# **Macintosh HD:Users:nigelanastasi:Desktop:dots-01.pngInnovation Aid for SMEs**

  **Application Form**





*For office use only:*

Reference Number

Date Received by the Corporation

Complete Application

**Notes to Applicants**

1. The official Incentive Guidelines can be downloaded from the Malta Enterprise website.
2. This form is to be used by eligible undertakings that wish to benefit from Innovation Aid for SMEs.
3. Applications and supporting documentation should be sent (as an attachment to one e-mail) to HQP@maltaenterprise.com. Only electronically filled in Application Forms will be accepted. Should the application be hand written, incomplete or should the format of the Application Form be altered, the Application Form will not be evaluated.
4. The Application Form and any attached documents will be treated as confidential throughout and after the evaluation process.
5. All replies must be clearly explained and substantiated.
6. **Deadline to submit application is 31st December 2020 (noon).**
7. Further information, as well as information and guidance on the filling in on this Application Form may be obtained by contacting Malta Enterprise during office hours by calling 144 or via email on info@businessfirst.com.mt

**1. Application Details**

**1.1 Name of Applicant**

*(This section should specify the legal name of the enterprise as defined in the Memorandum of Articles. In the case of Co-operatives the name outlined in the deed of cooperatives should be used in this section. In the case of self-employed, the name of the sole trader should be inserted)*

**1.2 Address of Applicant**

**1.3 Legal Form of the Applicant**

Choose an item

**1.4 Company Registration / Identification Number**

*(The registration number is the official registration number of the co-operative or company. In the case of self-employed this should be the corresponding ID Card Number)*

**1.5 VAT Number**

**1.6 Web Address**

**1.7 Contact Details**

Contact Person:

Designation:

E-mail address:

Mobile Number:

Signature:

1. **Business Overview of the Applicant**

1. **Name of Loaned Personnel**

1. **The seconded personnel may be classified as ‘highly qualified personnel’ as per Incentive Guidelines Section 2.2**

Choose an item.

1. **Summary of the newly-created function which the loaned personnel will be specifically engaged in**

1. **Give details how the work carried out in this role is related to Experimental Development.**

1. **Date of Secondment of personnel**

*(Refer to Section 4.2 of Incentive Guidelines)*

**Start Date** Click here to enter a date.

**End Date** Click here to enter a date.

1. **Amount of Wages being claimed**

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1. **Checklist of documents**

[ ]  **Application Form** completely filled in and duly signed

[ ]  **Annex 1:** A copy of the employment contract signed by the engaged personnel issued by the research and dissemination organisation or the large enterprise

[ ]  **Annex 2:** Curriculum Vitae of the engaged personnel

[ ]  **Annex 3:** Copy of a signed (or draft) loan or secondment agreement between:

1. the Applicant;
2. the engaged personnel; and
3. the research and knowledge dissemination organisation or the large enterprise specifying the research, development and innovation activities which will be carried out by the personnel for the SME

**AUTHORISATION:** For the purpose of processing this Application**,** I the undersigned, authorise Malta Enterprise to obtain a copy of the information requested in Annexes 1, 2 and from my/or employer.

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| **Name & Surname** | **Date of Birth** | **I.D. Card Number** | **Signature** |
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[ ]  **Annex 4:** Employment History of the engaged personnel issued from Jobsplus

**AUTHORISATION:** For the purpose of processing this Application**,** I the undersigned, authorise Malta Enterprise to obtain the Jobsplus Employment History directly from Jobsplus.

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| **Name & Surname** | **Date of Birth** | **I.D. Card Number** | **Signature** |
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If authorisation is not provided as per above table, the Applicant must submit directly the Jobsplus Employment History List together with this Application for the personnel on which costs are being claimed.

[ ]  **Annex 5:** Employment List of the Applicant (applicable only for self-employed)

This must be submitted in order to confirm that the engaged personnel will be seconded in a newly-created role.

**AUTHORISATION:** For the purpose of processing this Application**,** I / we the undersigned, authorise Malta Enterprise to obtain the Jobsplus Employment List directly from Jobsplus Corporation.

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| **Name & Surname** | **Date of Birth** | **I.D. Card Number** | **Signature** |
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For any person whose employment history is required for processing this Application and whose authorisation is not provided as per above table, the Applicant must submit directly the Jobsplus Employment List together with this Application.

[ ]  **Annex 6:** [Enterprise Size Declaration](https://www.maltaenterprise.com/enterprise-size-declaration-0) (if applicable)

[ ]  **Annex 7:** [Undertaking in Difficulty Declaration](https://www.maltaenterprise.com/sites/default/files/documents/Declaration%20of%20Undertaking%20in%20Difficulty_3.xlsx) (if applicable)

1. **Declarations**

**10.1 Personal Data Protection**

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| A. | Contact email address of the Data Protection Officer: dpo@maltaenterprise.com |
| B. | The legal basis and purpose of processing:The personal data collected by Malta Enterprise (hereinafter ‘the Corporation) via this written application for the aid and its subsequent processing by the Corporation to evaluate data subject’s request for aid under the Scheme is in line with:1. The Scheme Incentive Guidelines;
2. Article 28 of the Malta Enterprise Act;
3. Commission Regulation (EU) No 651/2014 of 17th June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty as amended by Commission Regulation (EU) No 2017/1084 of 14 June 2017 amending Regulation (EU) No 651/2014 as regards aid for port and airport infrastructure, notification thresholds for aid for culture and heritage conservation and for aid for sport and multifunctional recreational infrastructures, and regional operating aid schemes for outermost regions and amending Regulation (EU) No 702/2014 as regards the calculation of eligible costs(hereinafter referred to as the ‘General Block Exemption Regulations’ (for Schemes notified under the General Block Exemption Regulations);
4. COMMISSION REGULATION (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid (*de minimis* Regulation);
5. Data Protection Act, Chapter 440 of the Laws of Maltaand Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

