This document serves as a **guide** for companies in preparing their application to locate in a regional economic activity zone.

**1. Information about the applicant company**

1.1 General information

|  |  |
| --- | --- |
| **Identification of the requesting company** | |
| Name of the Company |  |
| Date of incorporation |  |
| Legal form |  |
| Address / Head office |  |
| Code NACE |  |
| Signing Authority |  |
| Share Capital |  |
| Homepage : |  |

|  |  |
| --- | --- |
| **Identification of the contact person (if different from the manager)** | |
| First and last name |  |
| Function |  |
| Phone |  |
| Email |  |

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| --- | --- | --- | --- |
| **Shareholding of the applicant company**  **(Please attach the organizational chart)** | | | |
| Shareholders / Associates | Name | Ultimate Beneficial Owner (natural person) | Number of shares/units  (with voting rights) |
|  |  |  |  |
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1.2 Evolution of the company's main parameters over the last 3 years

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| --- | --- | --- | --- | --- |
| **Key figures** | | | | |
| **Year** | **Production in volume (units)** | **Turnover (in EUR)** | **Of which % exports** | **Income (before taxes)** |
| Year n-2  2019 |  |  |  |  |
| Year n-1  2020 |  |  |  |  |
| Year n  2021 |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Evolution of investments over the last few years (in EUR)** | | | |
| **Year** | **Investments (A)** | **Amortizations (B)** | **Net investments (A-B)** |
| Year n-2  2019 |  |  |  |
| Year n-1  2020 |  |  |  |
| Year n  2021 |  |  |  |

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| --- | --- | --- | --- |
| **Evolution of the result (in EUR)** | | | |
|  | Year n-2  2019 | Year n-1  2020 | Year n  2021 |
| Income after tax |  |  |  |
| Distributed profit (dividends, bonuses) |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Evolution of the workforce (in full-time equivalents)** | | | | | | | | | |
|  | Year n-1  2020 | | Year n  2021 | | Year n+1  2022 | | Year n+2  2023 | |
|  | Residents | Border residents | Residents | Border residents | Residents | Border residents | Residents | Border residents |
| Open-ended contracts |  |  |  |  |  |  |  |  |
| Fixed-term contracts |  |  |  |  |  |  |  |  |
| Temporary workers |  |  |  |  |  |  |  |  |

**2. Information on the person in charge of the direction**

2.1 Curriculum vitae

|  |  |
| --- | --- |
| Last name |  |
| First name |  |
| Date of birth |  |
| Address |  |
| Nationality |  |
| Tel.: |  |
| E-Mail: |  |

2.2 Professional qualifications

|  |  |  |
| --- | --- | --- |
| Diploma obtained | Year | Institution |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

2.3 Professional experience

|  |  |  |
| --- | --- | --- |
| Employer | Period | Function exercised |
|  |  |  |
|  |  |  |
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|  |  |  |

**3. Project information**

3.1 Buildings and grounds

|  |  |  |
| --- | --- | --- |
| Total surface of the requested land (n° parcel / ares) | n° parcel : | ares |
| Gross floor area of the building to be erected (in m2) |  | |
| * Surface (m2) : workshop(s) |  | |
| * Surface (m2) : offices |  | |
| * Surface (m2) : Indoor storage |  | |
| * Surface (m2) : Outdoor storage |  | |
| Reserve area (m2) |  | |
| Volume of the building to be erected (in m3) |  | |
| Height of the building/ Number of floors |  | |
| Total estimated construction value |  | |

3.2. Construction Works

|  |  |
| --- | --- |
| Projected start date of the construction work |  |
| Projected start date of the activity on the site |  |

3.3. Daily traffic flow

|  |  |  |
| --- | --- | --- |
| Employees | Private cars |  |
| Public transport |  |
| Company's own deliveries and flows (in numbers) | Cars (< 3,5 t) |  |
| Vans (< 19 t) |  |
| Trucks (< 32 t) |  |
| Semi-trailers (40 t) |  |

3.4 Opening hours

|  |  |  |  |
| --- | --- | --- | --- |
| Working days | Working hours  From to | | Permanences |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
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3.5 Technical data

|  |  |
| --- | --- |
| Electrical energy required (kWe/year) |  |
| Expected gas consumption (m3/year) |  |
| Expected water consumption (m3/year) |  |
| Willingness to install thermal and/or photovoltaic solar panels on the roof |  |
| Other possible renewable energy sources considered |  |
| Willingness to install electric charging stations for fleet and employee vehicles |  |

**4. Information about the activity on the site**

4.1 General presentation of the company

Description of the company's activities, its organization, its customers (customer profiles and location), its competition and current development prospects. Please attach a business plan, if available.

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4.2 Detailed description of the activity envisaged on the site

Motivation of the implantation project. Enumeration and description of the different activities envisaged on the site.

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4.3. Manufacturing process

Description of the manufacturing process, i.e. whether this process is likely to produce harmful effects due to the raw materials used, or whether harmful effects are to be expected in terms of noise, water pollution, CO2 or NOx emissions or other direct or indirect emissions of substances, vibrations, heat or noise into the air, water or soil, etc.)

|  |
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4.4. Supply chains

|  |  |
| --- | --- |
| Name of suppliers and geographical location of suppliers |  |
| Tons of raw materials delivered per month |  |
| The degree of use of recycled materials |  |

4.5. Impact of the implementation project

* On employment: creation of jobs by category (e.g. administration, logistics, ...)
* On the volume of production (units) and the turnover generated in Luxembourg (forecasts over 3 years)
* On the company's strategy : how does the implementation project fit into the company's development plan?

