

No.	Question	Answer
1	I have registered my sole trader business and I already have steady and secure operations with four employees. I would like to request information and guidelines about any available support or grants for small businesses.	<p>The current call refers to MSMEs in export-oriented sectors and, according to the Guidelines for Applicants for this call, eligible applicants include legal persons registered prior to 01.01.2016. Considering that you are a sole trader, according to our current knowledge sole traders do not have the status of a legal person.</p> <p>We certainly advise you to register on our website www.eu4business.ba in order to receive notifications about other open calls.</p>
2	<p>According to your procedures and rules applicable to qualification procedures, before we start the qualification procedure please clarify the following:</p> <ol style="list-style-type: none"> 1. Can we apply for this programme, considering that the company was registered on 07.03.2016? 2. The current ownership structure is 51% BiH citizen and 49% private German citizen. 	<p>As stated in the Guidelines for Applicants: "To be eligible, the Applicant must:</p> <ul style="list-style-type: none"> • Be directly responsible for the preparation and management of the Action • Be a legal person; • Be registered in Bosnia and Herzegovina prior to 01.01.2016. • Belong to category of MSMEs operating in the following sub-sectors, under the respective statistical codes, of export-oriented industries." <p><u>The above criteria are eliminatory.</u></p> <p>Furthermore, applicants whose shares are owned by EU companies are not excluded from this public call. However, before applying, we would advise you to verify and be able to provide adequate evidence that, as a Group (including the foreign ownership structure), you meet the criteria for SMEs and that you remain within the scope of the Commission Regulation (EU) relating to the de minimis aid granted to "single company" (detailed in the Applicant Guidelines available on our website).</p>
3	I am addressing you regarding some details about the Call for Proposals for improvement of innovative capacity in micro, small and medium enterprises (MSMEs), specifically about the categorisation of enterprises. Considering that I have several clients that are interested in this call, please advise which criteria will be used for categorization of small and/or medium companies (number of employees, turnover, assets...)?	<p>Guidelines for Applicants provide the following definition of MSMEs:</p> <p><i>"MSMEs are enterprises that employ less than 250 persons, with annual turnover less than 50 million EUR and/or total balance sheet value less than 43 million EUR</i></p> <p>https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en</p>
4	Please advise whether eligible costs of a project for improvement of MSMEs' innovative capacity in export-oriented sectors may include the construction of a	Guidelines for Applicants state that construction works and/or purchase of equipment cannot be considered as a standalone project. In order to be eligible, it must be part of an integrated effort,

	<p>solar power plant in our own facility to serve the needs of our production plant, which would allow for more competitive pricing of our products in the foreign markets?</p>	<p>inseparable from the rest of the Action and indispensable for implementation of the project. Equipment purchase can account for maximum 50% of the eligible cost of the Action, while construction/infrastructure works can account for maximum 20% of the eligible cost. We certainly advise you to take these criteria into account when you design your project idea.</p>
<p>5</p>	<ol style="list-style-type: none"> 1. Can we apply for the introduction of production information systems (production software)? 2. Can we apply for introduction of new equipment to improve our production, in terms of higher quality of products? 3. Our company was awarded a grant by GIZ in the first public call in 2017. Are we eligible to apply again with a new project? 	<p>The Guidelines for Applicants state, inter alia, that eligible project activities include:</p> <p>“Introduction of organizational improvements in the company, reorganization of internal processes and procedures, related expertise and training, and development of new and improvement of existing products and/or services through new approaches in:</p> <p>Production (introduction of a new or improved product and/or service and/or process, utilization of new sophisticated equipment / equipment on a higher technological level, production lines, new tools, digitalization of production, energy efficiency, use of renewable energy, training for production employees...)”</p> <p>Furthermore, the Guidelines for Applicants state that procurement of equipment may be considered an eligible cost. Please also note that, in order to be eligible, equipment purchase must be part of an integrated effort, inseparable from the rest of the Action and indispensable for implementation of the project. Also, equipment purchase can account for maximum 50% of the eligible cost of the Action.</p> <p>With regard to previously awarded grants, please note that you must comply with the Commission Regulation (EU) on the de minimis aid granted to a “single company”: De minimis aid granted to a “single company” must not exceed 200,000 EUR over the current and previous two calendar years. In the framework of the General De Minimis Regulation, not just the single company but – in case of a group of companies – the entire group must be considered.</p>
<p>6</p>	<p>Please advise what documentation should I provide to demonstrate our eligibility with respect to our ownership of a company in the Republic of Croatia. Specifically, the company is a 100% owner of a Zagreb-based company so I kindly ask you to clarify whether we are eligible to apply for this Call for Proposals.</p>	<p>Before you apply, we would advise you to check and ensure that in the future you can demonstrate that as a group (including the company in Croatia, which you own) you meet the criteria for small and medium enterprises and that you are compliant with the Commission Regulation (EU) on “the de minimis aid granted to a single company” (as described in detail in the Guidelines for Applicants available on our website).</p>

