



SME REGISTRATION FORM

COMPANY DETAILS

Business Name:

Reg address:

Trade address:

Postcode:

Postcode:

Website:

Contact No:

Borough:

Trading period: Not currently trading Less than 6 months 7-11 months 12-23 months More than 24 months

SME Status Declaration

An SME (Small and Medium Sized Enterprise) is defined as a business that meets the following conditions:

- it employs fewer than 250 persons;
- its annual turnover is below €50m (approximately £40m);
- its balance sheet is below €43m (approximately £34m);
- its business is not a subsidiary and /or under the control of a larger non SME entity.

For further guidance see below link to the EU's website on SME definition.

http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/index_en.htm

I declare that :

Yes – my business meets the above definition of an SME

No – my business does not meet the above definition of an SME

Please note that we are unable to offer support on this programme if you do not meet the criteria for an SME

CONTACT OF ACCOUNTABLE PERSON

Contact Name:

Email:

Position:

Tel Number:

Employment status: Full Time [more than 30 hrs] Part Time [less than 30 hrs] Self Employed

TYPE OF BUSINESS

For profit:

Sole trader Partnership Limited liability [Ltd] Public limited [Plc] Limited partner

For non-profit:

Social enterprise Social firm Limited by guarantee Co-operative Registered charity

Com interest co [CIC]

Please provide either Company Registration Number or Unique Tax Reference Number:

Company Reg Number:

Unique Tax Ref Number:

Date of Registration:

Date of Registration:

The Building Legacies programme offers a free sourcing and matching service between buyers and suppliers on major regeneration across London. If you would like to be considered for suitable projects please consent to having your details put forward:

Yes, I consent to having my details put forward

ABOUT YOUR COMPANY

Please select the sectors that best describe your organisation:

- | | | | | |
|--|---|--|---|--|
| <input type="checkbox"/> Agriculture & Fishing | <input type="checkbox"/> Banking & Insurance | <input type="checkbox"/> Business Services | <input type="checkbox"/> Clothing or footwear | <input type="checkbox"/> Construction |
| <input type="checkbox"/> Education & Training | <input type="checkbox"/> Environmental services | <input type="checkbox"/> Energy | <input type="checkbox"/> Engineering | <input type="checkbox"/> Food & drink |
| <input type="checkbox"/> Health | <input type="checkbox"/> Hospitality & leisure | <input type="checkbox"/> Hotels & catering | <input type="checkbox"/> IT or Internet | <input type="checkbox"/> Printing & Publishing |
| <input type="checkbox"/> Public administration | <input type="checkbox"/> Recreational or cultural | <input type="checkbox"/> Retail | <input type="checkbox"/> Wholesale distribution | |
| <input type="checkbox"/> Other: (please state) _____ | | | | |

Are you a member of a business or trade organisation, e.g. Royal Institute of Chartered Surveyors? *Please provide details below (4 lines max):*

Is the company accredited, e.g. ISO, Investor in People, CHAS? *Please provide details below (3 lines max):*

Please provide background information on the company below, e.g. who established it and how has it evolved? (4 lines max)

Briefly describe the goods and services your company offers: *(Please state if you are an approved supplier or installer of particular products or equipment. It is important to provide as much information as possible in order for your business to be matched to all relevant opportunities.) (4 lines max)*

Briefly describe the current markets that you are working in and the intended markets that you would like to move into (4 lines max):

What are your company's unique selling points? (4 lines max)

Does your company currently use social media? (Please state username.)

Twitter:

Face Book:

LinkedIn:

Instagram:

Pinterest:

Other:

What is the approximate average value of the contracts you tender for?

