**Space BIC by ERATOSTHENES CoE**

Application Template – Cover Letter and Requirement Checklist, v1.0, 12/06/2025 (subjected to amendment)

[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 if it is not compliant.]

**Applicant’s Name:** [insert full name]

**Company name (if existing):** [insert company name]

**Address:** [insert address]

**E-Mail:** [insert E-Mail address]

**Web Site (optional):** [insert website URL]

**Company logo:** [optional, attach if available]

**Subject:** Application for Business Incubation at Space BIC by ERATOSTHENES CoE

Dear Madam/Sir,

In response to the Dedicated Call for Proposals for Business Incubation issued by the Space BIC by ERATOSTHENES CoE, we are pleased to submit **our application** to host [insert name of existing Company or Company to be founded] in the upcoming incubation cycle.

Please find attached:

* **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):** [insert name(s)]

**Address(es**): [insert address(es)]

**Telephone:** [insert telephone]

**E-Mail:** [insert E-Mail address]

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

**Name(s):** [insert name(s)]

**Address(es**): [insert address(es)]

**Telephone:** [insert telephone]

**E-Mail:** [insert E-Mail address]

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

**Name(s):** [insert name(s) representing a majority of company shares in the (intended) Company]

**Address(es**): [insert address(es)]

**Telephone:** [insert telephone]

**E-Mail:** [insert E-Mail address]

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

[Insert Applicant(s) Name(s), Title(s), and Signature(s), representing a majority of shares in the (intended) company. For an existing company, provide copies of the statute of the Company, certificate of company incorporation, certificate of director and secretary, certificate of shareholders and any other relevant documentation available (VAT number, etc).]

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# Requirements Checklists

|  |  |
| --- | --- |
| **General Application Requirements** | **Compliance statement** |
| [Select and complete either section (a) or (b) based on your Company's current legal status.] |  |
| 1. If the Applicant **IS** a legal entity: |  |
| The Applicant’s initial company incorporation has taken place no more than 5 years prior to the submission of the Applicant’s proposal. [attach the certificate from the Registrar of Companies] | [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 is a legal entity with legal personality  ( ) The Applicant is a legal entity without legal personality[[1]](#footnote-1) | [compliant] |
| The Company meets the EU definition of a SME (European Commission Recommendation 2003/361) | [compliant] |
| **OR** |  |
| 1. If the Applicant **IS NOT** yet a legal entity |  |
| The Applicant(s) shall set up and register a company in Cyprus before signing an incubation contract. | [compliant] |
| More than half of the shares of the new Company will be owned by the Applicant(s). | [compliant] |
| [The following requirements apply to all applicants] |  |
| Please provide the names of the owners and the (intended) shareholding percentages:   1. [Full Name] (\_\_%) 2. [Full Name] (\_\_%) 3. [Full Name] (\_\_%) 4. [Full Name] (\_\_%)   [add additional lines if required]  If voting shares are different from ownership shares, please specify clearly. |  |
| 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 does not conduct business activities promoting or relating 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 the main business activity. | [compliant] |
| The Applicant can communicate effectively 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 agrees that the terms and conditions of the draft incubation contract are accepted without any reservations.[[2]](#footnote-2) | [compliant] |
| The Applicant accepts that all the key personnel under the incubation contract have all valid working permits throughout the incubation contract period. | [compliant] |
| The Applicant is not and will not participate concurrently in another business incubator or similar entity during the incubation contract period unless specifically agreed upon. | [compliant] |
| Funding will be strictly linked to incubation project work packages. | [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] |
| Provide relevant information in the case where the Applicant had participated in other incubation programs (e.g. ESA BIC or similar). Provide details here:  [Which ESA BIC or similar], [When application took place], [Name of proposal] [OR N/A] | [compliant] |
| Each signatory is provided with a copy of official identity documents (passport or similar). If applicable, copies of 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] |

By signing the Cover Letter, to which these Requirement Checklists are attached, I declare compliance with the General and the Specific Application Requirements or that I will commit to undertaking necessary actions to ensure compliance.

**DATA PROTECTION**

In case of the submission of the application for the Space BIC by ERATOSTHENES CoE by a natural person (referred further to as “data subject” for the purpose of the EU General Data Protection Regulation- GDPR), the data subject gives by his or her signature beneath this statement, free, specific, informed and unambiguous consent to Space BIC with the controlling and the processing of his or her personal data in relation to this Permanent Open Call and for the purpose of possible selection for the Space BIC upon fulfilment of all requirements set in the Call. Such consent to the controlling and the processing of his or her data shall be permitted only for the duration of 1 (one) year upon signature. Agreement to the controlling and processing of personal data is necessary in order to fully evaluate his or her application to the Call for the Space BIC and, if successful, in order to enter into contractual agreement as stipulated in the Call.

The data subject shall have the right to information and the right of access to his or her 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 data subject shall have the right to withdraw his or her 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 data subject has moreover the right to lodge a complaint with a supervisory authority established in each of the EU Member State as indicated in the GDPR.

I hereby give full consent to the above statement.

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

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