		We also recommend that you consult your lawyer with regard to compliance with the above mentioned criteria.
7	We wish to apply for the EU4Business project, however we are not certain that our project idea would be eligible. It involves the construction of a facility that will be used for installation of large parasols 14x14 m, and 50% of the roof would be covered by solar panels. Would this project idea be eligible?	Concerning your question, the Guidelines for Applicant state that construction works cannot be considered as a standalone project and that, in order to be eligible, they must be part of an integrated effort, inseparable from the rest of the Action and indispensable for implementation of the project. Also, construction/infrastructure works can account for maximum 20% of the eligible cost of the Action. We therefore advise you to take these eligibility criteria into account in the design of your project idea and consult detailed descriptions provided in the Guidelines for Applicants.
8	I have some questions concerning the Call for Proposals for improvement of MSMEs' innovative capacity, as follows: 1. Does the main statistical business activity code have to be e.g. Manufacture of metal structures, or is the business activity stated in the legal entity registration document sufficient to apply for this CfP? 2. Would procurement of a machine for production of metal parts constitute an eligible cost? 3. Would procurement of a machine for production of fine ceramic parts (small ceramic tiles) constitute an eligible cost, provided that these tiles are used for processing of fine metals?	Notification on the classification of the applicant's business activity issued by the relevant statistics authority will be used to verify that the potential applicant is registered under an eligible statistical code, as listed in the Guidelines for Applicants. Guidelines for Applicants state that purchase of equipment may be considered an eligible cost. Please also note that equipment purchase cannot be considered as a standalone project and that, in order to be eligible, it must be part of an integrated effort, inseparable from the rest of the Action and indispensable for implementation of the project. Also, equipment purchase can account for maximum 50% of the eligible cost of the Action.
9	If our d.o.o. company - registered for, inter alia, industrial design - requires and applies for a total amount of 100,000 EUR (for the purpose of starting production of innovative, futuristic urban solar kiosks) and the percentage of own contribution must be at least 50%, does this mean that after the grant is awarded the company would have 150,000 EUR, i.e. 50% more than it requires?	Please note that the Guidelines for Applicants state that the applicant's own contribution must be at least 50% of the total eligible cost of the Action. Therefore, if the applicant applies for a project with a minimum value of 100,000 EUR, it must contribute at least 50,000 EUR towards total eligible cost of the Activity and the grant would cover the remaining amount of eligible cost.
10	Please advise whether companies which meet the requirements of this Call for Proposals but have undergone a change of ownership since the call was published are eligible to apply?	In your case, such change of ownership, provided that you meet all other eligibility criteria, does not preclude participation.
11	Would an applicant from the metal and mechanical industry, a long-time manufacturer of reinforcement lattices, forks and steel formwork spacers, be considered eligible? Clearly, under the assumption that all other criteria are met.	Please note that the Guidelines for Applicants state that one of the potentially eligible sub-sectors is:

