# Requirements ChecklistS

ESA BIC applicants must comply with the following:

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| **ESA General Application Requirements** |
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| 1. In case the Applicant is a legal entity |
| The Applicant’s first registration at a chamber of commerce, or equivalent, has taken place no longer than 5 years prior to submission of Applicant’s proposal. |
| More than half of the shares are owned – directly or indirectly – by the authorised representatives applying on behalf of the Applicant.  Note that an incubation contract can only be signed with a legal entity *with* legal personality |
| The company must fall into the EU definition of SME (European Commission Recommendation 2003/361) |
| **OR** |
| 1. In case the applicant is **not yet** a legal entity |
| The Applicant shall set up and register a company before signing an incubation contract. |
| More than half of the shares of the new company will be owned by the Applicant. |
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| **The following requirements apply to all applicants** |
| At the time of signing an incubation contract, the company must be considered having the nationality of Denmark according to the self-assessment form available as part of registration to esa-star.[[1]](#footnote-2) |
| The Applicant’s product or service is based on a transfer of space technology to, and/or utilisation of a space system in a non-space environment (spin-off), or exploitation of non-space technology in the space market (spin-in). |
| The Applicant sells and delivers innovative products, processes or services for his own account and risk. |
| The Applicant does not conduct business activities promoting, or being related to, the production nor exploitation of alcohol, illegal drugs, tobacco, pornography, or gambling. The Applicant’s business activities shall also refrain from addressing topics related to war**,** religion, politics, intolerance, violence and obscenity. |
| Neither the Incubation nor the Incentive funding shall be used for military activities. This means that the Applicant’s business application shall be exclusively for peaceful activities and not include any military activities at the time of application to and incubation in an ESA BIC. |
| The Applicant will not provide consultancy as main business activity. |
| The Applicant is able to communicate in English. |
| The Applicant acknowledges the State Aid restrictions applicable in the European Union and will inform of any financial support received before and during the execution of the incubation contract. |
| The Applicant states that the terms and conditions of the draft incubation contract are accepted without any reservations.[[2]](#footnote-3) |
| The Applicant states that all the key personnel under the incubation contract have all the relevant working permits for the duration of the incubation contract. |
| The Applicant is not and undertakes not to be hosted in another business incubator (including any other ESA BIC), or entity or organisation providing similar support, for the duration of the incubation contract.  This implies that applications shall not be done to more than one ESA BIC at a time. Only when an application has been evaluated and rejected, a new application to another ESA BIC is allowed.  (Participation to complementary programmes may be agreed upon on a case-by-case basis). |
| The Funding is linked to work packages within the incubation project only. |
| The Funding is granted in net amounts (not including VAT). |
| The Applicant understands that information provided in the application and in the supplementary data sheet is binding and forms the basis of the funding granted. Any changes in this information must be reported immediately and are subject to approval. |
| In case the Applicant has applied to an ESA BIC before, the Applicant has informed ESA BIC Denmark about this in advance of the application. |

1. Applications to the ESA BIC will be considered without having registered to esa-star and without having completed the nationality self-assessment. If this is the case, state “pending” under compliance, register your company to esa-star upon successful evaluation, and inform the ESA BIC about the outcome of the nationality self-assessment. (In case you want to perform the nationality self-assessment in advance, please ask your ESA BIC.) [↑](#footnote-ref-2)
2. The document is available from the ESA BIC as part of the application package. [↑](#footnote-ref-3)