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**5. Project's financing**

5.1 Cost of the project

|  |  |  |  |
| --- | --- | --- | --- |
|  | Year 1 | Year 2 | Year 3 |
| Construction | € | € | € |
| Technical equipment  Types : ............ | € | € | € |
| Surface right | € | € | € |
| Working capital | € | € | € |
| Acquisition of the business assets | € | € | € |
| Other : …….. | € | € | € |
| **Total** | € | € | € |

5.2 Financing plan (source of funds)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Year 1 | Year 2 | Year 3 | % of total investment cost |
| Shareholders equity | € | € | € | % |
| Private loan | € | € | € | % |
| Bank credits | € | € | € | % |
| SNCI | € | € | € | % |
| Other : …. | € | € | € | % |
| **Total** | € | € | € | % |

**6. Forecast balance sheet**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Year 1 | Year 2 | Year 3 |
|  | Amount | Amount | Amount |
| **1. Turnover** |  |  |  |
| 2. +/- stock variations |  |  |  |
| 3. + other operating income |  |  |  |
| **4. Income for the period** |  |  |  |
| 5. - purchases |  |  |  |
| 6. - external goods and services |  |  |  |
| **7. Added value** |  |  |  |
| 8. - personnel costs |  |  |  |
| 9. – other operating costs |  |  |  |
| **10. Gross operating surplus** |  |  |  |
| 11. - depreciation |  |  |  |
| 12. – allocations to provisions |  |  |  |
| **13. Net operating surplus** |  |  |  |
| 14. + financial revenues |  |  |  |
| 15. - financial expenses |  |  |  |
| **16. Net ordinary income before taxes** |  |  |  |
| 17. + extraordinary income |  |  |  |
| 18. – exceptional expenses |  |  |  |
| **19. Net income before taxes** |  |  |  |
| 20. - Taxes |  |  |  |
| **21. Net income** |  |  |  |
| **22. Cash flow capacity**  **(11+21)** |  |  |  |

**7. The market**

7.1 What is the profile of your customers (private, industrial, services, public sector, etc., with estimated distribution percentages)

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7.2 Description of the target customers, including their geographical location

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7.3 Survey of existing competition in the distribution market(s)

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7.4 To what extend is your product different from competing products? Is it a sustainable product?

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7.5 What is your target market share?

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**8. Willingness to participate in a centralized management of shared services and infrastructures**

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| --- | --- | --- |
|  | **Yes** | **No** |
| 1. Conference / meeting / training rooms |  |  |
| 2. Indoor / outdoor storage |  |  |
| 3. Archiving |  |  |
| 4. Grey water and rainwater recovery |  |  |
| 5. Catering |  |  |
| 6. Cleaning / maintenance |  |  |
| 7. Guarding |  |  |
| 8. Waste management |  |  |
| 9 Various joint purchases |  |  |
| 10. Logistics |  |  |
| 11. Mobility concepts (centralized parking, car pooling, car sharing, etc.) |  |  |
| 12. Other : …………. |  |  |

**9. Willingness to participate in the implementation of certain principles related to the circular economy**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| 1. Building materials |  |  |
| 2. Renewable energies |  |  |
| 3. Heat recovery |  |  |
| 4. Other : ………… |  |  |

**10. Documents to be attached to the request**

|  |  |  |
| --- | --- | --- |
| 1 |  | CV of the CEO |
| 2 |  | Copy of identity card |
| 3 |  | Criminal record **less than three months old** |
| 4 |  | Balance sheets and profit and loss accounts for the last 3 years (unless established later) |
| 5 |  | Articles of Association (coordinated) of the company |
| 6 |  | LBR extract less than three months old |
| 7 |  | Attestation du Centre commun de la Sécurité Sociale datant de moins de trois mois certifiant  l'acquittement des cotisations obligatoires (sauf en cas de création d'entreprise) |
| 8 |  | Certificates less than three months old from  a. the Direct Tax Administration and  b. from the Registration and Domain Administration certifying the payment of taxes (except in the case of the creation of a company) |
| 9 |  | Copy of establishment permit and business permit if existing business |
| 10 |  | Bank confirmation letter guaranteeing the financing of the project |
| 11 |  | Business Plan |

* The undersigned declares that all information provided in this site application is true and accurate.
* To complete your application, the information about you collected from this form needs to be processed by the public administration concerned.
* That information is kept by the administration in question for as long as it is required to achieve the purpose of the processing operation(s).
* Your data will be shared with other public administrations that are necessary for the processing of your application. For details on which departments will have access to the data on this form, please contact the public administration you are filing your application with.
* Under the terms of Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, you have the right to access, rectify or, where applicable, remove any information relating to you. You are also entitled to withdraw your consent at any time.
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* By submitting your application, you agree that your personal data may be processed as part of the application process.

Contact person :

**First and last name:**

**Tel. :**

**E-Mail :**

**Address:**

Date

Signature

Name