**Form**

**APPLICATION FORM FOR THE AWARDING OF INCENTIVES**

# I DECLARATION ON ACCEPTING THE CONDITIONS FOR AWARDING THE FUNDS

**Applicant - Investor:**

..............................................................................................................................................

*(Name and seat of the Investor)*

**Legal Representative of the Investor:**

..............................................................................................................................................

**Future beneficiary of funds - Beneficiary of funds:**

.......................................................................................................................................................

*(Name, seat and identification number of the Beneficiary)*

**The application is submitted for the allocation of funds for executing the investment project:**

....................................................................................................................................................................................................................................................................................................................

*(Name and place of the investment project realization)*

**By this, we declare that we accept the terms and conditions defined in the Regulation on Determining Criteria for the Awarding of Incentives for Attracting Direct Investments ("Official Gazette of RS", No. 01/19, 39/23 and 43/23 – further referred to as: Regulation).**

|  |  |  |
| --- | --- | --- |
| **Place and date:** |  | **Authorized signature:** |

The Investor, on his own behalf and on behalf of the Beneficiary, declares that:

* they are not business entities in difficulties in terms of regulations on granting of state aid;
* they have no matured, but outstanding tax liabilities in the Republic of Serbia;
* the Investor did not operate in the Republic of Serbia and does not have a tax identification number assigned in accordance with the regulations governing the tax procedure and the tax administration;
* they were not established by the Republic of Serbia, the autonomous province or a local self-government unit, i.e. that the Republic of Serbia, autonomous provinces or local self-government units do not have share in its ownership;
* they are not in the process of recovering state or de minimis aid;
* the subject of the investment project are not investments in sectors for which the allocation of funds under the Regulation is not allowed;
* all information, records and supporting documents are true, authentic and complete;
* all enclosed documents are originals or validated copies of original documents;
* that the Beneficiary has not closed the same or similar activity on the territory of the Republic of Serbia in the period of two years before submitting the Application for granting funds and does not plan to close down such an activity within a maximum of two years after the completion of the investment project;
* no prior bankruptcy proceedings, reorganization or bankruptcy have been initiated against the Investor;
* The Investor and the Beneficiary have not been convicted of a criminal offences against economy.

|  |  |  |
| --- | --- | --- |
| **Place and date:** |  | **Authorized signature:** |

It is hereby confirmed that the Investor and the Beneficiary have not received funds from the budget of the Republic of Serbia, the autonomous province or local self-government unit for the same eligible investment costs, and that the Investor and the Beneficiary have not received state aid from other sources for the same eligible costs.

|  |  |  |
| --- | --- | --- |
| **Place and date:** |  | **Authorized signature:** |

If the Investor and the Beneficiary have received funds from the budget of the Republic of Serbia, the autonomous province or local self-government for the same eligible costs, or if the Investor or the beneficiary have received state aid from other sources, please give information on the granted funds, their purpose and the source of funds, and submit the documents on granted state aid:

1. ...........................................................................................................................

2. ...........................................................................................................................

3. ...........................................................................................................................

|  |  |  |
| --- | --- | --- |
| **Place and date:** |  | **Authorized signature:** |

# II DECLARATION OF THE SIZE OF INVESTOR’S ENTERPRISE

Classification of the business entity - Investor shall be done in accordance with the regulations on state aid control, with the aim of determining the maximum intensity of the state aid, i.e. the amount of funds that can be granted.

**It is hereby declared that the Investor is a**:

* small business entity
* medium business entity
* large business entity.

*(please select one of the statements)*

1) The investor shall indicate that they are a *small business entity* if they have less than 50 employees and an annual income, or a total annual balance sheet amount not exceeding EUR 10 million, in accordance with the regulation governing state aid;

2) The investor shall indicate that they are a *medium* *business entity* is if they have from 50 to 250 employees and the annual income does not exceed EUR 50 million or the total annual balance sheet not exceeding EUR 43 million in accordance with the regulation governing state aid;

3) The investor will indicate that they are a *large business entity* if they have more than 250 employees and an annual income of more than EUR 50 million or a total annual balance sheet exceeding EUR 43 million in accordance with the regulation governing state aid. A business entity is not a small or medium business entity, if a public entity itself or several of them jointly, directly or indirectly, controls 25% or more of the capital or voting rights in the business entity.

