



Employment Subsidy Scheme (Temporary) – Second call: Application Checklist

Application Section	Required Information	Ready
Online Form – Part 1	Registered Company Name/Trading Name	<input type="checkbox"/>
Online Form – Part 1	Company Address and Contact Person Information	<input type="checkbox"/>
Online Form – Part 1	CRO Number	<input type="checkbox"/>
Online Form – Part 1	VAT Number	<input type="checkbox"/>
Online Form – Part 1	PPS Number only if applicant is a Sole Trader	<input type="checkbox"/>
Online Form – Part 1	Partnership Number, Names of Partners and PPS Numbers of Partners only if applicant is a Partnership	<input type="checkbox"/>
Online Form – Part 1	Relevant Registration Number and Legal Entity Description for legal entities other than company's, sole traders and partnerships	
Online Form – Part 1	Tax Clearance Certificate Number and Expiry Date	<input type="checkbox"/>
Online Form – Part 1	Short Description of the business (can be typed in a text editor and copied into the form – max of 100 words).	<input type="checkbox"/>
Online Form – Part 1	Name of Development agency and Contact Name only if known	<input type="checkbox"/>

Application Section	Required Information	Ready
Online Form – Part 2	On 2 nd November 2009 the number of full-time employees and part-time employees in the Republic of Ireland in your company/group	<input type="checkbox"/>
Online Form – Part 2	On 2 nd November 2009 the number of full-time employees and part-time employees in the Republic of Ireland now at risk of being made redundant as a result of the economic crisis	<input type="checkbox"/>
Online Form – Part 2	On 2 nd November 2009 the total number of employees in the Republic of Ireland you are seeking employment subsidies for	<input type="checkbox"/>
Online Form – Part 2	On 2 nd November 2009 the number of full-time employees and part-time employees in the Republic of Ireland you commit to retaining up to 30/11/2010 in the event of receiving employment subsidies.	<input type="checkbox"/>

Application Section	Required Information	Ready
Online Form – Part 3	Sales figures for the accounting year end from 2007-2011	<input type="checkbox"/>
Online Form – Part 3	Net profit margin (as % of sales) figures for the accounting year end from 2007-2011	<input type="checkbox"/>
Online Form – Part 3	Net assets from balance sheet for 2007 and 2008	<input type="checkbox"/>
Online Form – Part 3	Number of full-time employees based in the Republic of Ireland for the accounting year end from 2007-2011	<input type="checkbox"/>
Online Form – Part 3	Short summary of your restructuring plan to help you emerge from this current crisis with the committed number of employees. Your answer will be no more than 500 words and could cover your strategy to address; <ul style="list-style-type: none"> • Competitiveness and improving productivity levels • Cost reduction including new work processes • Market/product development • Prospects for growth • Show need for money • Long term future of the enterprise (can be typed in a text editor and copied into the form)	<input type="checkbox"/>



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Online Form – Part 4	Information relating to company group structure. Is the company part of a group?	<input type="checkbox"/>
Online Form – Part 4	Details of funding received under the EU temporary Aid Framework received in 2009	<input type="checkbox"/>
Online Form – Part 4	Details of funding received under De Minimis in 2007, 2008 and 2009	<input type="checkbox"/>

The following information should be submitted as soon as possible after receipt of the email confirmation of the completed and submitted online application form.

Application Section	Required Information	Ready
Supporting Document No. 1	Audited accounts for the last financial year end (where such audited accounts do not exist, management accounts for the same financial year end, to include a detailed balance sheet and a detailed profit & loss account, must be submitted instead)	<input type="checkbox"/>
Supporting Document No. 2	Management accounts (to include a detailed balance sheet and a detailed profit & loss account) in respect of the period from the last financial year end to the 30th September 2009	<input type="checkbox"/>
Supporting Document No. 3	Quarterly cash flow statements from the 1st October 2009 to the 31st December 2010 taking into account the anticipated employment subsidy. The cash flow statement must outline the additional funding facilities that are in place or proposed to meet any cash deficit.	<input type="checkbox"/>