**DOCUMENTS TO BE PREPARED BY THE LEAD PARTNER/PARTNER DURING PRE-CONTRACTING**

**In case, the documents certifying the ownership status of the land and/or building** were not submitted together with the application form, they must be submitted during the pre-contracting phase upon receiving the notification regarding MC Decision on selection.

**Legal documents:** new documents issued after the submission of the application form or documents which were not submitted together with the application (if the case), for example:

* founding documents of the institution (law, decree, government decision, statute, registration act, article of association);
* fiscal registration certificate / BULSTAT;
* VAT registration;
* documents for appointing the legal representative.

**Documents stating the right of property of the investment** (new documents issued after the submission of the application form or documents which were not submitted together with the application (if the case)

**Feasibility study** - In case legal agreements and approvals are not submitted together with the Feasibility study/equivalent technical documents, the respective agreements/approvals will be subject of conditions for signing the subsidy contract. All the documents subject to conditioning of signing of the subsidy contract that will be notified within the Notification for selection under conditions must be provided within the deadline indicated by the JS in the notification letter for selecting projects.

**For investment targeting buildings** **that are part of the cultural heritage**, approvals/ certifications from the respective authority (such as the Ministry of Culture or other national or regional bodies), in case the technical documentation was not submitted together with the application form (the diligences for approving the proposed intervention on cultural heritage infrastructure were started, but not fully completed (approved/ certified)), during the pre-contracting, the project must provide fully approved technical documentation within the deadline indicated by JS. If not provided in the set deadlines, the MA may decide not to sign the subsidy contract.

**Fiscal certificate** regarding the fulfillment of the obligations related to the payment of debts to the consolidated state budget (valid at the date of the visit) **for all partners;** and English translation is required, if issued in other language than English (certified through signature by the legal representative of the organisation);

**Fiscal certificate** regarding local taxes (valid at the date of the visit), **for all partners**; and English translation is required, if issued in other language than English (certified through signature by the legal representative of the organisation);

The **criminal record** for the legal representative (valid at the date of the visit), **for all partners;** and English translation is required, if issued in other language than English (certified through signature by the legal representative of the organisation);

The **certificate from the district court** attesting that the organizations is not in dissolution process **(for Romanian NGOs only –** valid at the date of the visit**);** and English translation is required, if issued in other language than English (certified through signature by the legal representative of the organisation);

**Decisions of the empowered bodies** (County Council, Board of directors, etc.) regarding the **availability of own resources** and assuming the positions **in the project implementation team, for all partners (uploaded with electronic signature)**;

**Financial identification form** regarding the accounts in EURO for the Lead partner and LEVA/RON, **for all partners**;

**Pre-contracting Declaration,** for all partners (uploaded with electronic signature);

**Agreement for the possible adjustments on the budget**, for all partners (uploaded with electronic signature);

**Agreement regarding the reduction of the project implementation period**, for all partners (uploaded with electronic signature), if the case;

**Project Environmental Impact Analysis** (for applications including infrastructure related)

**Partnership agreement signed and stamped**

**Budgetary commitments for Romanian public authorities (F 98- form)**, including the mentioning regarding the type of authorising officer (main, secondary or tertiary) - ~ordonator principal/secundar/terțiar de credite.

Annex 5 to subsidy/coffin contract: **Milestones for the activities of the project and Output and result** to be achieved by the project

**Partners shall set targets**, as it will reflect the total amount each partner commits to spend and request for national control by the end of the month marking the half of the implementation period and the financial performance of each partner in spending its budget will be judged based on this amount.

Signed declarations included in the Programme Code of Conduct[[1]](#footnote-1).

**……………………………………………………..**

1. <https://interregviarobg.eu/assets/2023/02/2-code-of-conduct-robg-vi-a.pdf> [↑](#footnote-ref-1)