The legitimate basis to process personal data submitted by the data subject by virtue of his/her written application for aid is Regulation 6 (1)(b) of the General Data Protection Regulation (“GDPR”), as ‘*processing is necessary in order to take steps at the request of the data subject prior to entering into a contract*’. |
| C. | Data retention period:The data collected by the Corporation as submitted by the data subject via this written application for aid will be retained for a period of 10 years from the last aid granted to the Undertaking represented by the data subject in relation to this written application for aid, in line with the Scheme Incentive Guidelines and Article 12 of the General Block Exemption Regulations or Article 6 of the *de minimis* Regulation. |
| D. | 1. Pursuant to the Regulation, you have the right to access the personal data, rectify inaccurate personal data, request to erase personal data and request the Corporation to restrict the processing of personal data.

To exercise such rights, you are to submit a written request to the Data Protection Officer via the contact e-mail address.Any erasing and/or rectification of personal data and/or restriction of processing as referred to above may:* 1. Render one or more cost items or the Undertaking ineligible for assistance under the Scheme or render void an Incentive Entitlement Certificate issued in favour of the Undertaking for assistance under the Scheme in relation to this written application for aid;

Lead the Corporation to enforce a recovery of aid granted to the Undertaking as part of this written application for aid, in line with Article 32 of the Malta Enterprise Act. |
| E. | Sharing of data where strictly necessary and required by law:For the purpose of processing this written application for aid in line with the Scheme Incentive Guidelines, the General Block Exemption Regulations or the Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid (hereinafter referred to as the ‘*de minimis Regulations*’), the Corporation shall share the data provided via this application with other Government Entities, subject that such processing satisfies at least one of the grounds listed under Regulation of the GDPR. |
| F. | For the purpose of monitoring of aid in line with Article 6 of the *de minimis* Regulations and Articles 11 and 12 of the General Block Exemption Regulations or where legally required, any data provided as part of this written application for aid may be shared with the European Commission.   |
| G. | For any individual aid awarded in excess of €500,000 as part of this written application for aid, the details of the Beneficiary, the awarded aid and the project details shall be published as provided for in Article 9 of the General Block Exemption Regulation. |
| H. | If you feel that your data protection rights have been infringed, you have the right to lodge a complaint with the Information and Data Protection Commissioner.  |
| I. | Authorisation to engage with the Corporation on matters related to this application.I the undersigned, as legal representative of the Applicant Undertaking, authorise the following Legal Bodies and/or Natural Persons to act on my behalf with Malta Enterprise Corporation with respect to matters related to this written application for aid and any subsequent documentation exchanged between the two parties in relation to the same written application for aid.

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| **Name of Legal Entity** | **Name and Surname of Natural Person granted authorisation(1)** | **E-mail address of party granted authorisation(2)** |
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Note 1: Leave empty if authorisation is intended to any natural person engaged with the Legal Entity. Otherwise specify the name and surname of the person(s) working for the Legal Entity to whom the authorisation is intended.Note 2: Written communication with the Legal Entity and/or Natural Person granted authorisation via email will only be accepted via the email address specified in the table above. The Undersigned should be copied (via the email address specified in this application) in any communication between the Corporation and the Person granted authorisation as per above table.  |
| J. |

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| **Name and Surname of person giving authorisation:** |  |
| **E-mail address of person giving authorisation:** |  |
| **Signature of person giving authorisation:** |  |
| **Designation:** |  |
| **Date:** |  |
| *The person giving authorisation should correspond to the data subject of personal data contained in this application as well as represent the Applicant Undertaking as its legal representative.* |
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K. Information on Third Parties

The undersigned, as legal representative of the Applicant Undertaking, confirm that for any personal data submitted with this application for aid, all prior necessary measures were taken in line with the applicable provisions of the General Data Protection Regulations.

**10.2 Cumulation of Aid**

The undersigned declares that aid approved under this incentive is in line with the terms and conditions set out in the Incentive Guidelines and in line with *Cumulation* Article 8 of the Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty.

**10.3 Double Funding**

The undersigned confirms that there has not been any approval or has been granted any public funding, financing or fiscal benefit in respect to the cost items included in this request for aid and will not seek funding or fiscal benefits for these cost items through other **National** and/or **European Union** measures. Such measures may include:

* Schemes administered by Malta Enterprise, the Planning and Priorities’ Coordination Division (PPCD), the Tourism and Sustainable Development Unit (TSDU), the Employment & Training Corporation (ETC), the Malta Council for Science & Technology (MCST), the Regulator for Energy and Water Services (REWS) and government funded schemes operated by other entities (such as JAMIE financial instrument).
* Schemes funded through ERDF, ESF, Cohesion Fund, TEN-T Budget, EAFRD, EFF, LIFE+; Horizon 2020 and other European Union programmes/instruments.

**10.4 Outstanding Recovery**

The undersigned confirms that the undertaking (at group level) is subject to an outstanding recovery in respect to any other incentive awarded by the Corporation.

**10.5 Transparency Obligations**

For any individual aid awarded in excess of EUR 500 000, the details of the beneficiary; the aid awarded; and the project details; shall be published as provided for in Article 9 of the COMMISSION REGULATION (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty.

By submitting this application, I hereby acknowledge that the Corporation shall abide with any applicable transparency rules and may publish and make available to third parties information as required by such rules.

1. **Signatures**

Name of Applicant (full legal name)

Name and Surname of signatory

Authorised to represent the Applicant

(CAPITAL LETTERS)

Position in Establishment

Signature & Company Stamp

Date Click here to enter a date.