

## Annex No. I/5

# Documents required for submitting a subsidy application

**The application** is submitted on an application form (refer to sample applications on the Programme's website) together with all required documents, in Czech (the exchange rate as of the date of honouring the invoice must be documented for invoices for amounts in foreign currency), to the authorised entity for non-entrepreneurial natural persons, and to regional Fund branches for entrepreneurial natural persons. The applicant must be a person registered in the extract from the Land Register ("Ownership Certificate") as an owner or co-owner of the building subject to the measures being implemented. If the applicant is not the only property owner registered on the Ownership Certificate, consent of the other building owners with the measure implementation or equipment installation must be submitted. If the measure or equipment relates to a part of the property owned solely by the applicant, the consent of the other property co-owners is required stating that the part of property for which the subsidy is requested is owned solely by the applicant.

**For subsidy combinations**, the applicant may submit an application for support for the installation of equipment using energy from Subsidised Area C even in combination with other announced measures. The application shall be submitted for assessment to the regional branch of the Fund. If the Fund's opinion is positive, the application will be submitted to the entity responsible for further administration of the application.

A separate application shall be submitted for each measure in Areas A and B in combination with a measure in Area C. For combinations of two Area C measures, a separate application for each measure shall be submitted.

### Documents required as an attachment to the application:

1. **Expert opinion** worked out according to Annex No. I/7.
2. **Power of attorney** in accordance with Section 31 of the Civil Code for the person authorised to take action if the application is arranged by a person authorised by the applicant.
3. **Project** – drawings and description of the scope and method of the subsidised measures or installation of subsidised equipment, technology or product prepared on the basis of project and technical materials of the installed equipment manufacturer/supplier; the "Specification cover sheet" (hereinafter the "Cover Sheet") specified in Annex No. I/11 is an essential part of the documentation.

### Documents submitted after implementation completion:

1. Invoices (proof of covering the costs) – proof of payment of the subsidised measure (originals or certified copies of invoices) issued solely in the name of the applicant for subsidy or other co-owner, specifying the work (refer to Annex No. I/10), delivery note with itemised budget signed by the applicant and the supplier, and proof of honouring the

invoices in the form of a bank statement, cash voucher or a written supplier's confirmation of the receipt of the invoiced payment.

2. A protocol of putting the equipment into permanent operation by the supplier company for renovations or, for new buildings, a statement of the Building Authority under Act No. 183/2006 Coll. stating that the building is used for permanent habitation (notice of building use or occupancy permit). In the specific subsidised areas, the Fund may set out additional requirements for proof of information specified in the application with specific documents.