**Annex 1**

**CONFIDENTIAL**

|  |
| --- |
| **- APPLICATION FORM -****CLASSIFYING AN ENTERPRISE AS AN ‘INNOVATIVE SMALL AND MEDIUM ENTERPRISE (SME)’** |

|  |
| --- |
| **For Official Use** |
| Application Number | …………………………………………………………………………… |
| **Submission Date** | ……………………………………………………………………………. |
| **Folder Number** | ……………………………………………………………………………. |

|  |
| --- |
| **Enterprise’s Data**  |
| Full Name *(as per the registration in the* *Department of Registrar of Companies and Official Receiver)*  |  |  |
| Address: |  |
| Postal Code: |  | Tel.: |
| Website: |  | E-mail: |
| Legal Entity:  |   Ltd Partnership  Other ……………….…… |
| Date of Enterprise Establishment: |   |  |
| Enterprise’s Registration Number: |  |  |
| Tax Identification Number: |  |  |
| Number of Employees: |  |  |
| Area of activity: |  |  |

|  |  |
| --- | --- |
| **Categories** | **Required Accompanying Documents** |
| **Category A: Existing businesses, with financial history**Certification that research and development expenditures account for at least 10% of its operating expenses in at least one of the previous 3 tax years | • Audited Financial Statements• Certificate from an External Auditor***Note***: The categories of expenditure on research and development in the financial statements must be clearly defined. A draft Certificate from the External Auditor is attached as ***Annex 2***. |
| **Category B: Start-ups, without financial history**Business Plan which describes the ability to develop new or clearly improved products, services or processes with high technological or industrial risk, which are characterized as innovative in their field / market. | * Business Plan

***Note:*** Guidelines for the preparation of the business plan are attached as ***Annex 3***. |
| **Category C: Businesses that meet at least one of the following criteria over the last three years (and submit proof for it):*** The company has secured funding from the SME Instrument (Phase I and / or Phase II), the EIC Pathfinder or the EIC Accelerator programmes of the Horizon 2020 EU Framework Programme, or from the EIC Pathfinder or the EIC Accelerator programmes of the Horizon Europe 2021-27 EU Framework Programme.
* The company has received a Seal of Excellence Seal from the Programs listed above.
* The company has secured funding from the Research and Innovation Foundation’s (RIF) PRE-SEED, SEED or INNOVATE Innovation Programs and other corresponding Innovation Programs that will be announced under RIF’s National Research and Innovation Framework Programs.
* The company has secured a Startup Visa.
 | Proof that at least one of the four criteria is met. |

|  |
| --- |
| **Information about the enterprise and its activities** |
| **Describe the business (its activities, infrastructure, current financial situation, sources of funding to date, previous funds received from private investors, etc.), its products / services, sales, any awards / distinctions and the team / human resources (technological experience / know-how and management experience).** |
|  |
| **Describe chronologically the company's activities in the market (in which geographical markets, its first commercial sale – where and when-) and the need for initial investment in venture capital funding.** |
|  |
| **Describe the product / service innovation and the business concept (how the proposed solution/s differ from the current state of the art, the originality, the specific industrial / economic / social problem to be addressed, the Unique Selling Proposition (USP), the current TRL development stage and IPR management).** |
|  |
| **Describe the market, the customers and the financial needs / projections (market size, growth prospects, potential market share, go-to-market strategy, segmentation and customer validation, competitive advantage and competitors’ analysis, critical risks, etc.).** |
|  |
| **Describe the overall added value to the economy by developing a sustainable and profitable business (expected Return on Investment, the company's ability to attract private investors, the creation of new jobs, and/or the potential significance and impact on economic, social and technological development on a national and international level.** |
|  |

|  |
| --- |
| DECLARATIONThe above data is correct and we remain at your disposal for granting additional data, information, presentations / demonstrations and/or interview regarding this program.The enterprise implements and operates according to existing laws and regulations of the Republic of Cyprus. |
| Full Name: | Title: |
| Signature: | Date: |

**The application must be sent completed and electronically signed to the email address:** **innovative.companies@dmrid.gov.cy**