ESA BIC Application Template – Cover Letter and Requirement Checklist, v5.2, 07/12/2023

ESA BIC Belgium - Issue A, 03/04/2025

[Please insert information as requested and remove all blue text including brackets “[“ and “]” before submitting the document. In the requirements checklists, ensure that the word "compliant” is inserted at relevant places and remove it in case of not being compliant.]

[Sender: Name] [company logo, if available]

[Company (if already founded)]

[Address]

[E-Mail]

[Web Site (if available)]

SUBJECT: Application to ESA BIC Belgium

REF: [Please insert your own reference number here]

Dear Madam, dear Sir,

In response to the Permanent Open Call for Proposals for Business Incubation issued by Novaspace and BeCentral, we are pleased to submit **our proposal** to host [insert name of existing company or company to be founded] in ESA BIC Belgium, on BeCentral’s premises.

Please find attached hereto the following documents:

* Business Plan
* Incubation Proposal

1. The Application is **compliant with the Requirements** outlined in the Requirement Checklists attached to this document.

2. The **contract conditions have been read, understood and accepted**.

Any queries relevant to the proposal are to be addressed to the attention of:

[Name(s)]

[Address(es)]

[Phone]

[E-Mail]

Contact information of the person(s) who will be in charge of the day-to-day management:

[Name(s)]

[Address(es)]

[Phone]

[E-Mail]

Contact information of the legal representative who will be in charge of signing the contract:

[Name(s), representing a majority of company shares in the (intended) company]

[Address(es)]

[Phone]

[E-Mail]

**Signature(s): Date:** [insert date of submission]

[Insert Sender(s) Name(s), Title(s), and Signature(s), representing a majority of shares in the (intended) company, as per Chamber of Commerce registration form or similarly]

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Requirements ChecklistS

|  |  |
| --- | --- |
| **ESA General Application Requirements** | **Compliance statement** |
| [Choose section (a) or (b), depending on company status] |  |
| 1. In case the Applicant is a legal entity |  |
| The Applicant’s first registration at a chamber of commerce, or equivalent, has taken place no longer than 5 years prior to submission of Applicant’s proposal. [attach the Chamber of Commerce Registration Form, or equivalent, if available] | [compliant] |
| More than half of the shares are owned – directly or indirectly – by the authorised representatives applying on behalf of the Applicant.  Mark as applicable:  ( ) The Applicant has legal personality  ( ) The Applicant is a legal entity without legal personality[[1]](#footnote-2) | [compliant] |
| The company must fall into the EU definition of SME (European Commission Recommendation 2003/361) | [compliant] |
| OR |  |
| 1. In case the applicant is not yet a legal entity |  |
| The Applicant shall set up and register a company in Belgium before signing an incubation contract. | [compliant] |
| More than half of the shares of the new company will be owned by the Applicant. | [compliant] |
|  |  |
| [The following requirements apply to all applicants] |  |
| Please provide the names of the owners and the (intended) related shareholding:   1. [Full Name] (\_\_%) 2. [Full Name] (\_\_%) 3. [Full Name] (\_\_%) 4. [Full Name] (\_\_%)   [add lines if needed]  If voting shares are different from ownership shares, add information above. |  |
| The Applicant’s product or service is based on a transfer of space technology to, and/or utilisation of a space system in a non-space environment (spin-off), or exploitation of non-space technology in the space market (spin-in). | [compliant] |
| The Applicant sells and delivers innovative products, processes or services for his own account and risk. | [compliant] |
| The Applicant does not conduct business activities promoting, or being related to, alcohol, tobacco, religion, politics, intolerance, violence, firearms or other weapons, pornography, obscenity, gambling or illegal drugs. | [compliant] |
| The Applicant will not provide consultancy as main business activity. | [compliant] |
| The Applicant is able to communicate in English. | [compliant] |
| The Applicant acknowledges the State Aid restrictions applicable in the European Union and will inform of any financial support received before and during the execution of the incubation contract. | [compliant] |
| The Applicant states that the terms and conditions of the draft incubation contract and the draft rental agreement are accepted without any reservations.[[2]](#footnote-3) | [compliant] |
| The Applicant states that all the key personnel under the incubation contract have all the relevant working permits for the duration of the incubation contract. | [compliant] |
| The Applicant is not and undertakes not to be hosted in another business incubator (including any other ESA BIC), or entity or organisation providing similar support, for the duration of the incubation contract. (Participation in complementary programmes may be agreed upon on a case-by-case basis). Please contact the ESA BIC managers for specific questions on the matter. | [compliant] |
| The Funding is linked to work packages within the incubation project only. | [compliant] |
| The Funding is granted in net amounts (not including VAT). | [compliant] |
| The Applicant understands that information provided in the application and in the supplementary data sheet is binding and forms the basis of the funding granted. Any changes in this information must be reported immediately and are subject to approval. | [compliant] |
| In case the Applicant has applied to an ESA BIC before, the Applicant has informed ESA BIC Belgium about this in advance of the application. Provide details here:  [Which ESA BIC], [When application took place], [Name of proposal] [OR N/A] | [compliant] |
| The Applicant(s) shall provide a copy of an official identity document (passport or similar) with this application for each person signing the application. If applicable, a copy of relevant working permits and VISAs shall also be provided. (Please provide all such copies in one separate file, not as part of the application text documents.) | [compliant] |

