



APPLICATION FORM¹

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DEVELOPMENT CENTERS

INTRODUCTORY NOTES

Interested companies can apply for membership in the Science and Technology Park Niš (STP Niš) by filling out the following form and submitting the attachments listed below. In accordance with the rules of the Public Call for Membership in STP Niš, technology companies that develop new or improve existing products, processes and services can apply, namely: micro, small and medium-sized enterprises², as well as large companies to locate their development departments in STP Niš.

In order to conduct the assessment in the best possible way, it is necessary to demonstrate the innovative, human resources, financial and management potential of the applying company, as well as clearly explain the plans and projections of the programs that will be implemented at STP Niš.

If:

- A company (domestic or foreign) establishes a new legal entity, in accordance with the terms of the Public Call, which will implement the program in the STP Niš, it is necessary to demonstrate development capacities through the potential of the parent company, while the planned work program that will be implemented by the new legal entity in the STP Niš is explained separately in section 4 and section 5 of this form.
- The company applying was established less than 3 years ago from the date of submission of the application and therefore does not have data on its operations for the time period requested in this form. It is necessary to fill out the form with the available data, and as an attachment to the application, it can submit relevant data and references of the parent company if it is a subsidiary of a foreign or domestic company.

¹- To be filled out electronically in this document and sent in the pdf format to the email address specified in the Public Call.

²- Based on Article 6 of the Accounting Law ("Official Gazette of the Republic of Serbia", No. 62/2013, 30/2018 and 73/2019 - other law), micro legal entities are those that do not exceed two of the following criteria: a) average number of employees 10, b) business income of EUR 700,000 in dinar equivalent and c) average value of business assets (calculated as the arithmetic mean of the value at the beginning and end of the business year) EUR 350,000 in dinar equivalent; Small legal entities are those that exceed the two criteria listed for micro legal entities, but do not exceed two of the following criteria: a) average number of employees 50, b) business income 8,800,000 EUR in dinar equivalent and c) average value of business assets (calculated as the arithmetic mean of the value at the beginning and end of the business year) 4,400,000 EUR in dinar equivalent; Medium-sized legal entities are those that exceed the two criteria listed for small legal entities, but do not exceed two of the following criteria: a) average number of employees 250, b) business income 35,000,000 EUR in dinar equivalent, and c) average value of business assets (calculated as the arithmetic mean of the value at the beginning and end of the business year) 17,500,000 EUR in dinar equivalent; large legal entities are those that exceed the two criteria listed for medium-sized legal entities.



- The company applying is a newly established company (domestic or foreign) and therefore does not have data on its business for the time period requested in this form. It is necessary to complete the introductory part, sections 4 and 5 of this form and attach documents marked with *, and to prove its development capacity in section 4.5 or with additional references from its partners/investors.

Foreign companies that wish to locate their development departments in STP Niš will be required to register a subsidiary/branch/business unit in Serbia before acquiring STP Niš member status, i.e. before moving to STP Niš.

All fields in the form are required. We recommend that you save a copy of the data from the form so that in the event of a power outage or unstable internet connection, the data from your application will be saved.

All data provided in the form will be treated strictly confidentially and will be used exclusively for the purpose of applying for membership in STP Niš.



1. BASIC INFORMATION

In accordance with the stated conditions of the Public Call, you are applying for:

- Full membership (business space, infrastructure and professional services)
- The company was founded more than two years ago:
- A company that plans to completely transfer its operations to STP Niš
 - Already established subsidiary/branch/business unit in Serbia
 - The parent company that establishes a subsidiary/branch/business unit in Serbia to implement the program at STP Niš
- Newly established company:
- A company that plans to completely transfer its operations to STP Niš
 - Already established subsidiary/branch/business unit in Serbia
 - The parent company that establishes a subsidiary/branch/business unit in Serbia to implement the program at STP Niš

Company name:			
Address/headquarters:			
Registration number:		Full name:	
Year of foundation:		Website:	
Contact person:		Email:	
Phone:		Mobile phone:	
Ownership:	Private <input type="checkbox"/>	State <input type="checkbox"/>	Mixed <input type="checkbox"/>
Legal form:	Partnership <input type="checkbox"/>	Limited partnership <input type="checkbox"/>	Limited liability company <input type="checkbox"/>
	Joint stock company <input type="checkbox"/>	Other:	
Company size:	Micro and small business <input type="checkbox"/>	Medium-sized enterprise <input type="checkbox"/>	Large company <input type="checkbox"/>
Sector in which the company operates:	Information and communication technologies <input type="checkbox"/>		<input type="checkbox"/>
	Biomedicine <input type="checkbox"/>		<input type="checkbox"/>



2. PERSONNEL AND FINANCIAL PROFILE

2.1 Please indicate the number of employees in the previous three years:

	y-3	y-2	y-1
Total number of employees			
Number of employees with higher education			

2.2 Please indicate your total income for the past three years:

	y-3	y-2	y-1
On the domestic market (EUR)			
Export (EUR)			



3. INNOVATIVE POTENTIAL

3.1 Provide data on the share of individual products/services of the company in the company's revenue in the previous three years (enter the percentage of share in the company's revenue in previous years):

		y-3	y-2	y-1
Type of product/service (provide details for the most important products and services individually - up to 5) ³	Innovative (Yes/No):	Share in total revenue products / services		
		%	%	%
		%	%	%
		%	%	%
		%	%	%
		%	%	%

3.2 Please indicate how much you have invested in total in research and development in relation to total revenue (as a percentage, by year):

	y-3	y-2	y-1
	%	%	%

3.3 Please indicate whether your company has, in the past three years:

	Yes	No
1) Registered patent		
2) Protected industrial design		
3) Trademark protection		
4) Copyright protected		

3.4. Has your company had a contractual cooperation with scientific research organizations - institutes and/or faculties in the past five years for the purpose of developing innovative products and services?
If your answer is "YES", please list those organizations and describe the cooperation achieved.

