

LIST OF PRE-CONTRACTING DOCUMENTS

(applicable for calls without State aid incidence)

Legal documents (e.g.: article of association, statutes, deed of foundation, establishing resolution law or equivalent documents according to national legislation)

- a) In case of Romanian applicants:
 - Justifying document stating the **method of representation** (according to the national legislation);
- 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;

The criminal record for the legal representative for all **Romanian** beneficiaries;

Fiscal certificate regarding the fulfilment of the obligations related to the payment of debts to the consolidated state budget (*the public debt status of Hungarian entity can be verified online at http://nav.gov.hu/nav/adatbazisok/koztartozasmentes/egyszeru_lekerdezes*);

Fiscal certificate regarding local taxes (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*);

Valid up-to-date official documents stating the right of property (issued after the selection of the Concept Note/Application form), if the case (*electronically authenticated title deeds are accepted in case of Hungarian Beneficiaries*);

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.hu/allampolgaroknak/civil-szervezetek/civil-szervezetek-nevjegyzeke-kereses>*), or **equivalent proof in case of Churches**, in line with GfA;

Decisions of the empowered bodies (County Council, Board of directors, etc.) regarding the support of the project and the **availability of own resources** and assuming the positions **in the project implementation team** (if applicable);

Project justification sheet (Fișă de fundamentare a proiectului – Annex to Order no. 190/2016 and Order no. 5687/1799/2017) in case of **Romanian beneficiaries**;

Legal Entity Form filled in and signed by the legal representative for all beneficiaries, according to the type of the organization;

Budget of the project signed by the legal representative and stamped;

Partnership agreement signed by all project partners;

Schedule for spending forecast and reimbursement claims, issued by Lead beneficiary only, having inserted all the data collected from the beneficiaries (not applicable for Concept Note phase) signed by the legal representative and stamped;

Declaration on own responsibility during pre-contracting phase regarding double financing, for all beneficiaries;

Declaration on own responsibility regarding the type of beneficiary, for all beneficiaries;

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.

ATTENTION!

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.