

Guidelines for EIPP Project Application Form (the "Form")

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European Investment Project Portal ("EIPP") is established under Regulation (EU) 2015/1017 of the European Parliament and of the Council of 25 June 2015 on the European Fund for Strategic Investments, the European Investment Advisory Hub and the European Investment Project Portal (the "Regulation") and European Commission Implementing Decision (EU) 2015/1214 of 22 July 2015 creating the European Investment Project Portal (the "Commission Decision").

EIPP Terms & Conditions ("T&C") are included in the Form. By derogation from the last sentence of the third paragraph in point 3 of the T&C, you may contact the EIPP Helpdesk for any information, enquiries or requests by e-mail to eipp-project@ec.europa.eu until the on-line form mentioned in this provision is launched. EIPP Helpdesk will do its best, but cannot guarantee to provide an answer within 3 working days following such request.

The Project Application Processing Fee for private promoters as per point 7 of the T&C is set at EUR 100 during the pre-launch stage. Private promoters will be contacted with details for the payment following their project submission.

The Form is compatible with the free [Adobe Reader \(version 10 or later\)](#). For some of the text fields, maximum number of characters is indicated on the Form. If not indicated, maximum number of characters is 100 (with some exceptions, e.g. "postal code" and "phone" at 20 and 50 characters respectively).

All fields marked with an *asterisk (*)* are mandatory. Some fields not marked with an asterisk may become mandatory depending on the values of other fields (e.g. if you indicate that you have VAT number then the VAT number field becomes mandatory).

Country is preloaded in the Form, if you believe that you should change this field, please send a request to eipp-project@ec.europa.eu indicating the appropriate country and another form will be sent to you.

Organization Identification Section

Please fill out the **Organization name***, **Legal form***, **VAT** or other national identification number with official legal entity data. All legal entities should have at least one national registry number (VAT or another). Exceptions are only possible for public bodies. 'Unknown' Legal Form should be selected for public bodies and other forms which are not defined in the drop-down list.

Public body means any legal entity established as public body by national law or an international organization. 'Established as public body by national law' means (i) incorporated as a public body in the act of creation or recognized as a public body by national law and (ii) governed by public law. Public bodies may act under and be subject to private law for some or most of their activities. A legal entity that has a public service mission but which was established under private law is not considered to be a public body.

Project promoters should submit the following documents in addition to the Form: a scanned copy of a registration extract for private promoters and a copy of the act, law, decree or decision that established the organisation as a public body (or, if this does not exist, any other official document that proves this) for public promoters.

Company size is an optional field. SME companies have headcount (staff) ≤ 250 and the either of annual turnover \leq EUR 50 million or balance sheet total \leq EUR 43 million. Mid-cap companies are considered to have between 250 and 3 000 employees.

Contact information is needed for future contacts on the project. This information will not be published on EIPP. If investors or other parties are interested in your project, they will need to click on a 'Contact' button which would open an online contact form. In this way you will be able to see the inquirer's contacts but they will not be able to see yours, which will allow you to avoid certain unsolicited contacts.

Please make sure that the contact person is available to answer or coordinate project-related inquiries. In case of a change in contact please inform us at eipp-project@ec.europa.eu.

Once the Portal is launched, the contact person in this section will become the Legal Entity Appointed Representative (LEAR) for the Organisation. The person will be responsible for the organisation management inside the EIPP system (e.g. for management of access rights on the project). At a later stage a certificate that the contact person is entitled to represent the organisation will be requested.

We recommend that you upload a **Logo** (in JPG, PNG, GIF or TIF formats) to visually enhance your project presentation. Minimum permitted dimensions are 100x100 pixels, while the uploaded file should not exceed 200 Kb. You can also create a logo picture, e.g. prototype →



The European Commission uses a secure authentication system called **ECAS** (European Commission Authentication Service) to identify each individual user for all of its online services (incl. EIPP). If you have an existing **ECAS account** (e-mail based), we would ask you to confirm this so that this account shall be used for the project.

If you do not have such an account, you will be asked later to register one by following the instructions provided on http://ec.europa.eu/visits/documents/ecas-step-by-step_en.pdf.

Project Description Section

Short project description is intended to appear in search results or in summary tables. The long **Description** will appear in the Project Fiche, as a project summary document based on your input, which investors could use as a project teaser for information purposes.

In addition to the Logo, we recommend that you also upload a **Project image** (in JPG, PNG, GIF or TIF formats), to visually enhance your project presentation. Minimum permitted dimensions are 1000x200 pixels, while the uploaded file should not exceed 1 Mb, e.g. prototype →



This image may also contain (a combination of) a scheme, map or any other promotional visual (non-video) material.

Main EU country is the EU Member State, where the majority of the investment is expected to take place. In cases of a cross-border project, please complete the subsequent fields. Cross-border projects with non-EU countries are permitted as long as the investment also benefits and takes place, at least partially, in a EU Member State, which should be described in the **Description** field.

Estimated project cost should be at least EUR 10 million as per the Commission Decision. Similar smaller projects can be combined into a single project or programme as long as there is one project promoting party (coordinating entity) to submit a single EIPP project application.

According to the Commission Decision project implementation shall be expected to start within three years from the submission to the EIPP, which limits the value to the **Expected start** field.

Economic rationale should explain why investors should consider investing in such project, e.g. prototype ↓

Existing passenger demand for Luxembourg-Brussels train service is estimated at 100 million annually with largely stable seasonal variations: decline in business traffic during summer compensated by increase in vacation traffic. Limited competition: slow existing train services (2:40 – 3 hour existing service) and airplane service, expensive limo and private airplane shuttle service. Idle capacity can be filled in by cargo trains, especially for higher-value cargo, connecting the line to the Luxembourg Airport Cargo service, which has established leadership position in the EU. Project construction time: 3 years. Expected investment pay-back period: 15 years. Three financial projection scenarios have been developed. Estimates on return to investors (for different envisaged layers of financing, senior, mezzanine, equity) available upon request.

You should select up to 2 **Sectors** for your project from 24 listed options. According to the Commission Decision, the project shall fall within one of the sectors listed in Article 9(2) of the Regulation.

You are invited to disclose any **Bottlenecks / impediments** for the realisation of your project.

Localization of the project will be displayed on an interactive project map. For convenience, you may use <http://www.latlong.net/> (may not work with some versions of Internet Explorer).

Project financing section provides you with an option to disclose information on already secured partial financing for your project. Such information is optional, but outside investors are likely to consider more seriously projects in which project promoters provide part of the financing.

Additional information provides you with an option to share any project information, e.g. construction arrangements, project structuring/ risk sharing, etc. We would also encourage you to provide information on how your project fits with the EU targets of creating employment, stimulating economic growth, achieving more integrated common market, promoting the digital economy, etc.