		<p>Metal and Mechanical industry:</p> <ul style="list-style-type: none"> • Finished metal products (BiH equivalent to NACE Code: 25, Manufacture of finished metal products) • Products related to machines and devices (BIH equivalent to NACE Code: 28, Production of machines and devices) • Motor vehicles (BIH equivalent to NACE Code: 29, Manufacture of motor vehicles, trailers and semi-trailers). <p>Furthermore, the applicant must be registered under one of the statistical codes listed as eligible in the Guidelines for Applicants.</p>
12	<ol style="list-style-type: none"> 1. The company operates mainly on the BiH market and, according to 2019 data, its turnover was 12-13 million BAM and exports accounted for approximately 2% of total sales. Considering that one of the stated objectives of this CfP is to increase exports by 15% by 2022, please advise which basis will be used to calculate this 15% increase in exports. 2. Should we, as evidence of the value of a specific purchase or execution of works, submit a quotation with the application, and is there a rule concerning the format of such a quotation or the items it must contain? 3. Would construction of a prefabricated structure for storage of products and raw materials, whose construction does not require a construction permit, be treated as construction works or equipment purchase? 4. Considering that the CfP indicates 150 new jobs (of which 35 women and 30 youth) as a result of this CfP, our question is: is there a required number of employees per each company, would a plan to employ, for example, 2-3 new workers constitute grounds for elimination or would there have to be a specific number of new workers? 	<p>The basis for calculation of the increase in exports is the official share of exports in the previous period, as published by the Statistics Agency of BiH.</p> <p>In this phase of the project, when you submit your application you do not need to provide a quotation as evidence of the value of a particular purchase or works.</p> <p>Construction of a prefabricated structure will be treated as construction works. Furthermore, if a construction permit is not required for the facility in question, please provide evidence of this claim in the form of a document issued by a competent authority.</p> <p>This Call for Proposals does not include specific requirements concerning the number of employees per individual company.</p>
13	<p>Concerning the EU4Business project, we would like to know whether we can apply for funding. The company was registered on 16.11.2018.</p>	<p>The Guidelines for Applicants state the following:</p> <p>“To be eligible, the Applicant must:</p> <ul style="list-style-type: none"> • <u>Be registered in Bosnia and Herzegovina prior to 01.01.2016.”</u>

		This criterion is eliminatory.
14	We are a company registered in the territory of BiH before 01.01.2016, but the majority owner is a foreigner	<p>Applicants whose shares are owned by companies headquartered in the EU are not excluded from this public call. Therefore, you are eligible to apply.</p> <p>However, before applying, we would advise you to verify and be able to provide adequate evidence that, as a Group (including the foreign ownership structure), you meet the criteria of SMEs and that you remain within the scope of the Commission Regulation (EU) No 1407/2013 relating to the de minimis aid (detailed in the Applicant Guidelines available on our website).</p> <p>We also recommend that you consult your lawyer with regards to compliance with the above mentioned criteria</p>
15	<p>My company operates in the chemical industry (export company), statistical code 20.59 Manufacture of other chemical products. I do not see chemical industry in the Potentially Eligible Sectors section of the CfP, therefore I am not sure whether I can apply at all.</p> <p>Please advise whether I can submit a project proposal with the above business activity code?</p>	<p>Pursuant to section 2.1.1 of the Guidelines for Applicants, potentially eligible sectors under this CfP include:</p> <p><u>Wood processing:</u></p> <ul style="list-style-type: none"> • Highest possible production of finished goods made of wood, (BiH equivalent to NACE Code: 31 Manufacture of furniture, 16 Manufacture of wood and of products of wood and cork, except furniture; Manufacture of articles of straw and plaiting materials) <p><u>Metal and mechanical industry:</u></p> <ul style="list-style-type: none"> • Finished metal products (BiH equivalent to NACE Code: 25, Manufacture of finished metal products) • Products related to machines and devices (BiH equivalent to NACE Code: 28, Production of machines and devices) • Motor vehicles (BiH equivalent to NACE Code: 29, Manufacture of motor vehicles, trailers and semi-trailers) <p><u>Plastics and electrical sectors in the metal and mechanical industry</u></p> <ul style="list-style-type: none"> • Plastics: Products of the metal industry (BiH equivalent to NACE Code: 22, Manufacture of rubber and plastic products) • Electrical industry: Electrical and mechanical equipment (BiH equivalent to NACE Code: 26 Production of computers and electronic and optical products, 27

