

**COMPANY FORM 2011**

(to be completed and signed by the applicant company)

ONE copy

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Declaration on the applicant's honour

I, the undersigned, hereby declare on my honour:

- \* that the information contained in this application form are true and verifiable;
- \* that I have been duly authorised by the applicant company to sign this application.

Name of the legal representative: .....

Date .....

Signature of legal representative: .....

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**CHECK LIST****Applicants failing to supply the necessary documents may be considered ineligible.****A. Forms:****The legal representative of the company must date and sign the following forms:**

- I Legal Entity
- II Identification Form + Financial Identification Form
- IV Financial Capacity

**B. Annexes (to be supplied once per annum or in the event of a change):**

- When the request per project exceeds 25.000€**, the financial state of the Company:
    - *For commercial companies:* complete audited accounts for the 2 last fiscal years for which the accounts have been completed including the balance sheet and profit and loss statement. This should be certified by an approved auditor external to the company
    - *For non profit organisations:* idem for the last fiscal year only - *ONE copy*
  - Only if the page called "Financial Identification" form has not been duly signed and **stamped** by the bank: letter from the bank confirming the applicant company's bank account details - *ONE copy*
  - Curriculum vitae of the legal representative and of the Head of International Sales - *ONE copy*
  - For individuals: bank details form, duly completed and signed and photocopy of identity card and/or passport.
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I. Legal Identification Form:**LEGAL ENTITY****PRIVATE COMPANIES**

<b>TYPE OF COMPANY</b>	<input type="text"/>	
<b>NAME(S)</b>	<input type="text"/>	
<b>ABBREVIATION</b>	<div style="text-align: center;"> <h2 style="margin: 0;">SPECIMEN</h2> <h1 style="margin: 0;">ORIGINAL FORM TO DOWNLOAD FROM</h1> <p style="color: blue; text-decoration: underline;"> <a href="http://ec.europa.eu/budget/info_contract/legal_entities_en.htm">http://ec.europa.eu/budget/info_contract/legal_entities_en.htm</a> </p> </div>	
<b>OFFICIAL ADDRESS (Registered Office)</b>		
<b>POSTAL CODE</b>		
<b>CITY</b>		
<b>COUNTRY</b>	<input type="text"/>	
<b>VAT</b>	<input type="text"/>	
<b>PLACE OF REGISTRATION</b>	<input type="text"/>	
<b>DATE OF REGISTRATION</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>D D M M Y Y Y Y</small>	
<b>REGISTRATION N°</b>	<input type="text"/>	
<b>PHONE</b>	<input type="text"/>	<b>FAX</b> <input type="text"/>
<b>E-MAIL</b>	<input type="text"/>	
<b>CONTACT PERSON</b>	<input type="text"/>	

*This "Legal entity" form should be filled in and returned together with:*

*\* A copy of any official document (e.g. official gazette, register of companies etc...) showing the company's name and official address, as well as the registration number given to it by the national authorities;*

*\* A copy of the VAT registration document.*

DATE :	STAMP
NAME(S) AND FUNCTION(S) OF THE AUTHORISED REPRESENTATIVE(S)	
SIGNATURE(S)	

**Please use the appropriate form for the legal structure of the applicant company in the country in which it is established. The forms are available on [http://ec.europa.eu/budget/execution/legal\\_entities\\_en.htm](http://ec.europa.eu/budget/execution/legal_entities_en.htm)**

**II. Identification Form:****Full legal name of the Company (in national language):**

Short name (where applicable)

Acronym (where applicable)

Legal Status (association, commercial company, etc...)

Foundation date:

Activity:

VAT No.

Legal Registration No:

Statutory Legal Representative (enclose CV):

Position in the company:

The information stated will be used to establish the agreement between the Agency and the applicant if selected. Please mention the complete name and legal status of the company along with the statutory legal representative.

Name of the authorised signatory for agreements with the Agency and position in the company:

.....

**Address of the registered office:**

Street: ..... Tel:  
 Town: ..... Fax:  
 Post Code: ..... Country ..... E-mail:

**Address for correspondence (if different):**

Street: ..... Tel: .  
 Town: ..... Fax:  
 Post Code: ..... Country ..... E-mail:

**Details of the bank account:**

Name of Bank:

Name of the branch:

Address of Branch: Street..... Town.....  
 Postal Code .....Country.....

Account Number:

SWIFT Code (BIC):

IBAN Code:

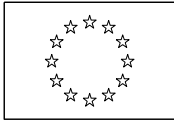
Name of account: (=company name) :

Address in bank's records (= address where your company is located for your bank:

Street: ..... N°  
 Post Code: ..... Town: ..... Country

Signature of the statutory legal representative of the company:

Date and Signature:.....



# FINANCIAL IDENTIFICATION

PRIVACY STATEMENT

[http://ec.europa.eu/budget/execution/ftiers\\_fr.htm](http://ec.europa.eu/budget/execution/ftiers_fr.htm)

ACCOUNT NAME	
ACCOUNT NAME	<input type="text"/>
	<input type="text"/>
ADDRESS	<input type="text"/>
	<input type="text"/>
CITY	<input type="text"/>
	POSTCODE <input type="text"/>
COUNTRY	<input type="text"/>

CONTACT	<div style="background-color: orange; padding: 10px;"> <p><b>SPECIMEN ORIGINAL FORM TO DOWNLOAD</b></p> <p><a href="http://ec.europa.eu/budget/execution/ftiers_en.htm">http://ec.europa.eu/budget/execution/ftiers_en.htm</a></p> </div>
TELEPHONE	
E - MAIL	