- | | | | | |
|--|--|--|--------------------------------------|--|
| <input type="checkbox"/> None as yet | <input type="checkbox"/> Under £10k | <input type="checkbox"/> £10k-49,999 | <input type="checkbox"/> £50k-99,999 | <input type="checkbox"/> £100k-149,999 |
| <input type="checkbox"/> £150k-199,999 | <input type="checkbox"/> £200k-249,999 | <input type="checkbox"/> £250k-499,999 | <input type="checkbox"/> £500k-1m | <input type="checkbox"/> Over £1m |

Please give a sample of contracts that your company has won in the past three years:

1) Client name: _____	2) Client name: _____
Description of work: _____	Description of work: _____
Contract value: _____ Date: _____	Contract value: _____ Date: _____

3) Client name: _____	4) Client name: _____
Description of work: _____	Description of work: _____
Contract value: _____ Date: _____	Contract value: _____ Date: _____

Does the company or organisation have any of the following?

- a) Public Liability insurance: Yes (state amount) £ _____ No
- b) Employer liability insurance Yes (state amount) £ _____ No
- c) Professional indemnity insurance Yes (state amount) £ _____ No

What was the turnover of your organisation for the last financial year: (if unable to provide actual please tick appropriate box)

* Last Year Turnover: £ _____ Number of months trading: _____ months

* baseline amount at sign-up excluding VAT

<input type="checkbox"/> None as yet	<input type="checkbox"/> Under £10k	<input type="checkbox"/> £10k-49,999	<input type="checkbox"/> £50k-99,999	<input type="checkbox"/> £100k-149,999
<input type="checkbox"/> £150k-199,999	<input type="checkbox"/> £200k-249,999	<input type="checkbox"/> £250k-499,999	<input type="checkbox"/> £500k-1m	<input type="checkbox"/> Over £1m

Which of the following do you have:

- A) Audited accounts for the last 3 years: Yes No B) Published accounts: Yes No
- C) Financial statements and 12-monthly cash flow forecasts: Yes No

Does your company have any of the following policies in place? Please tick all as appropriate:

- Equality and diversity policy Environmental policy Health & Safety policy Quality Assurance policy

If you have not got these policies in place, would you like support to implement them?

- Yes No Please state which policies you would like support with:

How many staff do you employ in total? _____	Full time _____	Part time _____	Sub-contractors _____
Are any jobs 'at risk' – how many? _____	Full time _____	Part time _____	Sub-contractors _____

What percentage of your staff resides in each borough?

_____ % Barking & Dagenham	_____ % Greenwich
_____ % Hackney	_____ % Havering
_____ % Newham	_____ % Tower Hamlets
_____ % Waltham Forest	_____ % Other London

DIRECTORATE DETAILS

Please note that the following data is captured in order for Building Legacies to measure how it is supporting the needs of London's diverse business communities. This information is strictly confidential and will be seen only by employees of Building Legacies.

Would you consider your business to be Black, Asian, or Minority Ethnic owned? i.e. a business with over 51% shares – ownership or management?

Yes No

What is the ethnicity of the business ownership? *(please tick all that apply)*

- | | | | | |
|--|--|--|--|---|
| <input type="checkbox"/> White British | <input type="checkbox"/> White Irish | <input type="checkbox"/> White Other [EU] | | |
| <input type="checkbox"/> Asian British | <input type="checkbox"/> Asian Bangladeshi | <input type="checkbox"/> Asian Pakistani | <input type="checkbox"/> Asian Indian | <input type="checkbox"/> Asian Other |
| <input type="checkbox"/> Black British | <input type="checkbox"/> Black African | <input type="checkbox"/> Black Caribbean | <input type="checkbox"/> Black Other | |
| <input type="checkbox"/> Mixed White & Asian | <input type="checkbox"/> Mixed White & Black African | <input type="checkbox"/> Mixed White & Black Caribbean | <input type="checkbox"/> Mixed Other | |
| <input type="checkbox"/> European Baltic | <input type="checkbox"/> European Slavonic | <input type="checkbox"/> European South Caucasian | <input type="checkbox"/> Greek/Cypriot | <input type="checkbox"/> European Other |
| <input type="checkbox"/> Kurdish | <input type="checkbox"/> Malayan | <input type="checkbox"/> Middle Eastern | <input type="checkbox"/> North African | <input type="checkbox"/> Turkish |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Japanese | <input type="checkbox"/> Filipino | <input type="checkbox"/> Vietnamese | <input type="checkbox"/> Indonesian |
| <input type="checkbox"/> No clear majority | <input type="checkbox"/> Prefer not to say | <input type="checkbox"/> Other: [please state] _____ | | |