		<p>Production of electrical equipment and 28 Production of machines and devices)</p> <p><u>IT sector:</u></p> <ul style="list-style-type: none"> • As a cross-sector component (BiH equivalent to NACE Code: 58 Publishing activities, 62 • Computer programming, consultancy and related activities, 63 Information service activities). <p>Code 20.59 is not on the list of eligible codes.</p>
16	<ol style="list-style-type: none"> 1. Must the total eligible cost of the project and the total project value be the same? 2. If the total project value is 300,000 EUR and the applicant receives 80,000 EUR through this CfP, does this mean that the applicant must finance the remaining 220,000 EUR? 3. Eligible activities include “training of employees” and eligible costs include “cost of training, participation at seminars/conferences”, while on the other hand ineligible actions include “Actions concerned only (or mainly) with sponsorships for individuals to participate in workshops, seminars, conferences and congresses”. Would this type of cost be eligible if it relates to, for example, introduction of standards or certification which requires appropriate training and or participation in seminars? <ol style="list-style-type: none"> 1. With respect to eligible MSMEs, specifically those from electrical and plastic sectors, what exactly is meant by “if they implement projects in the metal and mechanical industry”? Does this mean that the product they manufacture must be used in some way in the metal industry, e.g. a part, software or similar? 	<p>The total eligible cost of the project and the total project value are the same.</p> <p>In the situation you have described, if the total project value is 300,000 EUR and the applicant receives 80,000 EUR through this CfP, the applicant must finance the remaining 220,000 EUR.</p> <p>That cost may be eligible if it relates to introduction of standards or certification which requires appropriate training or participation in seminars; however, Actions that involve only (or mainly) sponsorships for individuals to participate in workshops, seminars, conferences and congresses are ineligible.</p> <p>Yes, such products manufactured by MSMEs in electrical and plastics sectors must be used in the metal and mechanical industry.</p>
17	<ol style="list-style-type: none"> 1. Considering that one of the requirements is that the project value must be greater than 100,000 EUR, does this include funds that have already been invested or only the value of the project co-financed through this CfP? 2. Since the company generates most of its turnover (from which it would finance the project) from other activities, statistical classification of business activity does not match the 	<p>Project value does not include already invested funds, only the value of the project financed under this CfP.</p> <p>Guidelines for Applicants state that pre-selected applicants must provide the most recent Notice on Classification of the applicant issued by the relevant statistics authority. (Applicants recommended for contract award will be required to provide original documents or certified photocopies not older than 3 months counting from the deadline for submission of full</p>

	classification groups eligible under this CfP. Would a valid application require only that the list of business activities on the excerpt from the court registry includes one of the eligible business activities, or is the notice on statistical classification the key document?	applications. Otherwise they will be removed from the list of projects recommended for contract award).
18	I would like to ask you, would it be eligible to apply in the form of consortium with another Company with a joint project ?	Only individual companies are eligible for participation in this project.
19	We are an ICT company registered under business activity code 62.01 Computer programming. According to this CfP, we are eligible as a cross-sector component. Can we submit an independent application in order to increase our exports of software products developed by our programmers?	Pursuant to section 2.1.2 of the Guidelines for Applicants, MSMEs registered in the ICT industry are eligible for participation if they implement projects in the targeted industries (metal and mechanical industry and wood processing).
20	According to the statistics, we are classified under code 16.10 Sawing and planing of wood / production of sawed timber. Are we eligible to apply, or would applications be accepted only for codes 16.22 and 16.29?	Pursuant to section 2.1.1 of the of the Guidelines for Applicants, under Division 16 - Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials, the following statistical codes are eligible: <ul style="list-style-type: none"> • 16.22 Manufacture of assembled parquet floors • 16.29 Manufacture of other products of wood; manufacture of articles of cork, straw and plaiting materials.
21	Would the EU4Business programme, reference number 15.2191.3-0007.00G.C3 consider an application eligible if the main business activity of the applicant, according to an official document issued by the Statistics Agency, is 16.23 Manufacture of other joinery and elements?	Pursuant to section 2.1.1 of the of the Guidelines for Applicants, under Division 16 - Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials, the following statistical codes are eligible: <ul style="list-style-type: none"> • 16.22 Manufacture of assembled parquet floors • 16.29 Manufacture of other products of wood; manufacture of articles of cork, straw and plaiting materials.
22	I am addressing you concerning the Call for Proposals published on your official website. Namely, I am interested to know to which exact document does the term "statement" refer, as mentioned in the Guidelines for Applicants, section 5.1 Submission of supporting documents for provisionally selected applications, item 6? Does this refer to the balance sheet?	The term mentioned in section 5.1 of the Guidelines for Applicants refers to the balance sheet.
23	Can a company which registered its business activity on 20.4.2018. apply for this CfP?	The Guidelines for Applicants state the following: "To be eligible, the Applicant must:

