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| **Blue Growth Programme** | Country: **Portugal** |

**REQUEST FOR THE TRAVEL SUPPORT**

**ENTITY**

**NAME OF LEGAL ENTITY (please type in the full name of the applicant entity):**

**CONTACT PERSON AND EMAIL:**

**Address of the ENTITY:**

**POSTE CODE:**

**CITY:**

**CONTRY:**

**EMAIL ADRESS:**

**WEBSITE:**

**PHONE NUMBER:**

**ENTITY NUMBER (CIF):**

**ENTITY VAT NUMBER:**

**MAIN SECTORIAL ACTIVITY (line of business/economic sector):**

**TYPE OF ENTITY (please specify one option as appropriate to your entity):**

|  |  |  |
| --- | --- | --- |
| PRIVATE ENTITY | StartUp |  |
| SME |  |

**AMOUNT REQUESTED IN EUR:**

**TRAVEL REPORT:** please fill Annex 1 and attach documentary evidence of your travel: confirmation of completed travel from travel agent/airline Company, ticket/boarding card or similar.

**BANK ID FOR PAYMENT:** please fill Annex 2

**GENERAL DATA PROTECTION REGULATION STATEMENT*:*** please fill Annex 4

**ONLY FOR ENTITIES FROM DONNOR STATES**: Please fill Annex 3 de minimis aid declaration

The entities should also submit a copy of the certificate of company status issued by Trade Registry, an official document for current status and the certificate of regularized situation before the tax and social security authority.

**I hereby certify that all the information in this document, including its annexes, is accurate and complete.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Signature:** |  |
| **Position:** |  | **Date:** |  |

This reimbursement form, together with annexes 1, 2, 3 (if applicable) and 4 is to be filled in, printed, signed, dated and submitted by email: eeagrants@dgpm.mm.gov.pt

**ANNEX 1 – TRAVEL REPORT**

**NAME OF LEGAL ENTITY:**

**NAME OF PARTICIPANT:**

**DATE OF MISSION:**

**PLACE OF MISSION:**

**BUSINESS/SECTOR AREA:**

**NAME AND CONTACT DETAILS OF PARTNERS VISITED, country visited:**

**MAIN PURPOSE OF MISSION:**

**Please fill in the area(s), which are relevant to you on the matchmaking event in the area of business development, innovation and SMEs in the sectors of economy of the sea:**

|  |  |
| --- | --- |
| Technologies and solutions for fisheries/aquaculture (development of innovative products and technologies in fisheries/fish farming sector) |  |
| Fish and seafood transformation industry |  |
| Ocean Renewable Energies |  |
| Shipbuilding and shipping (development of innovative products and technologies) |  |
| Engineering and Oceanic Robotics |  |
| Off-shore infrastructures |  |
| Blue Biotechnology |  |
| Monitoring of the marine environment and surveillance and security activities |  |
| Nautical Tourism |  |
| Innovative products and technologies which are already available in the market, or to develop new ones, that use marine litter as raw material |  |

**MAIN OUTCOME OF MISSION:**

**…..**

**DATE and SIGNATURE:**

**ATTACHMENTS (documentary evidence of your travel):**

**Confirmation of completed travel from travel agent/airline Company, ticket/boarding card or similar.**

**ANNEX 2 –BANK ID FOR PAYMENT**

**ACCOUNT HOLDER**

**NAME OF LEGAL ENTITY:**

**VAT NUMBER:**

**BANK**

**BANK NAME:**

**BRANCH ADDRESS:**

**ACCOUNT NUMBER:**

**IBAN:**

**BIC/SWIFT:**



**ANNEX 3 – DE MINIMIS DECLARATION**

You are being offered assistance under the European Commission’s State Aid Regulations. This allows a company to receive up to €200,000 (at applicable exchange rate) of De Minimis state aid over a rolling three-year period. The following requested information is a mandatory requirement to enable you to receive the support offered.

|  |
| --- |
| **To be completed by aid recipient:** |
| **Name of Organisation** |  |
| **Address (incl. post code)** |  |
| **Main Contact** |  | **Position:** |  |
| **E-mail Address** |  | **Telephone No.** |  |

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

The following is not a comprehensive list of the possible forms of aid. However it should give an indication of the most common forms of aid, which you may have been given over the past three years. Potentially any assistance from a public body might be an aid. Should you have any doubts on this matter, please contact the body from which the assistance was received.