What is the gender majority of the ownership? i.e. a business with over 51% shares – ownership of management

Male Female No clear majority Prefer not to say

Is the business partly or majority owned by a person or persons with a disability?

Yes No Prefer not to say

STATE AID DECLARATION

You are being offered assistance under the European Commission's *de minimis* regulation (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, Official Journal L 379 of 28.12.2006). This allows an enterprise to receive up to €200,000 worth of assistance over any three fiscal year period. The estimated amount of *de minimis* aid that your company will receive through the Building Legacies project is £656.45 (€749.29) for 12 hours of support. You will receive a state aid certificate at the end of your involvement with the Building Legacies project confirming how much *de minimis* aid you received.

To confirm that you are able to receive this assistance you must declare the full amount of *de minimis* aid (in pounds and euros) you have already received over the past two fiscal years and the current. You must also declare the amount of aid received under the new '*Small amounts of compatible aid*' scheme (N43/2009) – see below for further information. The maximum combined aid that can be granted to any enterprise under *de minimis* and the *Small amounts of compatible aid* scheme is €500,000.

Potentially any assistance you may have received from a public body might be *de minimis* aid. This could be from central, regional, devolved governments or agencies or a local council. However, in this declaration you must only include aid that was strictly classified as *de minimis* (or was specifically granted under the *Small amounts of compatible aid* scheme). Below is a list of possible forms of aid that might be given as *de minimis*.

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

2015	2016	2017	2018	2019	TOTAL

DECLARATION

The following are examples of possible forms of aid (this is not a comprehensive list). It should give you an indication of common forms of aid which you may have been given over the past three fiscal years. If you are not sure whether or not any public assistance you have received is classified as *de minimis* aid please contact the body which granted the assistance to get clarification.

- Grant from public bodies
- interest rate relief;
- tax relief;
- tax credits;
- State guarantees or holdings;
- State provision of goods or services on preferential terms;
- direct subsidies;
- tax exemptions;
- preferential interest rates;
- guarantees of loans on especially favourable terms;
- acquisition of land or buildings either gratuitously or on favourable terms;
- provision of goods and services on preferential terms;
- indemnities against operating losses;
- reimbursement of costs in the event of success;
- State guarantees, whether direct or indirect, to credit operations preferential re-discount rates;
- dividend guarantees;
- preferential public ordering;
- reduction of, or exemption from, charges or taxes, including accelerated depreciation and the reduction of social contributions;
- deferred collection of fiscal or social contributions;
- assistance financed by special levies;
- capital transfers;
- certain State holdings in the capital of undertakings.

Less obvious examples where State aid might arise include:

- consultancy advice provide either free or at a reduced rate;
- advantages resulting from the activities of agencies for urban renewal;
- assistance to help companies invest in environmental projects;
- assistance to help a public enterprise prepare for privatisation;
- legislation to protect or guarantee market share;
- public private partnerships and contracts not open to competitive tendering;
- Receipt of landfill tax credit funding.

Some surprising examples of State aid:

- free advertising on State owned television;
- infrastructure projects benefiting specific users.

