BIC-0003 - ESA BIC Application Template – Cover Letter and Requirement Checklist, v5.3, 08/04/2025

ESA BIC Estonia - Issue 1, 12/05/2025

[Please insert information as requested and remove all blue text including brackets “[“ and “]” before submitting the document. In the requirements checklists, ensure that the word "compliant” is inserted at relevant places and remove it in case of not being compliant.]

[Sender: Name] [company logo, if available]

[Company (if already founded)]

[Address]

[E-Mail]

[Web Site (if available)]

SUBJECT: Application to ESA BIC Estonia

REF: [Please insert your own reference number here]

Dear Madam, dear Sir,

In response to the Permanent Open Call for Proposals for Business Incubation issued by [insert company/institution managing the ESA BIC], we are pleased to submit **our proposal** to host [insert name of existing company or company to be founded] in ESA BIC Estonia. [Our ESA BIC location of choice is <Tartu/Tallinn>.

Please find attached hereto the following documents:

* Business Plan
* Incubation Proposal

1. The Application is **compliant with the Requirements** outlined in the Requirement Checklists attached to this document.

2. The **contract conditions have been read, understood and accepted**.

Any queries relevant to the proposal are to be addressed to the attention of:

[Name(s)]

[Address(es)]

[Phone]

[E-Mail]

Contact information of the person(s) who will be in charge of the day-to-day management:

[Name(s)]

[Address(es)]

[Phone]

[E-Mail]

Contact information of the legal representative who will be in charge of signing the contract:

[Name(s), representing a majority of company shares in the (intended) company]

[Address(es)]

[Phone]

[E-Mail]

**Signature(s): Date:** [insert date of submission]

[Insert Sender(s) Name(s), Title(s), and Signature(s), representing a majority of shares in the (intended) company, as per Chamber of Commerce registration form or similarly]

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# Requirements ChecklistS

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| **ESA General Application Requirements** | **Compliance statement** |
| [Choose section (a) or (b), depending on company status] |  |
| 1. In case the Applicant is a legal entity |  |
| The Applicant’s first registration at a chamber of commerce, or equivalent, has taken place no longer than 5 years prior to submission of Applicant’s proposal. [attach the Chamber of Commerce Registration Form, or equivalent, if available] | [compliant] |
| More than half of the shares are owned – directly or indirectly – by the authorised representatives applying on behalf of the Applicant.  Mark as applicable:  ( ) The Applicant has legal personality  ( ) The Applicant is a legal entity without legal personality[[1]](#footnote-2) | [compliant] |
| The company must fall into the EU definition of SME (European Commission Recommendation 2003/361) | [compliant] |
| OR |  |
| 1. In case the applicant is not yet a legal entity |  |
| The Applicant shall set up and register a company before signing an incubation contract. | [compliant] |
| More than half of the shares of the new company will be owned by the Applicant. | [compliant] |
|  |  |
| [The following requirements apply to all applicants] |  |
| Please provide the names of the owners and the (intended) related shareholding:   1. [Full Name] (\_\_%) 2. [Full Name] (\_\_%) 3. [Full Name] (\_\_%) 4. [Full Name] (\_\_%)   [add lines if needed]  If voting shares are different from ownership shares, add information above. |  |
| At the time of signing an incubation contract, the company must be considered having the nationality of Estonia according to the self-assessment form available as part of registration to esa-star.[[2]](#footnote-3) | [compliant/pending] |
| The Applicant’s product or service is based on a transfer of space technology to, and/or utilisation of a space system in a non-space environment (spin-off), or exploitation of non-space technology in the space market (spin-in). | [compliant] |
| The Applicant sells and delivers innovative products, processes or services for his own account and risk. | [compliant] |
| The Applicant does not conduct business activities promoting, or being related to, the production nor exploitation of alcohol, illegal drugs, tobacco, pornography, or gambling. The Applicant’s business activities shall also refrain from addressing topics related to war**,** religion, politics, intolerance, violence and obscenity. | [compliant] |
| Neither the Incubation nor the Incentive funding shall be used for military activities. This means that the Applicant’s business application shall be exclusively for peaceful activities and not include any military activities at the time of application to and incubation in an ESA BIC. |  |
| The Applicant will not provide consultancy as main business activity. | [compliant] |
| The Applicant is able to communicate in English. | [compliant] |
| The Applicant acknowledges the State Aid restrictions applicable in the European Union and will inform of any financial support received before and during the execution of the incubation contract. | [compliant] |
| The Applicant states that the terms and conditions of the draft incubation contract and the draft rental agreement are accepted without any reservations.[[3]](#footnote-4) | [compliant] |
| The Applicant states that all the key personnel under the incubation contract have all the relevant working permits for the duration of the incubation contract. | [compliant] |
| The Applicant is not and undertakes not to be hosted in another business incubator (including any other ESA BIC), or entity or organisation providing similar support, for the duration of the incubation contract.  This implies that applications shall not be done to more than one ESA BIC at a time. Only when an application has been evaluated and rejected, a new application to another ESA BIC is allowed.  (Participation to complementary programmes may be agreed upon on a case-by-case basis). | [compliant] |
| The Funding is linked to work packages within the incubation project only. | [compliant] |
| The Funding is granted in net amounts (not including VAT). | [compliant] |
| The Applicant understands that information provided in the application and in the supplementary data sheet is binding and forms the basis of the funding granted. Any changes in this information must be reported immediately and are subject to approval. | [compliant] |
| In case the Applicant has applied to an ESA BIC before, the Applicant has informed ESA BIC Estonia about this in advance of the application. Provide details here:  [Which ESA BIC], [When application took place], [Name of proposal] [OR N/A]  In addition, the Applicant has as part of this application provided an explanation on how feedback to the previous application has been taken into account and, if applicable, to which extent the application at hand contains any new material. | [compliant] |
| The Applicant(s) shall provide a copy of an official identity document (passport or similar) with this application for each person signing the application. If applicable, a copy of relevant working permits and VISAs shall also be provided. (Please provide all such copies in one separate file, not as part of the application text documents.) | [compliant] |