	<p>Can the requested amount be lower than 100,000 EUR? The last question is whether I, as a legal person applying for this grant, would need to provide a 50% contribution and if yes, can this contribution be financed by a bank loan?</p>	<ul style="list-style-type: none"> • Be registered in Bosnia and Herzegovina <u>prior to 01.01.2016.</u> <p>This criterion is eliminatory.</p> <p>According to the CfP, the maximum value of the grant is 100,000 EUR. The actual amount may be lower, but please note that the minimum value of the project itself must be greater than 100,000 EUR and that the applicant's own contribution must be at least 50% of the eligible cost of the Action.</p> <p>Your contribution may be financed by loans provided by commercial banks.</p>
24	<p>I could not find the Guidelines for Applicants on your website. Can you please help?</p>	<p>The Guidelines for Applicants document can be accessed at: https://eu4business.ba/wp-content/uploads/2019/12/1.-EU4B CfP Izvoz Smjernice-za-aplikante MMSP 28.11.2019.pdf.</p>
25	<p>The company was created in 2000 and the company name was changed in 2018. Is the company, as such, eligible for participation in the CfP for improvement of innovative capacity in micro, small and medium enterprises?</p>	<p>If it is the same legal person and the continuity of rights and obligations has been preserved, this does not preclude participation in this Call for Proposals.</p>
26	<p>I am addressing you concerning the Funds, with a request to consider my inquiry, whether I meet the requirements, etc. I mostly work with condiments, but in the meantime I have obtained permits to export meat and meat products from BiH and I found this an interesting move that could allow me to improve my business and competitiveness. However, to enter this business I need help, so I thought I would contact you because these are perishable goods and I would have to have an insulated vehicle and a refrigerator truck, as well as storage facilities for these goods. If I could get this grant and sell these products this would be a major step forward for my business and a great victory for products made in BiH.</p>	<p>The Guidelines for Applicants state that one of the potentially eligible sub-sectors is:</p> <p><u>Wood processing:</u></p> <ul style="list-style-type: none"> • Highest possible production of finished goods made of wood <p><u>Metal and mechanical industry</u></p> <ul style="list-style-type: none"> • Finished metal products • Products related to machines and devices • Motor vehicles • Plastics industry: Products of the metal industry • Electrical industry: Electrical and mechanical equipment <p><u>IT sector:</u></p> <ul style="list-style-type: none"> • As a cross-sector component <p>Any other sectors and sub-sectors not defined as such in the Guidelines for Applicants are not eligible in this Call for Proposals.</p>
27	<p>Can an IT company participate in this Call for Proposals or be awarded grant in the situation where an IT company is planning to do custom activities for four other companies from wood and metal sector?</p>	<p>As stated in the Guidelines for Applicants, the IT sector is one of the potentially eligible sectors, as a cross-sector component. MSMEs registered in the ICT industry may apply under this Call for Proposals if they implement projects in the targeted manufacturing sectors.</p>

