**GUIDELINES FOR SUBMITTING A CAPITAL GRANT CLAIM**

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| **Claim Forms** |
| * General Declaration Form
* Director’s Statement of Claim
* Form 2 (for buildings/ site expenditure)
* Form 3 (for plant and machinery expenditure)
* Checklist

SUBMIT ALL CLAIM FORMS SIGNED AND IN ORIGINAL TO : The ManagerGrants AdministrationIDA IrelandThree Park Place Hatch Street Upper Dublin D02 FX65 Also submit an electronic copy of your claim forms in original format by email to: For queries by phone, please call 01-6034000 |

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| **Documents** |
| * Signed Accountant’s Report certifying expenditure (submit original)
* Most recent Annual Audited Accounts
* Signed copy of the Grant Agreement (If not submitted already to legal department)
* Completed Environmental Clearance Form (first claim only)
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| **Tax Clearance Certificate**  |
| * Please submit a valid tax clearance certificate.
* This is required to confirm that the Company is up-to-date in its tax affairs with the Revenue Commissioners and the Company's tax number. This confirmation is required on an annual basis. The company must have tax clearance **at time of payment.** You can apply for a tax clearance certificate online at <http://www.revenue.ie/en/business/running/tax-clearance.html>
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| **Solicitor’s Letter** |
| * Confirm that the Company have a clear and valid title to its site and buildings where the grant undertaking is being carried out. Details of the nature of the title should be confirmed i.e. Leasehold or Freehold. If Leasehold, the terms of the lease should be specified.
* Confirm that the Company is properly incorporated and acting within its powers in carrying on the undertaking contracted for in the Grant Agreement.

ONLY FOR BRANCH OPERATIONS on confirmation of incorporation* Written confirmation from a lawyer practising within the jurisdiction with which the Company is incorporated that the Company is acting within its powers in entering into the Grant Agreement.
* Confirmation from your Company's Solicitor that all documents have been lodged with the Registrar of Companies as required by the European Communities (Branch Disclosures) Regulation 1993.
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| **Confirmation of Insurance**  |
| * A certificate from you Insurance Brokers detailing the following information under your fire policy:-
	1. Sums insured divided between buildings and plant & machinery.
	2. That the perils of fire and explosion are covered.
	3. That the insurance is effective on a reinstatement basis.
	4. The renewal date of the policy.
	5. Confirmation that there is in force Consequential Loss cover to adequately indemnify the Company against losses and costs resulting from fire and explosion, in accordance with good commercial practice, and the sums insured are adequate based on the projected figures for the current indemnity period.
	6. That the IDA will be kept notified of any material alterations in the policies or of failure to renew them.
* Confirmation from your Landlord’s insurance brokers of the cover currently in force on Buildings (in case the title is leasehold).
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| **Equity/ Equity Equivalent Confirmation** |
| * A certificate from your Company Auditors confirming that Equity Equivalent in the sum of €\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been introduced to the Company as follows:-
	1. Issued and paid up Ordinary Share Capital of €\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ increased by way of cash investment by the promoters.
	2. Issued and paid up Ordinary Share Capital of €\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ increased by capitalisation of retained earnings.
	3. Subordinated loans of €\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ issued in accordance with the terms and conditions of the Grant Agreement dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ("the Agreement").
	4. Retained earnings transferred to a non-distributable capital reserve to be maintained for the duration of the Agreement.

**PLEASE NOTE THAT AT LEAST 25% OF THE EQUITY HAS TO BE IN ORDINARY SHARE CAPITAL, ISSUED AND FULLY PAID UP AT PAR.**  |

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| **Bank Details** |
| IDA can make direct payments into your bank account. Should you wish to avail of this, please send the following information on headed paper of the company:1. Name and Address of bank
2. Sort Code
3. Account Number and Name
4. IBAN Number

In the letter, can you confirm that IDA is authorised to contact your bank for confirmation of these details and cc your bank on the letter. To help ease this process of confirmation, a contact name in your bank (account manager) would be appreciated. |