**It is also hereby declared that the Investor is a** \*:

* an independent business entity;
* partner business entity;
* affiliated to another business entity.

*(please tick one or more of the offered statements)*

Information on the associated or partner business entities (name, head office, identification number, legal basis of association or partnership) and percentage of the share in the partner business entity:

1. ...........................................................................................................................

2. ...........................................................................................................................

3. ...........................................................................................................................

It is hereby declared that:

* The Investor is obliged to audit the financial statements;
* The Investor is not obliged to audit the financial statements;
* The Investor, or the division it belongs to, is required to draw up consolidated financial statements;
* The Investor, or the division it belongs to, is not required to draw up consolidated financial statements;
* The Investor did not operate in the Republic of Serbia and does not have a tax identification number assigned in accordance with the regulations governing the tax procedure and the tax administration;
* The Investor has operated in the Republic of Serbia, has a tax identification number assigned in accordance with the regulations governing the tax procedure and the tax administration and also submits evidence or confirmation of settlement of tax liabilities in the Republic of Serbia attached to the application;

(*please select the appropriate statements*)

\* If the Investor, in accordance with the regulations on state aid control, is an associated or partner business entity, it is necessary to enter information about the group in Sections III and IV of this form, which includes with the Investor-associated and partner companies.

|  |  |  |
| --- | --- | --- |
| **Place and date:** |  | **Authorized signature:** |

# III BASIC INFORMATION ON THE INVESTOR[[1]](#footnote-1)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | Business name: |  | | |
| 2. | Year of establishment: |  | | |
| 3. | Registered core business: |  | | |
| 4. | Other activities undertaken by the Investor: |  | | |
| 5. | Headquarters (address): |  | | |
| 6. | Identification number: |  | | |
| 7. | Phone number, fax number and e-mail address: |  | | |
| 8. | Website: |  | | |
| 9. | Legal representative: | Name and surname: |  | |
| Function: |  | |
| Phone: |  | |
| Mobile phone: |  | |
| E-mail: |  | |
| 10. | Contact person: | Name and surname: |  | |
| Function: |  | |
| Phone: |  | |
| Mobile phone: |  | |
| E-mail: |  | |
| 11. | Contact person for providing information on the course of development of the investment project | Name and surname: |  | |
| Function: |  | |
| Phone: |  | |
| Mobile phone: |  | |
| E-mail: |  | |
| 12. | Operating income in the year in which the application is submitted (in euro): | For the Investor company: |  | |
| For a group or division (if the company is part of a group or division): |  | |
| 13. | Operating income in the previous two years (in euro): | For the Investor company: | 20\_\_ | 20\_\_ |
|  |  |
| For a group or division (if the company is part of a group or division): |  |  |
| 14. | Total equity: | For the Investor company; | 20\_\_ | 20\_\_ |
|  |  |
| For a group or division (if the company is part of a group or division): |  |  |
| 15. | Total number of employees at the moment of filing the application: | For the Investor company: |  | |
| For a group or division (if the company is part of a group or division): |  | |

