**APPLICATION FORM - LET**

The main aim of the Application Form is to provide information about your company in order to identify:

* Compliance with the criteria for participation of the company in the **EU4BUSINESS EBRD Credit Line** in Georgia,
* The current compliance status towards national standards in the field of environment, health and safety at work, product safety and management systems.

All data will be treated with high confidentiality and only be used for the Programme purposes.

If you have any question or need assistance please contact:

**EU4BUSINESS EBRD Credit Line**

Shartava Street, 40, Tbilisi

Contact Person: Khatuna Akhalaia

Phone: +995 032 2240805 Fax: +995 032 2240805

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Email: [info.georgia@eu4business-ebrdcreditline.com](mailto:info.georgia@eu4business-ebrdcreditline.com)

**Thank you in advance for your cooperation**

**Important Notice:**

Please inform the PC of any change in the equipment before making it and the Project Consultant (PC) will support you. The PC evaluates, in fact, the eligibility of the specific equipment inserted in this AF. If, for any reason, the above mentioned equipment has been changed without informing the PC, the new selected equipment could result not eligible for financing.

The amount of grant will be determined through a desk based verification activity (only in exceptional cases through a site visit) performed by the Verification Consultant (VC) at the end of the project implementation.

The foreseen grant for LET projects is 10% of the loan amount upon a successful verification: if the final cost of the expenditures will be less than the approved loan amount, the grant component will be reduced accordingly.

**Only the expenditures incurred after the date of the Loan Agreement between you and the PFI is eligible for financing.**

After the purchase of the equipment, for starting the verification process, the documents to be provided to the PFI and or the PC related to your investment are:

* Contract or evidences for guarantee of the purchased equipment;
* Invoices related to the financed investment components;
* Custom Duties ( if any ) in case of imported products;
* Payment orders for each presented invoice;
* Completed Investment Requested Form provided by the PFI.

As soon as they are available, please send an email, attaching them to:

[info.georgia@eu4business-ebrdcreditline.com](mailto:info.georgia@eu4business-ebrdcreditline.com)

Please consider also that:

* Construction, accessories, transport and installation costs strictly connected to putting in operation the eligible technologies and exchange rate variations are eligible for an amount up to 20% of the relevant eligible technology cost. They will have to be duly justified by the sub borrower providing evidences (contracts, invoices, proof of payments) to the VC during the verification phase;
* Custom Duties (if applicable) are eligible provided that they are not recoverable by you from the State.

## 1. COMPANY INFORMATION

|  |  |
| --- | --- |
| Name of the company |  |
| Address |  |
| Phone |  |
| Website |  |
| Contact person |  |
| Position |  |
| Phone |  |
| Mobile phone |  |
| Email |  |
| Company ID number |  |
| Main products and/ or  services of the  company |  |
| Brief description of the  company (structure,  markets/customers,  history etc.) |  |
| Foundation of  company (year) |  |

## 2. COMPLIANCE WITH EU CLASSIFICATION OF SME

|  |
| --- |
| **2.1. Number of employees and financial data of SME** |

Your company is allowed to participate in the Facility if it fulfils the following SME criteria.

Please provide the data for the year with the last audited balance (2017).

|  |  |
| --- | --- |
| Number of employees SME: fewer than 250 persons fulltime equivalent throughout the year |  |
| Annual turnover SME: not exceeding EUR 50 million Equivalent |  |
| Annual balance sheet SME: not exceeding EUR 43 million equivalent |  |

*\* Note: Apply middle exchange rate of the National Bank of Georgia at January, 1st 2018: 1 EUR = 3.1044 GEL*

Calendar Year means the period of January 1 to December 31, the new registered taxpayers - for the first year from the registration date December 31st. The Law "On the Tax Code" 22 December 2004, Article 12

The number of employees is binding. Your Company could match SME thresholds even if only one of the two other parameters is respected

|  |
| --- |
| **2.2. Ownership structure of SME** |

* Provide **a list of all owners** (natural and legal entities) whose participation in the ownership is **25% or more**:
* Specify if a shareholder is a **state institution** or **public company?**
* Please provide basic data on **legal** and/or **natural entities**, whose participation in the ownership is **25% or greater** (name, identification number, percentage of ownership share, number of employees, annual turnover and balance sheet assets):

Please provide basic data on all **companies,** which are in your ownership (of the company or the owner of company) with a **share of 25% or greater** (name, identification number, percentage of ownership share, number of employees, annual turnover and balance sheet assets):

## 3. DESCRIPTION OF INVESTMENT MEASURES

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Description 1 |  | | | | | | |
| LET Identification Number |  |  |  |  |  |  |  |
| Indicative loan amount Excluded VAT (GEL) |  | | | | | | |
| Indicative loan amount Excluded VAT (EUR) |  | | | | | | |
| Description 2 |  | | | | | | |
| LET Identification Number |  |  |  |  |  |  |  |
| Indicative loan amount Excluded VAT - (GEL) |  | | | | | | |
| Indicative loan amount Excluded VAT - (EUR) |  | | | | | | |

## 4. COMPLIANCE WITH NATIONAL LEGISLATIONS

By signing this Application Form we confirm that:

* The project to be financed is in compliance with applicable Georgian law;
* The project is in compliance with national environmental, health and safety, product safety standards and management systems;
* The company has obtained all necessary approvals and permits and is otherwise in compliance with national environmental, social and, health and safety legislation of Georgia;
* We apply for participation in the **EU4BUSINESS EBRD Credit Line through** (name of the PFI):  
  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* We declare that we **have not benefitted from another EU4BUSINESS EBRD Credit Line** loan (Yes/No): \_\_\_\_\_\_
* We declare that **we have benefitted from another EU4BUSINESS EBRD Credit Line** loan from (name of the PFI)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for an amount of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* No other EU grant support has been/is expected to be received for the above mentioned investment project;
* We hereby agree that the EBRD, the Project Consultant and the EU may publish information about the Sub-project, including naming the undersigned company, as a beneficiary under the EU4BUSINESS EBRD Credit Line, in the context of promoting competitiveness among Regional SME and publicising the results/success of the EU4BUSINESS EBRD Credit Line.

Date:

Authorized representative of the company:

( Stamp and Signature )