

**EUPRO**

EU SUPPORT TO MUNICIPAL DEVELOPMENT



Republic of Serbia

**UN
OPS**

Implementing partner

Second Public Call for Proposals for Procurement of Equipment and Provision of Services for Entrepreneurs, Micro and Small Enterprises (CFP 10-2019)

Annex C

Application Checklist

BEFORE SENDING YOUR APPLICATION, PLEASE CHECK THAT EACH OF THE FOLLOWING DOCUMENTS IS COMPLETED AND ENCLOSED		
Applicants submit the following documents		
1. Filled-in Application Form (Annex A) in the original Excel format and an identical copy with signature of the responsible person and stamp of the applicant's enterprise, scanned and transferred into PDF format	Yes	No
2. Filled-in Statement on Acceptance of Conditions of the Call (Annex B) with signature of the responsible person and stamp of the applicant's enterprise, scanned and transferred into PDF format	Yes	No
3. Filled-in Application Checklist (Annex C) enclosed	Yes	No
4. Printed ID cards or photocopy of the first page of passport for all owners and responsible persons /legal representatives of the applicant	Yes	No
5. Balance Sheet and Income Statement for years 2017 and 2018 (Entrepreneurs with simple bookkeeping who do not keep Balance Sheet submit the Income Statement only. Entrepreneurs who are in the flat-rate taxation system, instead of the balance sheet and income statement, must submit Turnover according to the current account (accounts) registered in banks, for each business year and Decision on flat-rate taxation.	Yes	No
6. Statistical Annex for 2017 and 2018. <i>Note: Entrepreneurs in flat-rate taxation system and those with simple bookkeeping are not requested to submit this Annex</i>	Yes	No

In addition to the above, LOT 2 applicants also submit the following documents		
7. Signed document confirming average number of employees for 2016, 2017 and 2018 signed by the enterprise's accountant for the micro enterprises and entrepreneurs with simple bookkeeping, if Statistical Annexes for 2017 and 2018 are not available.	Yes	No
8. Income statements with details on export for 2016, 2017 and 2018 signed by the enterprise's accountant for the micro enterprises and entrepreneurs with simple bookkeeping, if data are not available in the official Income Statements.	Yes	No

NOTE: Only Applicants whose project proposals are proposed for funding, will be requested to submit the following Certificates issued by the competent authority before contract signing:

1. Certificate of the national tax administration that the applicant has paid all tax obligations - *original or certified copy of the certificate. (The certificate issued by the authorized branch of the Tax administration of the Ministry of Finances of Republic of Serbia)*
2. Certificate of the local tax administration that the applicant has paid all tax obligations - original or certified copy of the certificate. *(The certificate issued by the Department of local tax administration within the Local Self Government (City or Municipal administration))*
3. The certificate that owner(s) and responsible person(s)/legal representatives of of the Applicant have not been criminally convicted - original or certified copy of the certificate. *(The certificate is issued by the relevant unit of Police Administration of the Ministry of Interior Affairs).*