# IV DATA ON THE BENEFICIARY OF THE FUNDS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | Business name: |  | | |
| 2. | Year of establishment: |  | | |
| 3. | Registered core business: |  | | |
| 4. | Other activities undertaken by the Beneficiary: |  | | |
| 5. | Economic activity of the Beneficiary the investment project refers to |  | | |
| 6. | Headquarters (address): |  | | |
| 7. | Identification number: |  | | |
| 8. | Phone number, fax number and e-mail address: |  | | |
| 9. | Website: |  | | |
| 10. | Legal representative: | Name and surname: |  | |
| Function: |  | |
| Phone: |  | |
| Mobile phone: |  | |
| E-mail: |  | |
| 11. | Contact person: | Name and surname: |  | |
| Function: |  | |
| Phone: |  | |
| Mobile phone: |  | |
| E-mail: |  | |
| 12. | Contact person for providing information on the course of development of the investment project | Name and surname: |  | |
| Function: |  | |
| Phone: |  | |
| Mobile phone: |  | |
| E-mail: |  | |
| 13. | Operating income in the year in which the application is submitted (in euro): | For the Beneficiary: |  | |
| For a group or division (if the Beneficiary is part of a group or division): |  | |
| 14. | Operating income in the previous two years (in euro): | For the Beneficiary: | 20\_\_ | 20\_\_ |
|  |  |
| For a group or division (if the Beneficiary is part of a group or division): |  |  |
| 15. | Total equity: | For the Beneficiary: | 20\_\_ | 20\_\_ |
|  |  |
| For a group or division (if the Beneficiary is part of a group or division): |  |  |
| 16. | Total number of employees in the moment of filing the application: | For the Beneficiary: |  | |
| For a group or division (if the Beneficiary is part of a group or division): |  | |
| 17. | Number of employees for an indefinite period at the time of filing the application: | For the Beneficiary: |  | |
| For a group or division (if the Beneficiary is part of a group or division): |  | |
| 18. | The largest number of employees in the last 12 months: | For the Beneficiary: | дд.мм.20\_\_. | |
|  | |
| For a group or division (if the Beneficiary is part of a group or division): |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Trend in the total number of employees in the last 12 months from the moment of filing the application | 12 | 11 | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 |
|  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Trend in the number of employees employed for an indefinite period in the last 12 months from the moment of filing the application | 12 | 11 | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 |
|  |  |  |  |  |  |  |  |  |  |  |  |

**V INFORMATION ABOUT THE INVESTMENT PROJECT**

**The total value of the investment in tangible and intangible assets that will arise after the submission of the Application**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| The value of  fixed assets  (In euros)  The fixed asset/  other costs (lease): | | | Investment  by the year of the project execution: | | | | | | Total | |
| 20\_\_\_ | | 20\_\_\_ | | 20\_\_\_ | |
| Land and infrastructure equipment of the site: | Purchase of land: | |  | |  | |  | |  | |
| Land equipping: | |  | |  | |  | |  | |
| Buildings / Facilities (construction, purchase and reconstruction of buildings / capacities): | Purchase / Construction of the buildings: | |  | |  | |  | |  | |
| Reconstruction / adaptation / rehabilitation: | |  | |  | |  | |  | |
| Production equipment  (purchase of plant, machinery and equipment): | New: | |  | |  | |  | |  | |
| Used: | |  | |  | |  | |  | |
| Patents / licenses (know how): | | |  | |  | |  | |  | |
| Lease of business facilities: | | |  | |  | |  | |  | |
| Lease of machines and equipment: | | |  | |  | |  | |  | |
| Total value of investments in tangible and intangible assets (in euros): | | |  | |  | |  | |  | |
|  | | |  | |  | |  | |  | |
| Planned number of new employees for indefinite time: | | By the year of the project execution | | | | | | Total | |
| 20\_\_ | | 20\_\_ | | 20\_\_ | |
|  | |  | |  | |  | |

|  |  |  |
| --- | --- | --- |
| Planned amount of gross salaries in the period after the fulfillment of the employment obligation: | 20\_\_  (amount of gross salary per annum) | 20\_\_  (amount of gross salary per annum) |
|  |  |

**Based on the proposed investment project, the Beneficiary will be obliged in the Agreement to employ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ full-time employees for indefinite time, to the payment of gross salaries of new employees in the two-year period after the completion of the investment project, that is, after achieving full employment presented by the investment project, in the total amount of EUR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and to investments in tangible and intangible assets in the amount of EUR \_\_\_\_\_\_.**