* Grants from public bodies
* Loans from public bodies at favourable rates
* Loan guarantees from public bodies
* Differential tax benefits
* Grants from an investment trust (including charities) which may themselves have received the funds from a public body
* Grants from a part publicly funded venture capital fund
* Publicly administered funds, even if the funds were originally not public such as the national lottery
* Waiving or deferral of fees or interest normally due to a public body such as the waiving or deferral of rent or waiver of interest normally due on late payment of taxation or other costs to a public body
* Monopoly licences or guarantees of market share
* Advertising via a public channel such as a tourist board or state owned television
* Consultancy advice provided either free or at a reduced rate
* Training provided either free or at a reduced rate
* Aid for investment in environmental projects
* Provision of a free or reduced rate feasibility study for research and development or other assistance with research and development
* Purchase of public land or property at a less than market rate
* Benefiting from the provision of infrastructure where your organisation was pre-identified as a beneficiary

These types of aid may have been provided under De Minimis (as De Minimis aid) or under another State Aid regulation. If you are in any doubt whether aid received was De Minimis aid or about its value, check with the organisation, which provided it. If they are unable to say or there is any uncertainty, assume that it was De Minimis aid unless its value exceeded **€200,000** in which case it cannot have been De Minimis. Any De Minimis state aid awarded to you under this project will have to be declared if you apply, or have applied, for any other De Minimis aid.

I declare that the amount of De Minimis aid received by the company / organisation over the last three years is:

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation Who Provided The Aid\*** | **Date Aid Approved✝** | **Estimated Value** **(£)** | **Estimated Value****(€)#** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\* Add or delete rows as necessary

✝ This should be the date the aid was approved, not the date the aid was received

# This should be the Official EU Accounting Exchange Rate from the date that the aid was approved not received: <http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm>

**Data Protection**

The data contained in this De Minimis Record is a mandatory requirement to enable support to be provided by thisfunded project. As well as being a record of the support provided, the data may be used to for reporting purposes (e.g. to the European Commission) and also for subsequent evaluation of the project (e.g. to contact beneficiaries to understand their views on how they have benefited from the project). The data may be used by the project deliverer, BIS, or DCLG’*s* appointed agent (e.g. an external consultant appointed to evaluate the project), for the purposes outlined above.

|  |
| --- |
| **Signatory of beneficiary, confirming the details contained in this De Minimis declaration are true and accurate, and agreement that the data can be used as per the Data Protection statement.** |
| **Name:** |  | **Signature:** |  |
| **Position:** |  | **Date:** |  |

**ANNEX 4- GENERAL DATA PROTECTION REGULATION STATEMENT**

In accordance with the new General Data Protection Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR), in force since 25 May 2018, we present in these terms, sufficient assurance of the execution of appropriate technical and organizational measures for processing data as required by the GDPR.

In view of the foregoing, we hereby report, specifically:

- that we treat personal data only with documented instructions from the data manager, including data transfers to third countries or international organizations, unless you are required to do so by European Union law or Member State law to which you are subject, in this case you inform the person responsible for the treatment of that requirement, before proceeding to such transfer, unless such information is prohibited on grounds of public interest;

- That we guarantee that persons authorized to process personal data have assumed a commitment of confidentiality or are subject to appropriate legal obligations of confidentiality;

- That we have adopted all treatment safety measures, namely:

* The pseudonomization and encryption of personal data;
* The ability to ensure the continued confidentiality, integrity, availability and resilience of treatment systems and services;
* Ability to restore availability and access to personal data in a timely manner in the event of a physical or technical incident;
* Have a process to regularly test, estimate and evaluate the effectiveness of technical and organizational measures to ensure safety treatment.

Compliance with a code of conduct or certification procedure, may be used as an element to show compliance with all these obligations:

- Only another subcontractor will be contracted if the data controller so authorizes or, in case of prior authorization, notifying the Treatment Manager of the contracting of a subcontractor who must comply with all treatment obligations resulting from the GDPR;

- Assistance is provided to the data controller by appropriate technical and organizational measures to enable him to fulfill his obligation to respond to requests from data subjects for the exercise of their rights;

- Assistance is provided to the data controller to ensure compliance with security obligations for processing, notification to the supervisory authority and holders in case of breach of personal data, impact assessment on data protection and prior consultation, as provided for in Articles 32 to 36, considering the nature of the processing and the information available to the subcontractor;

- Depending on the option chosen by the data controller, delete or return all personal data after the completion of the provision of treatment-related services, deleting existing copies, unless data preservation is required under European Union law and Member States law; and

- Provides the data controller with all the information necessary to demonstrate compliance with the obligations of the subcontractor and facilitates and contributes to the audits, including inspections conducted by the data controller or other auditor for the data controller.

The Contractor undertakes to inform the data controller immediately if he considers that any instruction violates the GDPR, European Union law or Member State law on data protection.

Entity Legal representative

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Signature:** |  |
| **Position:** |  | **Date:** |  |