# Requirements Checklist

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| **ESA General Application Requirements:** | **Compliance statement** |
| The Applicant’s product or service is based on a transfer of space technology to, and/or utilisation of a space system in a non-space environment (spin-off), or exploitation of non-space technology in the space market (spin-in). | [compliant] |
| The Applicant sells and delivers innovative products, processes or services (consultancy is excluded) for his own account and risk. | [compliant] |
| The Applicant’s first registration at a chamber of commerce has taken place no longer than 5 years prior to submission of Applicant’s proposal. [attach Chamber of Commerce Registration Form, if available] | [compliant] |
| In case the Applicant has legal personality, the Applicant does not form part of a group at the time of submission of the Applicant’s proposal. This means that no less than half the issued capital is owned – directly or indirectly – by the authorised representatives applying on behalf of the Applicant. In case the Applicant is a legal entity without legal personality, the Applicant is a fully authorised general partner. Please provide the names of the owner(s) of the company and the related shareholding. | [compliant] |
| Shareholders of the company in question are: (1)\_\_\_\_\_\_?\_\_\_\_\_\_\_( \_ %) ; (2)\_\_\_\_\_\_?\_\_\_\_\_\_\_( \_ %) ;  (3)\_\_\_\_\_\_?\_\_\_\_\_\_\_( \_ %) ; (4)\_\_\_\_\_\_?\_\_\_\_\_\_\_( \_ %) … | [compliant] |
| The Applicant does not conduct business activities promoting, or being related to, alcohol, tobacco, religion, politics, intolerance, violence, firearms, pornography, obscenity, gambling or illegal drugs. | [compliant] |
| The Applicant shall provide a copy of an official identity form with this application. | [compliant] |
| The Applicant is able to communicate in English. | [compliant] |
| For the purpose of the local co-funding, the Applicant will inform of any financial support received during the execution of the incubation contract and acknowledges the State Aid restrictions applicable in the European Union.(if applicable due to public co-funding of the activity) | [compliant] |
| The Applicant states that the terms and conditions of the template incubation contract and the template tenancy agreement are accepted without any reservations. | [compliant] |
| The Funding is linked to work packages within the incubation project only. | [compliant] |
| The Funding is granted in net amounts (not including VAT). | [compliant] |
| The information provided in the application and in the supplementary data sheet is binding and forms the basis of the funding granted. Any changes in this information must be reported immediately and are subject to approval. | [compliant] |

I hereby declare that my application is compliant to the General Application Requirements or that I shall undertake all necessary actions to ensure the compliance to same.

**Signature(s): Date:**

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| **ESA BIC Nord France Specific Application Requirements:** | **Compliance statement** |
| The Applicant states that the terms and conditions of the draft incubation contract and the draft rental agreement are accepted without any reservations. In addition the Applicant states that all the key personnel under the incubation contract have all the relevant working permits for the duration of the incubation contract. | [compliant] |
| The Applicant confirms that they will not be hosted in another business incubator, or entity or organisation providing similar support, for the duration of the incubation contract. | [compliant] |
| The Applicant shall set up and register a French company to the Registre du Commerce et des Sociétés prior to the start of the business incubation. | [compliant] |
| In case the Applicant is a legal entity, the company must fall into the EU definition of SME. | [compliant] |
| The total amount of de minimis aid (such as subsidies, holdings, loans, and bonds) may not exceed 200 000 € over a period of three years. | [compliant] |
| Company headquarters have to be located in one of the following French regions : Bretagne, Grand-Est, Hauts-de-France, Ile-de-France, Normandie and Pays-de-la-Loire. | [compliant] |
| The Applicant shall ensure they become an active member of the ESA BIC Nord France community (attend workshops and organised events, contribute to the community and have a regular presence in the office) | [compliant] |

I hereby declare that my application is compliant to the Specific Application Requirements or that I shall undertake all necessary actions to ensure the compliance to same.

**Signature(s): Date:**

# Space Connection

Writing Tips

[Copy/Paste of Paragraph 4.1 of the Business Plan]

>Text