Public Call for Proposals for Procurement of Equipment and Provision of Services for Entrepreneurs, Micro and Small Enterprises (CFP 05-2018)

List of required documentation for Phase II of the application process

Applicants who have been positively assessed in Phase I of the application process, for the Public Call of EU PRO Programme CFP 05-2018 are required to submit the below listed documents before the deadline, by midnight on 17 October, 2018, to the assigned email address: [**rsoc.applications@unops.org**](mailto:rsoc.applications@unops.org).

Along with the documentation, please submit the check list below as a confirmation of the completeness of the application.

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| DOCUMENT | SOURCE | ATTACHED |
| Complete application form in excel format. The application is to be submitted in Serbian language. | The applicant fills in the form in the template provided by EU PRO | YES / NO |
| Complete application form in PDF format | The above completed template, signed stamped and scanned, converted to PDF format | YES / NO |
| Printed ID card or photocopy of the first page of passport for all owners of the business entity | Personal documentation of the enterprise/entrepreneur activity | YES / NO |
| Balance sheet and Income statement for years 2017, 2016 and 2015. For applicants of LOT1, the balance sheets are submitted starting from the year of business registration; Entrepreneurs with simple bookkeeping who do not keep Balance sheets, must submit the Income statement only; Entrepreneurs who are in the flat-rate taxation system, instead of the balance sheet and income statement, must submit Turnover according to the current account (accounts) registered in banks, for each business year and Decision on flat-rate taxation. | Financial documentation of the business entity | YES / NO |
| Statistical annexes for years 2017, 2016 and2015. For LOT1, applicants must submit annexes starting from the year of business foundation; Entrepreneurs with simple bookkeeping must submit a document that proves the average number of employees, signed and stamped. | Financial documentation of the business entity | YES / NO |
| Certificate on payment of all obligations based on public revenues, issued after the date of publication of the Public Call- 22 May 2018 | The certificate is issued by the authorised branch of the Tax administration of the Ministry of Finances of Republic of Serbia | YES / NO |
| Certificate on payment of all obligations based on local public revenues, issued after the date of publication of the Public Call -22 May 2018 | The certificate is issued by the Department of local tax administration within the Local Self Government (City or Municipal administration) | YES / NO |
| A certificate that no criminal proceedings are conducted against the owners and responsible persons of enterprises and that no investigation has been launched, issued after the date of publication of the Public Call-22 May 2018 | The certificate is issued by the competent Basic Court | YES / NO |
| Certificate that the owners and responsible persons of the business entity are not criminally convicted, issued after the date of publication of the Public Call-22 May 2018 | The certificate is issued by the local unit of Police Administration of the Ministry of Interior Affairs | YES / NO |
| Certificate that no prohibition has been pronounced to the business entity on performing activities during the period from two years, issued after the date of publication of the Public Call -22 May 2018 | For entrepreneurial shops: The certificate is issued by the Misdemeanour Court  For companies (enterprises): The certificate is issued by the authorised Economic court | YES / NO |