Self-assessment declaration

European Commission Recommendation 2003/361/EC of 06/05/2003 defines what a Small & Medium-Sized Enterprise (SME) is.

Please complete the form in its entirety, scan it and send back to jtpphelpdesk@eu-japan.eu

Guidance notes can be found in the various official EU languages via the "Model declaration on the information relating to the qualification of an enterprise as an SME" on the Commission website:

1. Go to http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32003H0361 and chose the document in your preferred language

2. See also: http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

EU-Japan Centre scheme: Japan Tax and Public Procurement Helpdesk

Applicant's name: _____

Company name: _____

Company registration / VAT number: _____

Company address: _____

SME type: ☐ Autonomous (>75% independent) **OR** ☐ Partner (25-50% independent) **OR** ☐ Linked

Number of employees in the firm worldwide : _____

Reference period (*) _____

If more than 250: - Since when? _____

- How many part-time? _____

Annual turnover worldwide: _____

Reference period (*) _____

Balance sheet total worldwide : _____

(*) Related to the last approved accounting period and on annual basis

---

Declaration by a Director of the Company

I declare on my honour the accuracy of this declaration.

I understand that should it deem it necessary, the EU-Japan Centre reserves the right to ask for additional information.

Name & position of the signatory, authorised to represent the Company:

_____

_____

Town: _____ Date: _____

Signature (by hand): ✗ _____

LEAVE BLANK – for EU-Japan Centre use only

Received: ___/___/___ . Information checked by: _____ Eligible? ☐ Yes **OR** ☐ No