		<p>Pursuant to the appropriate section of the Guidelines for Applicants, the following, inter alia, statistical codes are eligible:</p> <p><u>58 Publishing activities</u></p> <ul style="list-style-type: none"> • 58.29 Publishing activities <p><u>62 Computer programming, consultancy and related activities:</u></p> <ul style="list-style-type: none"> • 62.01 Computer programming activities • 62.02 Computer consultancy activities • 62.03 Computer facilities management activities • 62.09 Other information technology and computer service activities <p><u>63 Information service activities</u></p> <ul style="list-style-type: none"> • 63.1 Data processing, hosting and related activities; web portals.
28	<p>My question to you is how to calculate the % amount of the grant for each of these items, considering that the CfP states that eligible costs include maximum 50% for equipment purchase costs, 20% for construction works and 30% for other eligible costs.</p> <p>If the total value of this project is 180,000 EUR, then 50% of this can be used for investments in equipment (90,000 EUR), 20% for construction works (36,000 EUR) and 30% for other eligible costs (54,000 EUR).</p> <p>Is it then possible to use the 50% grant funding for 90,000 EUR of such equipment and the remaining amount of 50,000 EUR for equipment, 20,000 EUR for construction works and 20,000 EUR for other costs to be financed from own contribution?</p>	<p>In accordance with the Guidelines for Applicants, the total value of the project submitted by the applicant must be between 100,000 and 500,000 EUR. Applicant's own contribution must be at least 50% of the total eligible cost of the Action. The maximum value of the grant is 100,000 EUR.</p> <p>Please keep in mind that equipment purchase or construction works cannot be considered as a standalone project. In order to be eligible, it must be part of an integrated effort, inseparable from the rest of the Action and indispensable for implementation of the project.</p> <p>Equipment purchase can account for maximum 50% of the <u>eligible cost of the Action</u> (not the equipment), while construction works can account for maximum 20% of the eligible cost.</p> <p>If the total project value is 180,000 EUR, the applicant must contribute at least 50% of that amount, which in this case amounts to 90,000 EUR. Equipment purchase in this case must not exceed 90,000 EUR, while the value of construction works must not exceed 36,000 EUR.</p>
29	<p>1. With regard to supporting documents submitted by the applicant in paragraph 1, the applicant must provide a registration document for the applicant and (any) amendments. Please advise whether all amendments should be submitted, or</p>	<p>Pursuant to Guidelines for Applicants, supporting documents include: Registration document for the Applicant and (any) amendments.</p>

	<p>only the initial registration document and the most recent amendment? Would an excerpt from the court registry be acceptable?</p> <p>2. If external experts are hired for the purposes of employee training and/or consultation, should the cost of their engagement be shown in the External expert budget line or the Training budget line?</p> <p>3. Equipment purchase costs cannot exceed 50% of the eligible cost, meaning that equipment purchase costs cannot exceed 50% of the budget?</p> <p>4. Can external experts be members of the project team?</p> <p>5. With respect to submission of documents, we do not understand whether documents should be scanned and uploaded to the portal now, before the deadline for submission of full applications on 3.2.2020, or only upon request?</p> <p>6. Also, we are not clear on the documents in paragraph 6. Balance sheet and company statements? What do you mean by statements? Balance sheets, income statements and end-of-year forms have already been certified by AFIP, so we do not understand what additional certification is required - again by AFIP or by the municipality?</p>	<p>The cost of engagement of external experts should be recorded under the External experts budget line. Equipment purchase can account for maximum 50% of the eligible cost of the Action.</p> <p>External experts cannot be members of the project team. The Full Application Form, together with the Budget, Declaration of the Applicant and supporting documents (upon request), must be completed and uploaded/submitted online via the EU4Business application portal before expiry of the deadline.</p> <p>Statements include the balance sheet and the income statement. Applicants recommended for contract award will be required to provide original documents or, in the absence of original documents, photocopies certified by the municipality.</p>
30	<p>Can our company participate in the preparation of project proposals, considering that we operate independently (as a daughter company) since 01.09.2019, whereas before that date we operated as a department in the parent company.</p>	<p>Please note that the Guidelines for Applicants state the following:</p> <p>“To be eligible, the Applicant must:</p> <ul style="list-style-type: none"> • Be directly responsible for the preparation and management of the Action • Be a legal person; • <u>Be registered in Bosnia and Herzegovina prior to 01.01.2016.</u> • Belong to the category of MSMEs operating in the following sub-sectors, under the respective statistical codes, of export-oriented industries.” <p>The above criteria are <u>eliminary</u>.</p>