BANK NAME	<input type="text"/>
	<input type="text"/>
BRANCH ADDRESS	<input type="text"/>
	<input type="text"/>
CITY	<input type="text"/>
	POSTCODE <input type="text"/>
COUNTRY	<input type="text"/>
ACCOUNT N° NUMBER	<input type="text"/>
IBAN <sup>(2)</sup>	<input type="text"/>
	<input type="text"/>

**BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE**  
(both Obligatory)<sup>(3)</sup>

**DATE + SIGNATURE ACCOUNT HOLDER :**  
(Obligatory)

DATE \_\_\_\_\_

<sup>(1)</sup> The name or title under which the account has been opened and not the name of the authorized agent

<sup>(2)</sup> If the IBAN Code (International Bank account number) is applied in the country where your bank is situated

<sup>(3)</sup> It is preferable to attach a copy of recent bank statement (if all the above details are mentioned), in which event the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder is obligatory in all cases.

**III. Information concerning the company :****Contact Person for the MEDIA Programme:**

Contact Person:

Position in the company:

**Company personnel:**

Head of International Sales:

Head of Finance:

Number of employees: permanent: ..... temporary: .....

**Shareholders of the applicant company:**

Name of shareholders	Nationality	% shareholding
.....	.....	
.....	.....	
.....	.....	
.....	.....	

.....

.....

.....

.....

**If some shareholders of the applicant are companies:**

State the names of their shareholders and state precisely on an explanatory sheet the information requested to prove that the company is held either directly or by majority share by citizens of Member States of the European Union (or by citizens of other states participating in the MEDIA Programme) and established in those countries. In the case of insufficient information, the distributor may be considered as ineligible.

**Existing subsidiaries of the Company:**

Name of Company	Country	Main activity	% shareholding
.....	.....	.....	
.....	.....	.....	
.....	.....	.....	

.....

.....

.....

**Details of the company's long term agreements or contracts with:**

a producer

a theatrical distributor

a video publisher

a broadcaster

#### IV. Information on the Financial Capacity of the Applicant

Tick only the relevant box for the applicant organisation:

- The applicant is a **commercial company**
- The applicant is a **non-profit organisation**
- The applicant is a **public law body** (exempt from the verification of its financial capacity).
- The applicant is an **individual** (individuals who are registered for VAT will be treated as private companies)

**To be provided ONLY by private companies when their request per project exceeds 25.000€ or is likely to exceed 25.000€ in the course of the year:**

Please specify whether in accordance with your national legislation, the annual accounts have been:

**Approved by:**

Board  General Assembly

Other (please specify).....

Date:.....Signed by.....

Position:.....

**Certified by:**

an approved auditor external to the company in compliance with the Directive 2006/43/EC of the European Parliament and of the Council of 17 May 2006 on statutory audits of annual accounts and consolidated accounts.

**Supporting documents to be annexed to this form:**

- For commercial companies: Complete and certified annual accounts (balance sheet, profit and loss account and the annexes) for the 2 most recent years available

- For non profit companies: Complete and certified annual accounts (balance sheet, profit and loss account and the annexes) for the most recent year available

Depending on the legal status of your company/organisation, please fill in point a) or point b)

**a) – NON-PROFIT ORGANISATION ONLY**

When not exempted from the calculation of its financial capacity, the applicant must provide the figures requested **based on the most recent complete annual accounts<sup>1</sup> enclosed with this application**

Financial Year: ..... Currency: .....

**Information to be extracted from the Balance Sheet**

Equity <sup>2</sup>:

Formation expenses :

Total assets (total balance sheet) <sup>3</sup>:

**Information to be extracted from the Profit and Loss Account**

Profit or loss for the financial year *before* income tax<sup>4</sup>:

Total costs<sup>5</sup>:

**b) COMMERCIAL COMPANIES ONLY**

When not exempted from the calculation of its financial capacity, the applicant must provide the figures requested **based on the complete<sup>6</sup> annual accounts for the two most recent years enclosed with this application** :

Financial Year: ..... Currency: .....

**PLEASE NOTE THAT THE FOLLOWING INFORMATION MUST BE PROVIDED FOR THE LAST 3 YEARS WHEN AVAILABLE:**

<b>Accounting year:</b>	.....	.....	.....
Profit/loss of the financial year <i>after</i> tax <sup>4</sup>	.....	.....	.....
Depreciations	.....	.....	.....
Dividends	.....	.....	.....
Equity <sup>7</sup>	.....		
Total assets (Total Balance Sheet) <sup>3</sup>	.....		
Current assets	.....		
Current liabilities	.....		
Total costs from the Profit & Loss account	.....		

Date: .....

Name: .....

Signature of the applicant company's legal representative:

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<sup>1</sup> Balance sheet as well as the Profit and loss account and the annexes.

<sup>2</sup> Capital and reserves = Equity capital (called up shared capital + share premium account + (profit/loss account)). The figure is part of the liabilities side.

<sup>3</sup> Balance sheet total = total assets side = total liabilities side.

<sup>4</sup> Profit/loss is the difference between the Operating financial and extraordinary income) and the Operating, financial and extraordinary charges). Please indicate whether this amount is positive (« + ») or negative (« - »).

<sup>5</sup> Total costs = total of operating expenses, financial charges, extraordinary charges and taxation charges.

<sup>6</sup> Balance sheet as well as the Profit and loss account and the annexes.

<sup>7</sup> Capital and reserves = Equity capital (called up shared capital + share premium account + (profit/loss account)). The figure is part of the liabilities side.