**SBIIS3 – MAIN OUTPUT FORM**

**Client Details**

Name

Business Name

Unique ID

Address

Postcode

Work Telephone

Mobile Telephone

Email

Website

Company Reg No

VAT Number

Business Start date

Business Status Limited  Partnership  Sole Trader

Are you a Graduate?

Year Graduation

Gender Male  Female

Employment Status

Date of Birth

To help us to see how our Equal opportunities policy is working, please tick your Ethnic Group type below:

White Mixed Asian  Black Chinese I prefer not to say

Ethnic categories from Census 2001

White – British, Irish, Other White;

Mixed – White and Black Caribbean, White and Black African, White and Asian, Other Mixed;

Asian or Asian British – Indian, Pakistani, Bangladeshi, Other Asian;

Black - Black Caribbean, Black African, Other Black;

Chinese, Other Ethnic Group;

Do you have a disability? Yes No

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**Financial Details**

Please state your financial outcome and staff levels in the last year:

Turnover

Profit

Salaries

Depn

Employees

This project is targeted at small to medium sized enterprises (SME’s). To ensure that your company comes under the European definition of SME, please answer the following questions:

Our business has a balance sheet of less than €43m (around £29m)

Our business has an annual turnover of less than €50m (around £34m)

We are less than 25% owned by a large company (non SME) with the

Exception of public investment companies and institutional investors

where no control is exercised.

If you have previously received any State Aid from government sources during the last three financial years, please provide details in the table below. State Aid includes all aid from public sources, i.e. Central Government Departments, Local Authorities, etc. and includes all types of aid, e.g. business support, loans, guarantees, rent rebates or sale of land at less than best price.

EITHER: I declare that the amount of de minimus aid received by the business over the last three years is:

2013 2014 2015 2016 Total

Or: I declare that the business has never received any de minimus aid

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Please answer the following questions and make any comments you consider appropriate:

Has your needs for information and advice been met? Yes/No

Other Comments:

**Data Protection 1988 and GDPR:**

Business Innovation Centre endorses the Data Protection Act 1988 and General Data Protection Regulation (GDPR), which we will use to provide you with information relevant to your needs.

We may contact youy with details of services provided by other publicly funded business support organisations and we may also pass your details to agencies conducting customer satisfaction surveys on our behalf but we will not sell, rent or disclose your information to any third parties without your consent. We do not transfer your personal information outside of the European Economic Area.

In future we may contact you by mail, telephone, email or other means for marketing purposes but we promise not to contact you unnecessarily. We will respect any marketing opt out schemes which you have registered with. If your use of this service falls under the Data Protection Act as a personal user, you have a right to request a copy of any information held about you.

Opting out

If at any time you would like to be removed from our database or do not wish to receive marketing communications you can do so by sending an email to [enquiries@thebic.co.uk](mailto:enquiries@thebic.co.uk).

I would like to opt in to receive information from the BIC. Yes No

**Signed**

I certify that this information is true and accurate and agree that the information given by me may be used in the ways set out above. I agree to inform the BIC of future funding received under de-minimis and understand and confirm receipt of de-minimis information.

Business Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STATE AID: DE MINIMIS AID**

In order to minimise distortion of competition the European Commission sets limits on how much assistance can be given without its prior approval to organisations operating in a competitive market. This information sets out what is needed to ensure compliance with those limits. You should note carefully the requirements and the obligations. If you have any queries please discuss them with the aid administrator.

Under EC Regulation 1407/2013 (De Minimis Aid Regulation) as published in the Official Journal of the European Union 24 December 201342, the support provided is a De minimis aid. There is a ceiling of €200,000 [€100,000 for undertakings in the road freight transport sector] for all De minimis aid provided to any one organisation over a three fiscal year period (i.e. your current fiscal year and previous two fiscal years). Any De minimis aid provided to you under the SBIIS3 scheme will be relevant if you wish to apply, or have applied, for any other De minimis aid. The value of the aid under this scheme is (or estimated to be by calculating the gross grant equivalent).

You will need to declare this amount to any other aid awarding body who requests information from you on how much De minimis aid you have received. For the purposes of the De minimis regulation, you must retain this letter for 10 years from the date on which the aid is granted and produce it on any request by the UK public authorities or the European Commission. (You may need to keep this letter longer than 10 years)

Please advise us now and include in any application any other De minimis aid which your enterprise and any enterprises linked to it may have received during your current and previous two fiscal years, as we need to check that our support added to that previously received, will not exceed the threshold of €200,000 (€100,000 for undertakings in the road freight transport sector) over the last 3 fiscal years. De Minimis Aid includes not only grant but also assistance such as free or subsidised consultancy services, marketing advice etc. If you are in any doubt about whether previous assistance received classes as De minimis assistance please include it.

**# One hour of BIC advisor time is equivalent to £100 (please note there is no charge to clients).**  
**# Half day and full day workshops are equivalent to £175 and £350 respectively (please note there is no charge to clients).**