31	<p>1. Is it acceptable with this call, to purchase new equipment/machines from other countries that are not EU member states such as China, Japan, Taiwan etc.?</p> <p>2. Will the costs and activities of our action be eligible, realized before the signing of the contract? Which is in indicative timetable planned for July - August 2020 and if we pass the evaluation process, of course. Since, we have already conducted preliminary negotiations with potential buyers of our new products, we are limited in time and we may be forced to complete certain costs and activities.</p>	<p>New equipment may originate from EU countries, IPA countries and Turkey.</p> <p>Eligible costs are costs incurred by the Applicant or its Co-Applicants during the implementation of the Action with the purpose of implementing the activities eligible under the provisions of this Guidelines for Applicants document. Eligible costs are related to eligible activities implemented in the period from the signing of the Contract until Contract expiry. Any costs that occur prior to or after the expiry of the contract period will not be eligible.</p>
32	<p>In the field <i>Products with highest share in sales</i>: should we enter individual products or groups of products, such as bathroom furniture in our case, or should we enter a specific product with our internal item code.</p>	<p>The field <i>Products with highest share in sales</i> refers to product groups within the product assortment.</p>
33	<p>If the expansion of production is planned and this also requires construction work for a new and larger facility that will accommodate a new production line, must a building permit and project for works be submitted before the concept note is submitted.</p>	<p>According to the Guidelines for Applicants, the Full Application Form, together with the Budget, Declaration of the Applicant and supporting documents (upon request), must be completed and uploaded/submitted online via the EU4Business application portal before expiry of the deadline.</p>
34	<p>The company was registered before 01.01.2016., but the additional wood processing activity was launched only in September of this year and we therefore also have a classification code for this sector. We would like to ask whether we meet the application criteria for this CfP, considering that we only started to operate in the wood processing sector in September?</p>	<p>The Guidelines for Applicants state that the company must meet all the stated criteria. As a reminder, here are the criteria:</p> <p>“To be eligible, the Applicant must:</p> <ul style="list-style-type: none"> • Be directly responsible for the preparation and management of the Action • Be a legal person; • <u>Be registered in Bosnia and Herzegovina prior to 01.01.2016.</u> • <u>Belong to category of MSMEs operating in the following sub-sectors, under the respective statistical codes, of export-oriented industries.”</u> <p>Therefore, you must demonstrate relevant experience in the required period.</p>
35	<p>We registered an account in the company owner’s name and entered the name of the applicant company under Organization, so that the user account is registered to the owner personally, is that all right?</p>	<p>The applicant should be the company rather than the owner, so we advise that you correct this. As for the application, you can complete the application in the local language but the form itself (questions and instructions) is not available in any of the local languages.</p>

	Please also clarify, considering that the application form is in English, is there an option to switch to Bosnian/Croatian/Serbian language? If not, can I complete the form in one of these three languages or does it have to be English?	
36	Please provide instructions and information on where I can download the grant application, or more specifically, where can I obtain information and where and how should I submit my grant application?	All information concerning currently open calls for proposals can be found on the following website: https://eu4business.core-enigma.com/ .
37	After attending an EU4Business info session, we registered a company account on the EU4Business platform. We have recently received information from the Ministry of Foreign Trade and Economic Relations of BiH about an initiative of the Chamber of Commerce of FBiH to change the tariff numbers for certain tax-exempt products in the wood industry. Considering that our project is based on the use of semi-finished wood products (chipboard, HDF) in the production of beds, our question is does this initiative affect our project and to what extent?	If the initiative you describe does not affect the rules of the Call for Proposals or the eligibility criteria, it should not pose any obstacles to your application for this CfP. However, I would advise you to check eligibility criteria defined in the Guidelines for Applicants.
38	Organization ABC d.o.o. is a manufacturer of plastic parts (code 22). Products are sold to the automotive industry and installed as vehicle components. Can this organization apply under this CfP?	Pursuant to the appropriate section of the Guidelines for Applicants, the following, inter alia, statistical codes are eligible: <u>22 Manufacture of rubber and plastic products</u> <ul style="list-style-type: none"> • 22.10 Manufacture of rubber products • 22.11 Manufacture of external and internal tires for vehicles, retreading of tires for vehicles • 22.19 Manufacture of other rubber products • 22.20 Manufacture of plastic products • 22.21 Manufacture of plastic plates, sheets, tubes and profiles • 22.22 Manufacture of plastic packaging materials • 22.23 Manufacture of builders' ware of plastic • 22.20 Manufacture of other plastic products
39	Can company A d.o.o. and company B d.o.o. independently apply for grants under this Call for Proposals if they are associated by ownership? Both companies are owned by the same person (BiH citizen	Two legal persons (sole traders and crafts are not legal persons; companies, associations, foundations are) owned by the same person are different applicants, not a single applicant, so this does not constitute grounds for elimination.

