

No. 357CT/24.09.2018

NOTIFICATION LETTER

Interreg V-A Romania-Hungary

**Priority Axis: PA6 - Promoting cross-border cooperation between institutions and citizens
(Cooperation of institutions and communities)**

Investment Priority: 11/b/2

eMS Code: ROHU265

Application title: Let's celebrate our traditions together

To: Lead Beneficiary: Cetariu Commune

Ref: Pre-contracting stage

Dear Lead Beneficiary,

In order to follow the necessary steps for the contracting process, please proceed, and ask your partners to proceed, with the preparation of documents mentioned below.

Furthermore, you must upload in the system, for you and your partners, the following documents¹ for the project, in **5 working days after the status of the application is updated in the eMS to "Approved"**²:

- i. Documents submitted together with the application, if modified after the submission deadline (scanned version of these documents will be uploaded in the eMS) :**

Legal documents³: new documents issued after the submission of the Application form, **if the case** (e.g.: article of association, statutes, deed of foundation, establishing resolution law or equivalent documents according to national legislation, etc.), **for all beneficiaries**;

¹ Signed by the legal representative

² The status of the application into eMS shall be updated only after the application is modified according to conditions/recommendations resulted from the assessment process, if the case

³ **Exception:** public institutions/authorities do NOT need to submit this document.

- a) In case of **Romanian applicants**:
- **Justifying document stating the method of representation (according to the national legislation), for all beneficiaries;**
- b) In case of **Hungarian applicants**:
- **Original specimen of signature containing the method of representation of the legally authorized representative(s) of the applicant organizations / institutions certified by a public notary, for all beneficiaries.**

Please be advised that, in case the documents haven't been modified since submission, the relevant beneficiaries shall sign ***Declaration on own responsibility regarding unmodified documents***, attached to the present notification, and the LB shall upload the declarations into eMS, in 2 days from the notification date.

II. Other documents: scanned copies of the original version of these documents will be uploaded in the eMS.

1. **The criminal record for the legal representative (valid at the date of uploading in the eMS), for all Romanian beneficiaries;**
2. **Fiscal certificate regarding the fulfilment of the obligations related to the payment of debts to the consolidated state budget (valid at the date of uploading in the eMS), for all beneficiaries;**

Please be advised that Hungarian Beneficiaries can obtain the document from National Tax Authority respecting the provisions of Act XCII of 2003 on the rules of taxation. Legal entities admitted based on section 36/B. of the Act on the rules of taxation into the register of taxpayers free of tax debt will justify their compliance regarding state budget debts through the online public register of the National Tax Authority. Information obtain from the online register – print screen – is considered authentic. The public debt status of Hungarian entity can be verified online at <http://nav.gov.hu/nav/adatbazisok/koztartozasmentes/legyszeru/lekerdezes> - (authentic and public database).

3. **Fiscal certificate regarding local taxes (valid at the date of uploading in the eMS), only for Romanian Beneficiaries;**
For **Hungarian Beneficiaries**, the information regarding the fulfilment of the obligations related to the payment of debts to the local taxes is included in the *document from National Tax Authority respecting the provisions of Act XCII of 2003 on the rules of taxation.*
4. **Valid up-to-date official documents stating the right of property, for all beneficiaries (issued after the selection of the Application form), if the case;**

Please be advised that electronically authenticated title deeds are accepted in case of Hungarian Beneficiaries.

5. The **certificate from the district court** attesting that the organization is not in dissolution process (**for NGOs only**) (*Please be advised that Hungarian Beneficiaries can download the proof from official online register*
<http://birosag.hulallampolgaroknak/civil-szervezetek/civil-szervezetek-nevjegyzeke-kereses>), or equivalent proof in case of Churches, in line with GfA, for all beneficiaries;
6. **Decisions of the empowered bodies** (County Council, Board of directors, etc.) regarding the support of the project and the **availability of own resources** and **Decisions of the legal representatives** assuming the positions in the project implementation team (if applicable), for all beneficiaries;
7. **Project justification sheet** (Fișă de fundamentare a proiectului – Annex to Order no. 5687/1799/2017) in case of **Romanian beneficiaries**, according to Government Ordinance no. 29/2015, article 9 (1).

III. Document/ declaration templates: will be uploaded in the eMS

1. **Legal Entity Form** filled in and signed by all beneficiaries, according to the type of the organization;
2. **Budget of the project** – Annex 1 to the Subsidy contract;
To be downloaded from eMS, after the application status in eMS is updated to "Approved".
3. **Partnership agreement** signed by all beneficiaries;
4. **Schedule for spending forecast and reimbursement claims**, issued by **Lead beneficiary only**, having inserted all the data collected from the beneficiaries;
5. **Declaration on own responsibility during pre-contracting phase regarding double financing**, for all beneficiaries;
6. **Declaration on own responsibility regarding the type of beneficiary**, for all beneficiaries;
7. **Declaration on own responsibility during pre-contracting phase of the Lead beneficiary certifying that the documents uploaded in the eMS are scanned copies of the originals.**

MA/ JS may request additional documents as compared to the ones mentioned above.

All documents specified above will be presented at the first monitoring visit in original/ legalized copy/ certified copy according to original, as the case may be, and JS/ IP/ MA experts may request such documents in order to attach them to the project dossier.

The documents specified within point ***III. Document/ declaration templates*** will be downloaded from the Programme's site: <http://interreg-rohu.eu/en/contracting/>

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Kind regards,

Head of JS
Monica Terean



JS expert
Cosmina Raret

