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| --- | --- |
| **Project No:** |  |
| **Details of person responsible for Company/Public Body claim** |
| **Contact Name:** | **Date claim received by Enterprise Ireland** |
| **Company/Public Body Name:** |
| **Address:** |
| **Email:** |
| **Tel:** |

* Please complete details above and mark each box below to indicate that the required documents are enclosed.
* Failure to submit any of the required documents will result in the claim being returned with the missing items marked.
* **Documents should be attached to this completed checklist in the order listed below and submitted by email to** [IndustryGrantClaims@enterprise-ireland.com](mailto:IndustryGrantClaims@enterprise-ireland.com)

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|  | **The following should be submitted with your claim.** |  | |  |
| **Required Documents** | **Details** | **Items**  **Enclosed** | **Checked**  **By E.I.** | |
| **Independent Accountants Report** | All claims in respect of grants approved in excess of €400,000 must be certified by an Independent Accountant on the report template provided. |  |  | |
| **Directors Statement** | Completed and signed by Authorised Signatories of the Grantee Company/Public Body on the report template provided |  |  | |
| **Please note the Claim Form is available in Excel** | **Please refer to your Letter of Offer to confirm what expenditure has been approved.**  Please ensure that the relevant claim form(s) are completed, and that each entry is given a sequential “item no.”  1. New Build Costs  2. Renovation and Refurbishment Costs  Supporting invoices, statements, quotations and bank statements etc. in respect of this claim should be available for inspection at the Grantee Company’s premises. **Do not submit these items with the Capital claim.** |  |  | |
| **Tax Clearance** | **Tax Clearance for the Grantee Company must be valid on submission and at payment of grant claim**. Please input PPSN/Tax Reference Number (TRN) **and** Tax Clearance Access Number (TCAN) for verification.  **PPSN/TRN**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **TCAN**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  | |

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| **Confirmation of Title – is required for All Capital Grants** | Solicitor’s letter confirming that the Grantee company/Public Body holds clear and valid title to the site and buildings where the grant aided undertaking is being carried on. **This applies even if only grant aided for Plant and Machinery.**  The nature of the title should be specified i.e. Freehold or Leasehold. If Leasehold, refer to the Letter of Offer for the minimum requirement regarding the duration of the lease. Please state the terms of the lease (e.g. start and expiry dates). |  |  |
| **Statement of Insurance Cover**  *(insurance policy is not acceptable)* | Insurance Brokers letter confirming that the Grantee company/Public Body holds an up to date insurance policy on buildings **and** plant and machinery.  Refer to Step 2, Company Forms/BEDF Capital for a **template that your insurance broker must use.** |  |  |
| **Special Conditions –** Indicated to show you have referred to your Letter of Offer and have forwarded the necessary documents to your Regional Development Executive. | Some grant approvals have special or performance related conditions included as a pre-condition of payment. Evidence of compliance with these conditions should be forwarded to your Regional Development Executive (RDE) for clearance. (The special/performance related conditions are specified in the Letter of Offer – Schedule A.)  **N.B: You must submit the Grantee’s latest Annual Audited and Quarterly Management Accounts to your RDE.** |  |  |
| **Bank Details** | Enterprise Ireland makes all payments by Electronic Fund Transfer (EFT).  Required if:   * First time to submit a claim, or * Existing Grantee Company/Public Body EFT details have changed, or * If the Grantee Company/Public Body have not verified their Bank Details to us within the last 2 years.   Does the Grantee need to submit EFT details to Enterprise Ireland?  If yes, please email [bank.confirmation@enterprise-ireland.com](mailto:bank.confirmation@enterprise-ireland.com) attaching a redacted bank statement, which clearly shows:   1. Grantee Company/Pubic Body Name (as per Letter of Offer) 2. Bank Name 3. IBAN   Noting that, a member of our Finance Team may contact you to confirm the last 4 digits of your IBAN. | Email sent to  [bank.confirmation@enterprise-Ireland.com](mailto:bank.confirmation@enterprise-Ireland.com)  Yes:  No: | |