|  |  |
| --- | --- |
| **ESA BIC Belgium Specific Application Requirements** | **Compliance statement** |
| The authorized representative of the Applicant must become a resident of Belgium before signing an Incubation Contract. | [compliant] |
| Company headquarters have to be located in Belgium. | [compliant] |
| The company commits to a reasonable presence on BeCentral premises, in line with the coaching hours delivered. | [compliant] |
| The Applicant has been in dialogue with ESA BIC Belgium prior to submitting the application. | [compliant] |

By signing the Cover Letter, to which these Requirement Checklists are attached, I declare that my application is compliant to the General and the Specific Application Requirements or that I shall undertake all necessary actions to ensure the compliance to same.

**DATA PROTECTION**

By submitting the application for ESA BIC Belgium, the Applicant gives by signing beneath this statement, free, specific, informed and unambiguous consent to Novaspace and BeCentral with the controlling and the processing of its personal data in relation to this Open Call and for the purpose of possible selection for the ESA BIC Belgium upon fulfilment of all requirements set in the Open Call. Such consent to the controlling and the processing of the personal data shall be permitted only for the duration of 1 (one) year upon signature of the contract resulting from the subject Open Call. Agreement to the controlling and processing of personal data is necessary in order to fully evaluate the Applicant’s application to the Open Call for the ESA BIC Belgium, and, if successful, in order to enter into contractual agreement as stipulated in the Open Call.

The Applicant shall have the right to information and the right of access to its personal data, right to rectification and erasure (right to be forgotten), right to restriction of processing, right to data portability, right to object, right not to be subject to a decision based solely on automated processing. The particularities of these rights are stipulated in the Regulation (EU) 2016/679 of the European Parliament and the Council.

The Applicant shall have the right to withdraw its consent at any time. Such withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. It shall be as easy to withdraw as to give consent.

The Applicant has moreover the right to lodge a complaint with a supervisory authority established in Belgium.

I hereby give full consent to the above statement.

**Name(s) and Signature(s):[[3]](#footnote-4) Date:**

1. Note that an incubation contract can only be signed with a legal entity *with* legal personality. Please contact the ESA BIC in advance to clarify ownership structure. [↑](#footnote-ref-2)
2. Both documents are available from the ESA BIC as part of the application package. [↑](#footnote-ref-3)
3. Please have the form signed by all natural persons whose personal data is provided as part of the application. [↑](#footnote-ref-4)