



Thank you for your interest in the Innovate London programme.

In order to register for the programme you need to complete the *Enrolment Form* which can be found on the following pages of this document.

You will need to *print* it, *complete* it, and *send* it back to us. You may send it as a scanned document to our *email* address, you can *fax* it through, or you can send it through the *post*.

Email: info@innovatelondon.org

Fax: 020 7739 7742

Post: *Innovate London, 35 Kingsland Road, Shoreditch, London E2 8AA*

IMPORTANT: it is of high importance that you *print and sign* the document on the second-to-last and last pages.



SME ENROLMENT FORM

Organisation Details			
Name of organisation			
Contact			
Position within organisation			
Address			
Borough		Postcode	
Telephone		Fax	
Email		Preferred means of contact	
Gender of majority business owner: a. Male <input type="checkbox"/> b. Female <input type="checkbox"/>		No. Employees	
Date of incorporation		Company or UTR No:	
Annual turnover last financial year £		Is your business majority BAME ownership? * Yes <input type="checkbox"/> No <input type="checkbox"/>	
Nature of business		SIC	
Do you have an Equal Opportunities Policy? Yes <input type="checkbox"/> No <input type="checkbox"/>		Do you have a Health and Safety Policy? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have an Environmental Sustainability Policy? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Please would you tell us how environmental advice might help your organisation.			
Eligibility			
In order to receive support from the European Union you must meet certain requirements. To allow us to confirm your eligibility would you please answer the following questions about your organisation.			
Does your organisation have more than 250 employees		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is more than 25% of your organisation owned by an enterprise that in itself is not an SME		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is your organisation's annual turnover more than €50 million or Is your organisation's annual balance sheet more than €43 million		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Disability			
Do you consider yourself to be a person with a disability as described by the Disability Discrimination Act 1995? i.e Do you consider yourself to be someone who has a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities.			
Yes <input type="checkbox"/> No <input type="checkbox"/>			

Equal Opportunities

Ethnic Origin
How would you describe your cultural or ethnic origin?
N.B. Please note that ethnic origin is not a matter of nationality, right of abode in the UK or place of birth. (tick one box only)

White
a. British b. Irish c. Any other white background (please specify):

Mixed
a. White and Black Caribbean b. White and Black African c. White and Asian
d. Any other mixed background (please specify):

Asian or Asian British
a. Indian b. Pakistani c. Bangladeshi
d. Any other Asian or Asian British background (please specify):

Black or Black British
a. Black British
b. Any other Black or Black British background (please specify):

Chinese
a. Chinese
b. Any other Ethnic group (please specify):

Data Protection

By completing this form you acknowledge and agree that the data contained within can be held on a computer and used for any purposes and disclosures as registered under the Data Protection Act 1998. Innovate London may wish to highlight the work they have done with your company through case studies and marketing such as photographs or film please tick the box if you do not wish Innovate London to publicise working with your company.

Company Declaration

I certify that the information contained in this enrolment form is correct to the best of my knowledge

Signed:

Name in capitals:	Date:
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Project Sponsors Declaration (Innovate London to complete)

I certify that the above organisation is eligible for ERDF support.
This organisation has received _____ days of support.
The estimated value of this support is £_____.

Signed:

Name in capitals	Date:
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* Black, Asian, Minority Ethnic

DE MINIMIS STATE AID DECLARATION

It is a requirement of the European Structural Funds regulations that we ensure that we comply with the state aid rules.

The assistance you are being offered is being given under the European Commission's State Aid regulationsⁱ. This allows a company to receive up to **€200,000**ⁱⁱ of De Minimis state aid over a rolling three-year period.

To confirm that you are able to receive this assistance you must therefore declare the full amount of De Minimis aid you have already received over the last 3 fiscal years.

Declaration			
I declare that the comprehensive amount of De Minimis aid received by the company/organisation over the last three rolling years is:			
Year 1 (insert year) £	Year 2 (insert year) £	Year 3 (insert year) £	Total £

Organisation	
Name	
Position	
Date	
Signature	

ⁱ Commission regulation (EC) No.1998/2006 of 15 December 2006 on the application of articles 87 and 88 of the Treaty to De Minimis aid.

ⁱⁱ EC European Economic Recovery Plan - Increase in Amount of "De-Minimis" Aid payable to Companies:
The European Commission adopted a temporary framework (valid to 31 December 2010) on 17 December 2008 as part of their European Economic Recovery Plan providing additional possibilities to tackle the impact of the economic downturn. Included within the measures was an increase in the amount of aid – of up to €500,000 and under certain criteria - that can be granted to an organisation and considered compatible with the EC Treaty. (CLG ERDF Guidance Note 3 Feb. 2009)