**VI CONTENT OF THE INVESTMENT PROJECT (Business Plan)**

**1. DESCRIPTION OF THE PROJECT AND PURPOSE OF INVESTMENT**

*Provide a description of the project and the manner of its execution, goals, products or services that will result from the project execution, the framework dynamic plan of the project, give the SWOT analysis of the project as well as the reasons for the realization of the project. Specify the planned start of works on the project (construction works, or undertaking the first legally binding commitment to order equipment), as well as the planned date of the start of production, the planned date of reaching full production capacity and planned date of completion of the investment project.*

*Provide the total cost of the investment project.*

*If the investment project is diversification of the production program, describe the diversification.*

*Data on other investment projects in the same area (single investment project).*

**2. ANALYSIS OF DEVELOPMENT POSSIBILITIES AND CAPACIITY OF THE INVESTOR (DIVISION) AND THE BENEFICIARY**

2.1. General information about the Investor and references

*Describe the main activities of the Investor, a brief history and goals. Provide a brief overview of the organizational structure and ownership structure. List the most important clients, knowledge and advantages of the Investor.*

2.2. Position on the market of placements and acquisitions

*List Investor’s most important products, product groups or services. List the markets in which the Investor places its products or services and shares in those markets. Explain the effects of the investment project on competition and trade. List the biggest competitors in the domain of products and services. Explain whether the products envisaged by the project will replace some other products produced by the Beneficiary at the group level and whether there is a possibility of producing other products with modified infrastructure at low or no additional costs.*

2.3. Supplier Network

*List the most important products and services that the Investor acquires and the most important suppliers.* *Specify the estimated number of new employees in the local supplier network.*

2.4. Investment activity

*Describe Investor's current investment activities and experience in the realization of the investment projects that are similar to this project.*

2.5. Technical and personnel capacities

*Provide a brief description of the technologies available to the Investor. Provide a brief information on human resources available to the Investor, as well as to the Beneficiary and the share of staff with high education.*

**3. MARKET ANALYSIS AND INVESTMENT RELATED SALES PLAN**

3.1. Analysis of the placements market

*Indicate the markets in which the placement of the products or services of the investment is planned.*

*Indicate the volume of these markets and the planned share in them. List clients you already have contracts with. Specify the source of the market data.*

3.2. Product / service placement plan

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Planned revenues**  **(**in euro) | **During the project implementation period** | | | **In the period after the execution of the project** | | | | |
| **20\_** | **20\_** | **20\_** | **20\_** | **20\_** | **20\_** | **20\_** | **20\_** |
| **Total revenues:** |  |  |  |  |  |  |  |  |
| **Export:** |  |  |  |  |  |  |  |  |

3.3. The investment effect on production capacity

*Describe the effects of investment on production capacity in the processing industry and the impact on the export structure of the processing industry and added value.*

3.4. Analysis of the procurement market

*List the most important products, semi- products, materials, and services that will be procured for business purposes. List the most important suppliers. Specify plans for the purchase of products, semi- products, materials, and services in Republic of Serbia.*

3.5. Plan for the procurement of products and services and raw materials

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Planned procurement (**in euro**)** | **During the project implementation period** | | | **In the period after the execution of the project** | | | | |
| **20\_** | **20\_** | **20\_** | **20\_** | **20\_** | **20\_** | **20\_** | **20\_** |
| **Total Procurement:** |  |  |  |  |  |  |  |  |
| **Import:** |  |  |  |  |  |  |  |  |

**4. PRODUCT RANGE, TECHNOLOGICAL PROCESSES AND INVESTMENTS IN EQUIPMENT AND BUILDING FACILITIES**

4.1. Assortment and scope of production

*List the planned products or services and the volume of their production.*

4.2. Fundamentals of the technological process, the use of advanced knowledge and technologies, and investments in intangible assets

*Describe the technological process for obtaining the products or services concerned and indicate which specific knowledge and skills are needed in their production. Specify investments in patents, licenses.*

