description of the project (template provided)	Please fill in the Word document named 'Detailed description of the project _ENV_EN.docx'	All	Required	<a href="#">ZIP ENV</a>
Financial summary of the project (template provided)	Please fill in the Excel table named 'Financial Summary of the project _ENV_EN.xlsx'	All	Required	<a href="#">ZIP ENV</a>
Price quotations (counterfactual reference)	Please provide price quotations, if any	All	Optional	
Expert appraisal of the land	Please provide an appraisal of the value of the land on completion of the project	ENV-ASC	Required	
Annual financial statements of the applicant business (template provided)	Please fill in the Excel table named 'Annual financial statements of the applicant business'	All	Required	<a href="#">ZIP ENV</a>

Regional aid scheme				
Name of the attached document*	Description	Type of aid	Required / Optional	Name of ZIP file
Annual financial statements of the applicant business (template provided)	Please fill in the Excel table named 'Annual financial statements of the applicant business'	All	Required	<a href="#">ZIP REGIONAL</a>
Detailed description of the project (template provided)	Please fill in the Word document named 'Detailed description of the project _REG_EN'	REG-IRR	Required	<a href="#">ZIP REGIONAL</a>
Layout plan	Please provide maps of the land, construction plans, etc.	REG-IRR	Optional	

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