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| **ESA BIC Estonia** **Specific Application Requirements** | **Compliance statement** |
| The authorized representative of the Applicant must become a resident of Estonia before signing an Incubation Contract. | [compliant] |
| The company shall be registered in Estonia. | [compliant] |
| Company headquarters have to be located in the city of Tartu or Tallinn | [compliant] |
| If the Applicant intends to make use of the optional loan scheme available through ESA BIC Estonia, the applicant shall comply with the conditions for this loan scheme. | [compliant] |
| The Applicant has been in dialogue with ESA BIC Estonia prior to submitting the application. | [compliant] |
| The Applicant will be actively participating at the events, workshops and trainings provided by ESA BIC Estonia | [compliant] |

By signing the Cover Letter, to which these Requirement Checklists are attached, I declare that my application is compliant to the General and the Specific Application Requirements or that I shall undertake all necessary actions to ensure the compliance to same.

**DATA PROTECTION**

By submitting the application for ESA BIC Estonia, the Applicant gives by signing beneath this statement, free, specific, informed and unambiguous consent to Tartu Science Park Foundation with the controlling and the processing of its personal data in relation to this Open Call and for the purpose of possible selection for the ESA BIC Estonia upon fulfilment of all requirements set in the Open Call. Such consent to the controlling and the processing of the personal data shall be permitted only for the duration of 1 (one) year upon signature of the contract resulting from the subject Open Call. Agreement to the controlling and processing of personal data is necessary in order to fully evaluate the Applicant’s application to the Open Call for the ESA BIC Estonia and, if successful, in order to enter into contractual agreement as stipulated in the Open Call.

The Applicant shall have the right to information and the right of access to its personal data, right to rectification and erasure (right to be forgotten), right to restriction of processing, right to data portability, right to object, right not to be subject to a decision based solely on automated processing. The particularities of these rights are stipulated in the The particularities of these rights are stipulated in the Regulation (EU) 2016/679 of the European Parliament and the Council.

The Applicant shall have the right to withdraw its consent at any time. Such withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. It shall be as easy to withdraw as to give consent.

The Applicant has moreover the right to lodge a complaint with a supervisory authority established in each of the EU Member State as indicated in the GDPR.

I hereby give full consent to the above statement.

**Name(s) and Signature(s):[[4]](#footnote-5) Date:**

**Guidance on the use of generative AI tools for the preparation of the proposal**

When considering the use of generative artificial intelligence (AI) tools for the preparation of the proposal, it is imperative to exercise caution and careful consideration. The AI-generated content should be thoroughly reviewed and validated by the applicants to ensure its appropriateness and accuracy, as well as its compliance with intellectual property regulations. Applicants are fully responsible for the content of the proposal (even those parts produced by the AI tool) and must be transparent in disclosing which AI tools were used and how they were utilized. Specifically, applicants are required to:

* Verify the accuracy, validity, and appropriateness of the content and any citations generated by the AI tool and correct any errors or inconsistencies.
* Provide a list of sources used to generate content and citations, including those generated by the AI tool. Double-check citations to ensure they are accurate and properly referenced.
* Be conscious of the potential for plagiarism where the AI tool may have reproduced substantial text from other sources. Check the original sources to be sure you are not plagiarizing someone else’s work.
* Acknowledge the limitations of the AI tool in the proposal preparation, including the potential for bias, errors, and gaps in knowledge.

[Add the information below in the form:

Source Used for Section(s)]

1. Note that an incubation contract can only be signed with a legal entity *with* legal personality. Please contact the ESA BIC in advance to clarify ownership structure. [↑](#footnote-ref-2)
2. Applications to the ESA BIC will be considered without having registered to esa-star and without having completed the nationality self-assessment. If this is the case, state “pending” under compliance, register your company to esa-star upon successful evaluation, and inform the ESA BIC about the outcome of the nationality self-assessment. (In case you want to perform the nationality self-assessment in advance, please ask your ESA BIC.) [↑](#footnote-ref-3)
3. Both documents are available from the ESA BIC as part of the application package. [↑](#footnote-ref-4)
4. Please have the form signed by all natural persons whose personal data is provided as part of the application. [↑](#footnote-ref-5)