4.3. Selection of equipment and tools

*List machines, equipment to be used in production and equipment - new or used.*

4.4. The impact of the use of production equipment and technologies with minimal impact on the environment on sustainability and performance in the subject activity

4.5. Solution of construction facilities and installations

*Provide a description of the solution and the technical drawing of the facility in which the investment project will be executed, emphasizing whether a new facility is being built for the needs of the project, whether it is an acquisition of an existing one, renting an existing one, whether it needs renovation, expansion, etc.*

**5. PLAN OF EMPLOYMENT AND INVESTMENT IN WORK FORCE**

5.1. Employment plan

*Provide a brief description of the staff recruitment of the project, the types of employees and their educational profile, and provide in the tables the precise numbers of required workers and the planned total wage costs (with all the taxes and contributions).*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Planned total number of workers** | **During the project implementation period** | | | **In the period after the execution of the project** | | | | |
| **20\_** | **20\_** | **20\_** | **20\_** | **20\_** | **20\_** | **20\_** | **20\_** |
| **Management:** |  |  |  |  |  |  |  |  |
| **Administration:** |  |  |  |  |  |  |  |  |
| **Engineers:** |  |  |  |  |  |  |  |  |
| **Production workers:** |  |  |  |  |  |  |  |  |
| **Other:** |  |  |  |  |  |  |  |  |
| **Total:** |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Planned total wage costs**  **(**in euro**)** | **During the project implementation period** | | | **In the period after the execution of the project** | | | | |
| **20\_** | **20\_** | **20\_** | **20\_** | **20\_** | **20\_** | **20\_** | **20\_** |
| **Management:** |  |  |  |  |  |  |  |  |
| **Administration:** |  |  |  |  |  |  |  |  |
| **Engineers:** |  |  |  |  |  |  |  |  |
| **Production workers:** |  |  |  |  |  |  |  |  |
| **Other:** |  |  |  |  |  |  |  |  |
| **Total:** |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Qualification structure of the employees** | **During the project implementation period** | | | **In the period after the execution of the project** | | | | |
| **20\_** | **20\_** | **20\_** | **20\_** | **20\_** | **20\_** | **20\_** | **20\_** |
| **Primary education:** |  |  |  |  |  |  |  |  |
| **Middle vocational education:** |  |  |  |  |  |  |  |  |
| **Higher and high education:** |  |  |  |  |  |  |  |  |
| **Total:** |  |  |  |  |  |  |  |  |

5.2. Investments in the work force

*Provide a brief description of the training required for the implementation of the project and indicate the costs in the table.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Planned total training costs**  **(**in euro**)** | **During the project implementation period:** | | | | |
| **20\_** | **20\_** | **20\_** | **20\_** | **20\_** |
| **Management:** |  |  |  |  |  |
| **Administration:** |  |  |  |  |  |
| **Engineers:** |  |  |  |  |  |
| **Production workers:** |  |  |  |  |  |
| **Other:** |  |  |  |  |  |
| **Total:** |  |  |  |  |  |

Financial sources for the employee training and whether it is conducted internally (within a group) or are external trainers engaged.

5.3. The impact of investment in the subject activity or the introduction of technologies with minimal impact on the environment on the attraction, upskill or reskill of workforce.

**6. LOCATION ANALYSIS**

*Specify the municipality and the specific location in which the project will be executed. Provide information on the infrastructure needed for the execution of the investment and the compliance with the situation at the location.*

**7. PROTECTION MEASURES**

*Indicate if there is an obligation to make an environmental impact assessment. If there is an obligation to make an assessment, provide a summary of the description of the project's environmental impact and protection measures or provide an estimate if it has been developed. Also give a description of the hazards and measures for the protection of workers at their workplace. If there is no obligation to make an environmental impact assessment, provide evidence in support of that fact (in accordance with applicable regulations).*