Undertaking in Difficulty

I confirm that my business is not an 'undertaking in difficulty', as defined under Union State aid rules:

'Undertaking in Difficulty' means an undertaking in respect of which at least one of the following circumstances occurs:

(a) In the case of a limited liability company (other than an SME that has been in existence for less than three years or, for the purposes of eligibility for risk finance aid, an SME within 7 years from its first commercial sale that qualifies for risk finance investments following due diligence by the selected financial intermediary), where more than half of its subscribed share capital has disappeared as a result of accumulated losses. This is the case when deduction of accumulated losses from reserves (and all other elements generally considered as part of the own funds of the company) leads to a negative cumulative amount that exceeds half of the subscribed share capital. For the purposes of this provision, 'limited liability company' refers in particular to the types of company mentioned in Annex I of Directive 2013/34/EU (1) and 'share capital' includes, where relevant, any share premium.

(b) In the case of a company where at least some members have unlimited liability for the debt of the company (other than an SME that has been in existence for less than three years or, for the purposes of eligibility for risk finance aid, an SME within 7 years from its first commercial sale that qualifies for risk finance investments following due diligence by the selected financial intermediary), where more than half of its capital as shown in the company accounts has disappeared as a result of accumulated losses. For the purposes of this provision, 'a company where at least some members have unlimited liability for the debt of the company' refers in particular to the types of company mentioned in Annex II of Directive 2013/34/EU.

(c) Where the undertaking is subject to collective insolvency proceedings or fulfils the criteria under its domestic law for being placed in collective insolvency proceedings at the request of its creditors.

(d) Where the undertaking has received rescue aid and has not yet reimbursed the loan or terminated the guarantee, or has received restructuring aid and is still subject to a restructuring plan.

SME DECLARATION

By registering with the Building Legacies programme you receive a minimum of 12 hours free tailored support to help your company to effectively tender for contracts. Please tick below if you are willing to commit to this support and we will contact you to arrange a Business Needs Analysis at a time convenient to you.

Yes, my company would like to receive the free business support and I agree to commit to a minimum of 12 hours support from the Building Legacies programme.

I declare that the information provided in relation to De Minimis aid received by our business for the previous years as stated is true, accurate and to the best of my knowledge.

I consent to being contacted by an evaluator in respect of the support received whilst on this ERDF project. The evaluation report will be presented to the Greater London Authority's European Programmes Management Unit in an anonymised report and you will not be mentioned by name or other distinguishing characteristic.

Full name [in caps]

Signature:

Date:

Please return your completed form to:

**Building Legacies
c/o East London Business Place
Level 5, One Canada Square, Canary Wharf, London, E14 5AB**

**Email: info@elbp.co.uk
Phone: 020 7537 6480**

DATA PROTECTION

Building Legacies may collect personal information when you register with us and use our services. The registration process involves providing Building Legacies with your email address, contact details, ownership profile and employee profiles. Building Legacies may use this information, in accordance with its obligations under the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), to:

- Provide you with access to our website;
- Contact you in connection with prospective buyers, other business opportunities and other business support advice and information;
- Evaluate Building Legacies
- Monitor diversity and
- Target sources.

Building Legacies may share the information it collects about you with other parties. Building Legacies does not sell or rent this information to others but will send personally identifiable information about you (which you have supplied in connection with business opportunities) to other companies, organisations or people in the following situations:

- Agents and partners: Building Legacies may share your information with interested Third Parties and organisations which we employ or with which we cooperate to support business improvement. These agents and partners may have access to personal information for the purposes set out in this document but may not use it for any other purpose;

- Compliance with law, fraud and risk avoidance: Building Legacies will release personal information where it is required or permitted to do so by law or by the regulations and other rules (including auditing requirements) to which it is subject. Building Legacies may in particular exchange information with other companies and organisations for fraud protection and credit risk reduction; and

- Consent: other than in the above situations Building Legacies will not share personal information with third parties without your consent.

You have the right to ask for a copy of the information held by Building Legacies in its records which will be provided within one calendar month. You also have the right to require us to correct any inaccuracies in your information.

Full privacy statement is available on: <https://buildinglegacies.co.uk/privacy-policy/>

TO BE COMPLETED BY PROJECT STAFF ONLY:

Referred for business support : C1 support C5 support (new enterprise)

Form Checked By (name): _____ Date: _____