

**Pan-European Guarantee Fund  
by the European Investment Fund (EIF)  
SUPPORTING DOCUMENTS**

<b>I. PARTICIPATION DOCUMENTS</b> (provided by the Bank)	
	Loan application form
	Pre-contractual information document
	Form for description of investment/business plan (brief business plan)
	Declaration with information about the SME capacity
	Solemn declaration about the cumulative criteria for aid
	Solemn declaration for inclusion in the Programme
	Solemn declaration regarding Environmental and Social Responsibility (only for legal entities)

<b>II. FINANCIAL INFORMATION</b>	
<b>SINGLE-ENTRY BOOKKEEPING</b>	<b>DOUBLE-ENTRY BOOKKEEPING</b>
<ul style="list-style-type: none"> <li>• <b>Copy of E3 tax form for the last three (3) closed financial years</b> <i>(if the 2021 financial year has not been closed yet, submit the relevant periodic VAT returns)</i></li> <li>• <b>Periodic VAT returns for the current financial year and the corresponding ones for the previous year</b></li> <li>• <b>Copy of the latest E1 tax form</b> <i>(only for sole proprietorships).</i></li> <li>• <b>ENFIA (unified property tax) certificate</b> for legal entities</li> <li>• <b>Employment proof certificates</b> (in annual work units) for the years 2018, 2019 and 2020, stamped and signed by the company's legal representatives or the accountant -&gt; <i>for documenting the eligibility criterion of the SME.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Balance sheets of the last three (3) closed financial years, along with the breakdown of the results and the corresponding annex</b> <i>(stamped and signed by the company's legal representatives).</i></li> <li>• <b>Subsidiary ledger trial balance as at 31/12/2021</b> <i>if the 2021 financial year has not been closed yet (listing stocktaking information, activity for the period, monthly activity and balances)</i></li> <li>• <b>Subsidiary ledger trial balance for the current period and the corresponding one for the previous year</b> <i>(listing stocktaking information, activity for the period, monthly activity and balances)</i></li> <li>• <b>ENFIA (unified property tax) certificate</b> for legal entities</li> <li>• <b>Employment proof certificates</b> (in annual work units) for the years 2018, 2019 and 2020, stamped and signed by the company's legal representatives or the accountant -&gt; <i>for documenting the eligibility criterion of the SME.</i></li> </ul>

<b>III. SUPPORTING DOCUMENTS FOR THE INVESTOR or LEGAL REPRESENTATIVE</b>	
	<b>Tax return statement</b> for the last two years or copy of the E1 tax form for each partner/main shareholder or guarantor
	<b>ENFIA (unified property tax) certificate</b> for each partner/main shareholder or guarantor

<b>IV. OTHER SUPPORTING DOCUMENTS FOR THE PROGRAMME</b>	
	<b>Insurance clearance certificate for social security contributions to employees</b> (even for unregistered companies that do not employ staff). <b>Insurance clearance certificate for personal social security contributions, as a freelance professional, self-employed individual or farmer.</b>
	<b>Company registration details from TAXISNET</b> , listing the company's business activity codes (KAD) and any changes to the registered office or facilities
	<b>Tax clearance certificate</b> (for any legal purpose)
	<ul style="list-style-type: none"> <li>• <b>Single certificate from the Court of First Instance for Judicial Solvency as at 31/12/2019</b> (for companies established after 31/12/2019, submit a recent Single certificate from the Court of First Instance for Judicial Insolvency).</li> <li>• <b>Certificate from the Court of First Instance regarding the declaration or not of bankruptcy for companies that commenced operations or were set up before 2001</b></li> </ul>

*In the event of a mortgage lien on property, the supporting documents regarding the property must be submitted, in cooperation with the competent branch.*

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