Form of cooperation:	Institution name:	Period:	Short description:
1) Research and development			
2) Equipment and industrial engineering			
3) Production set-up and pre-production development			
4) Marketing for new products			
5) Acquisition of non-embedded technology			
6) Acquisition of embedded technology			

³You can provide more information about products/services in the references of companies developing new/improved products, processes and services, which are submitted as an attachment to the Form.



7) Design			
8) Other			



4. PLANNED WORK PROGRAM IN THE NEXT PERIOD AT STP NIŠ

4.1	A brief description of the program that your company will implement at STP Niš (up to 2500 characters)
4.2	The product/service/process you are developing with special emphasis on the development phase the program is currently in. (up to 2500 characters)
4.3	Structure and capacity of the management team (up to 2500 characters)
4.4	Market, target users - describe how your product/service meets the needs of the market and who the target users are, as well as opportunities for commercialization of the program (up to 2500 characters)



4.5	Financial resources - specify the necessary and available funds with sources of financing (up to 2500 characters)			
	Available funds	Required funds	Sources of funding	
			Own funds	Loans and other sources
4.6	Please indicate the staffing and financial potential of the program in the specified period.			
	Current and projected number of employees in the program implemented in STP			
			g	d+1
	Total number of employees			
	Number of employees with higher education			
	Current and projected revenue in the specified period			
			g	d+1
	On the domestic market (EUR)			
	Export (EUR)			
4.7	Cooperation with scientific research organizations - institutes and/or faculties for the purpose of developing innovative products and services - indicate whether you plan this type of cooperation in the next five years and describe the form of cooperation (up to 1000 characters)			
4.8	Key risks (up to 1000 characters)			



5. EXPECTATIONS FROM STP NIŠ

5.1 What do you need to work at STP Niš:		
Space(mark with☑):	<input type="checkbox"/> Open	<input type="checkbox"/> Required converted space in sq. meters:
Office space	m ²	
Laboratory space	m ²	
Storage	m ²	
Required connection power	kWh	
Quality of space	<input type="checkbox"/> Usual	<input type="checkbox"/> Sterile
Connections (specify)		
Availability	Number of access cards	Number of parking spaces
Planned date of entry into STP Niš		
5.2 Services you can expect at STP Niš:		
Access to knowledge bases (mark with☑):		
a) highly educated personnel	<input type="checkbox"/> YES	<input type="checkbox"/> NO
b) researchers	<input type="checkbox"/> YES	<input type="checkbox"/> NO
c) use of laboratory/laboratory equipment)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Access to financial funds(mark with☑):	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Counseling (mark with☑):		
a) Domestic and foreign business programs	<input type="checkbox"/> YES	<input type="checkbox"/> NO
b) Intellectual property protection	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Financial and legal monitoring of business	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Certification	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Promotion	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Networking and internationalization	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Other (please specify):		



STATE WHY YOU CONSIDER YOUR COMPANY IS A GOOD CANDIDATE FOR MEMBERSHIP IN STP NIŠ:

The following attachments must be submitted with the Form:

1. **regular annual financial reports** for the previous three years (in the case of companies established after the time period for which financial statements are requested, submit financial statements for the number of years the company has been operating)
2. **references** companies developing new/improved products, processes and services:
 - subsidiaries/branches/business units that are less than three years old on the date of application may submit references from the parent company,
 - newly established companies submit references relating to potential investments and/or business partnerships, etc.*
3. **statement** of acceptance of the competition conditions, with date, signature and stamp of the responsible person *

Name and surname of the responsible person: _____

Function: _____

Contact information: _____



STATEMENT
of acceptance of the competition terms

On behalf of _____
(name and registered office of the business entity)

and as a representative of the aforementioned business entity submitting an application to the Public Call for Development Centers for membership in the STP Niš (hereinafter referred to as the "Applicant"), I confirm:

- that all information provided in the application form is true;
- that the applicant agrees with the terms of the Public Call for Development Centers for Membership in STP Niš;
- that the applicant has settled all tax and contribution obligations;
- that the applicant has not been issued a legally binding measure prohibiting the performance of an activity prior to submitting the application;
- that no bankruptcy or liquidation proceedings have been initiated against the applicant;
- that the applicant is not the subject of legal proceedings;
- that persons who have the authority to represent, manage or control the applicant have not been convicted of fraud, corruption, participation in criminal organizations, money laundering or any other illegal activity.

I hereby declare that the applicant agrees that STP Niš will evaluate our application in accordance with the groups of criteria listed in the Public Call and, based on that, make a decision to accept or reject the application.

In _____

M.P.

Signature of authorized representative

Date _____



Evaluation criteria	No. of points
1. Technological profile	20
- alignment with smart specialization areas	1-10
- technological intensity of the company	1-10
2. Innovation	30
- development and commercialization of innovative products and services	1-20
- cooperation with the scientific and research sector	1-10
3. Export potential	20
- presence in foreign markets / internationalization potential	1-20
4. Job creation potential and team capacity	20
- planned growth in the number of employees	1-10
- team capacity and competencies	1-10
5. Projected revenue growth	10
- existing and projected revenue growth	1-10