	with 100% ownership share in both companies).	However, before applying, we would advise you to verify and be able to provide adequate evidence that, as a Group (including the foreign ownership structure), you meet the criteria for SMEs and that you remain within the scope of the Commission Regulation (EU) relating to the de minimis aid granted to “single company” (detailed in the Applicant Guidelines available on our website).
40	My question is whether I can participate in this call if the company received its official registration document on 11.5.2016?	<p>Please note that the Guidelines for Applicants state the following:</p> <p>“To be eligible, the Applicant must:</p> <ul style="list-style-type: none"> • Be directly responsible for the preparation and management of the Action • Be a legal person; • <u>Be registered in Bosnia and Herzegovina prior to 01.01.2016.</u> • Belong to the category of MSMEs operating in the following sub-sectors, under the respective statistical codes, of export-oriented industries.” <p>The above criteria are eliminatory.</p>
41	Please advise whether companies which meet the requirements of this Call for Proposals but have undergone a change of ownership since the call was published are eligible to apply?	Change of ownership of the potential applicant does not preclude participation.
42	Please provide instructions on how we can apply in one of the BHS languages. We managed to find only the application in English.	As for the application, you can complete the application in the B/H/S language, but the form itself (questions and instructions) is not available in any of the local languages.
43	Applicants whose shares are owned by EU companies are asked to get in touch with GIZ to clarify their eligibility. Do we have the right to apply with our project?	<p>Applicants whose shares are owned by EU companies are not excluded from this public call. Therefore, you have the right to apply. However, before applying, we would advise you to verify and be able to provide adequate evidence that, as a Group (including the foreign ownership structure), you meet the criteria for SMEs and that you remain within the scope of the Commission Regulation (EU) relating to the de minimis aid granted to “single company” (detailed in the Applicant Guidelines available on our website).</p> <p>We also recommend that you consult your lawyer with regard to compliance with the above mentioned criteria.</p>
44	We are addressing you concerning the Call for Proposals. Our company is a manufacturer of modern period furniture. We need additional working capital in order to quickly increase our production	All information concerning the open calls for proposals and how to apply can be found on the following website: https://eu4business.core-enigma.com/ .

	and exports, and therefore also employment.	
45	I am interested in information about the <i>Call for Proposals for capacity improvements in micro, small and medium enterprises</i> . Is this CfP open and active, and where can I find the documentation and requirements to apply.	All information concerning the open calls for proposals and how to apply can be found on the following website: https://eu4business.core-enigma.com/ .
46	I would like to know when to expect the publication of the call for proposals for individual companies in export-oriented sectors?	This Call for Proposals is currently open and you can find the relevant information and instructions how to apply on the following website: https://eu4business.core-enigma.com/ .
47	Does your project https://eu4business.ba support the beekeeping and honey production sector?	<p>The Call for Proposals for capacity improvements in MSMEs in export-oriented sectors covers only eligible sectors listed in the Guidelines for Applicants.</p> <p>Potentially eligible sectors under this Call for Proposals are:</p> <p>Wood processing:</p> <ul style="list-style-type: none"> • Highest possible production of finished goods made of wood <p>Metal and mechanical industry</p> <ul style="list-style-type: none"> • Finished metal products • Products related to machines and devices • Motor vehicles • Plastics industry: Products of the metal industry • Electrical industry: Electrical and mechanical equipment <p>IT sector:</p> <ul style="list-style-type: none"> • As a cross-sector component <p>Any other sectors and sub-sectors not included in the list of eligible statistical codes are not eligible for participation in this Call for Proposals.</p>
48	Can sole traders apply? If not, can a d.o.o. company apply as a legal successor, specifically as a sole trader which was re-registered as a d.o.o. with the same name, same business activity and same owner, or will this entity be treated as a new company?	<p>If we analyse the Guidelines for Applicants, we can conclude that <u>only</u> legal persons are eligible (first condition), and that they must be registered prior to <u>01.01.2016</u> (second condition).</p> <p>The first question is whether a sole trader is a legal person. According to our knowledge, a sole trader is not a legal person and therefore the first condition is not met.</p> <p>The second part of the question refers to the legal person created by re-registration of the sole trader entity. It does not matter whether the legal person arose from the sole trader or was independently registered as a legal person, as long as that legal person has existed for the</p>

		required number of years. Therefore, to be eligible, the legal person must have existed prior to 01.01.2016.
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