**8. ECONOMIC FINANCIAL ANALYSIS**

8.1. Forming a total revenue and calculation of costs of production/services.

*Provide a detailed calculation of total revenue generation per unit of output (sold amounts per units and average selling prices per unit of product) as well as detailed cost calculations (raw material and / or raw material costs, packaging costs, dependent costs of material procurement, wage costs, depreciation, energy costs, costs of investment maintenance, insurance, marketing, payment transactions, taxes and costs of other operating expenses during the project implementation period and in the period after the execution of the project).*

*If the investment relates to a fundamental change in the production process, for the large economic entity, present the depreciation costs in the previous three years for the assets that are connected to the activity which is being modernized, in order to present evidence that the eligible costs are higher than the presented depreciation costs.*

*If the investment is a diversification of an existing establishment, provide evidence that the eligible costs at least exceed 200% of the book value of the reused assets, as registered in the fiscal year preceding the start of works.*

8.2. Taxes and contributions and other public revenues

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Taxes, contributions and duties** (in euros**)** | **During the project implementation period** | | | **In the period after the execution of the project** | | | | |
| **20\_** | **20\_** | **20\_** | **20\_** | **20\_** | **20\_** | **20\_** | **20\_** |
| **Profit tax:** |  |  |  |  |  |  |  |  |
| **Taxes and contributions to earnings:** |  |  |  |  |  |  |  |  |
| **Value added tax:** |  |  |  |  |  |  |  |  |
| **Custom duties:** |  |  |  |  |  |  |  |  |
| **Other taxes and levies at local and national level:** |  |  |  |  |  |  |  |  |
| **Total:** |  |  |  |  |  |  |  |  |

8.3. Financial sources and liabilities towards the sources

*Provide information on sources of financing as well as obligations towards these sources during the project implementation period and in the period after the realization of the project.*

**9. FINANCIAL AND MARKET EVALUATION OF THE PROJECT**

9.1. Net present value

9.2. Internal rate of return

9.3. Time of return on investment

9.4. Projection of balance sheet, profit and cash flows

9.5. The amount and intensity of the incentives and their impact on project implementation, if large companies are concerned

*Provide the above indicators and projected financial reports for the project implementation period and the period upon the project realization.*

**10. SENSITIVITY AND PROJECT SUSTAINABILITY ANALYSIS**

*Submit a detailed analysis of the project's sensitivity regarding the business conditions.*

**11. INCENTIVE EFFECT**

11.1. Location Decision

*Indicate the locations that were considered when making the decision. It is necessary to present a comparative analysis of the locations (Republic of Serbia and another country) through the financial projections of the project, whereby the difference between the net present value of the investment in Serbia and the net present value of the investment in an alternative location can be seen. Describe in detail the process of making the location decision and submit appropriate evidence (decisions, minutes) as an attachment.*

11.2. Investment Decision

*Provide the evidence that without state aid the Investor would not have made a decision to invest in the Republic of Serbia, because such an investment would not be profitable. Therefore, submit indicators such as net present value, internal rate of return, rate of return on invested funds. Explain why the planned amount of state aid is the minimum necessary to render the project sufficiently profitable.*

**12. ADDITIONAL INFORMATION FOR AN INVESTMENT PROJECT WITH MINIMAL IMPACT ON THE ENVIRONMENT**

12.1. Submit evidence of an equivalent investment in another country, with a description of the location and amount of offered incentives (alternative location).

12.2. Funding Gap analysis, including the business plan and net present value calculations for the factual and counterfactual scenarios, with estimated investment costs, operating costs, revenues and terminal value in both scenarios (in excel format), with supporting evidence.

12.3. Explanation of the need for state aid and its impact on the investment decision or location decision. This must include an explanation of the alternative investment or location decision if aid is not granted. The Beneficiary must provide:

— solid evidence of subsidies it would credibly receive in another country (location) for a similar project included in the counterfactual scenario;

— evidence that without the state aid the planned investment would not take place in the Republic of Serbia.

1. The data in this chapter are provided if the Investor is not a Beneficiary of the funds at the same time. [↑](#footnote-ref-1)