



HELLENIC REPUBLIC  
**MINISTRY OF  
ECONOMY & DEVELOPMENT**











**USER MANUAL  
FOR THE  
STATE AID INFORMATION SYSTEM  
(SA MIS)**

**Interreg**  
**Greece-Bulgaria**  
European Regional Development Fund



EUROPEAN UNION

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## PROCEDURE FOR OBTAINING ACCESS TO THE INFORMATION SYSTEM

The submission of an investment proposal is made via the website [www.ependyseis.gr](http://www.ependyseis.gr), which is the entrance-gate to the "State Aid Information System" (SA MIS).

The screenshot displays the website interface for the Ministry of Economy, Infrastructure, Shipping and Tourism. The header includes the Greek flag and the text "ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ ΥΠΟΥΡΓΕΙΟ ΟΙΚΟΝΟΜΙΑΣ ΥΠΟΔΟΜΩΝ, ΝΑΥΤΙΛΙΑΣ & ΤΟΥΡΙΣΜΟΥ" and "ΓΕΝΙΚΗ ΓΡΑΜΜΑΤΕΙΑ ΕΠΕΝΔΥΣΕΩΝ ΚΑΙ ΑΝΑΠΤΥΞΗΣ". The main content area on the left contains text about the website's purpose and a list of links to legal acts. The right sidebar features a navigation menu with the following items: "Ηλεκτρονική Υποβολή" (highlighted with a red circle), "Πληροφοριακό Σύστημα Κρατικών Ενισχύσεων", "Help Desk", "Τεχνική Υποστήριξη", and "Επισκεφθείτε ακόμα: Γενική Γραμματεία Επενδύσεων και Ανάπτυξης". At the bottom of the sidebar is the logo for "ΕΣΠΑ 2014-2020" with the tagline "ανάπτυξη - εργασία - αλληλεγγύη".

ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ  
ΥΠΟΥΡΓΕΙΟ ΟΙΚΟΝΟΜΙΑΣ  
ΥΠΟΔΟΜΩΝ, ΝΑΥΤΙΛΙΑΣ  
& ΤΟΥΡΙΣΜΟΥ

ΓΕΝΙΚΗ ΓΡΑΜΜΑΤΕΙΑ  
ΕΠΕΝΔΥΣΕΩΝ ΚΑΙ ΑΝΑΠΤΥΞΗΣ

Ο δικτυακός τόπος [www.ependyseis.gr](http://www.ependyseis.gr) αναπτύχθηκε από τη Γενική Γραμματεία Επενδύσεων και Ανάπτυξης του Υπουργείου Οικονομίας, Υποδομών, Ναυτιλίας και Τουρισμού με την υποστήριξη της ΜΟΔ Α.Ε.

Σκοπός του είναι η ενημέρωση των επιχειρήσεων σχετικά με τις ενισχύσεις προς επενδυτικά σχέδια που διαχειρίζεται το Υπουργείο Οικονομίας, Υποδομών, Ναυτιλίας και Τουρισμού, δηλαδή τον Επενδυτικό Νόμο και τις ενισχύσεις προς Μικρομεσαίες Επιχειρήσεις που υλοποιούνται στο πλαίσιο των συγχρηματοδοτούμενων προγραμμάτων. Παράλληλα, αποτελώντας την είσοδο σε Πληροφοριακό Σύστημα Κρατικών Ενισχύσεων, παρέχει τη δυνατότητα ηλεκτρονικής υποβολής και διαχείρισης των επενδυτικών σχεδίων.

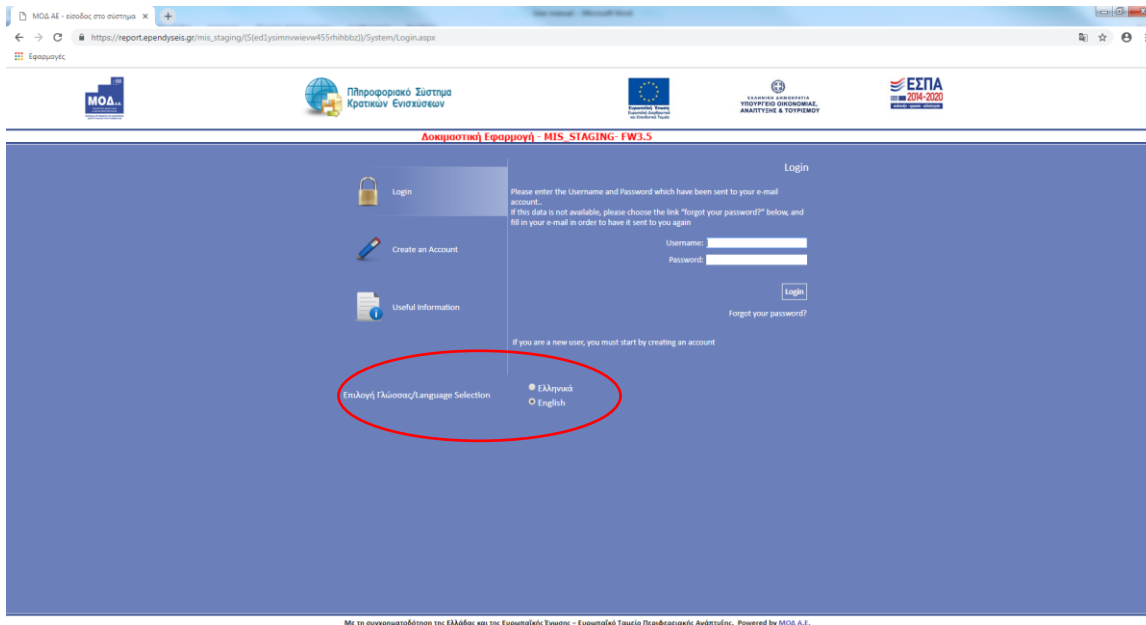
Επιπλέον, ο δικτυακός τόπος [www.ependyseis.gr](http://www.ependyseis.gr) φιλοξενεί το Νομοθετικό Πλαίσιο για Επιχειρήσεις στην Ελλάδα που αναπτύχθηκε σε συνεργασία με το Κέντρο Διεθνούς και Ευρωπαϊκού Οικονομικού Δικαίου (ΚΔΕΟΔ) και παρέχει σε κωδικοποιημένη μορφή την ισχύουσα νομοθεσία σχετικά με τη ρύθμιση βασικών τομέων της ελληνικής οικονομίας και την εγκατάσταση και λειτουργία επιχειρήσεων.

[ΓΕΝΙΚΗ ΓΡΑΜΜΑΤΕΙΑ ΣΤΡΑΤΗΓΙΚΩΝ ΚΑΙ ΙΔΙΩΤΙΚΩΝ ΕΠΕΝΔΥΣΕΩΝ](#)  
[ΕΠΕΝΔΥΤΙΚΟΣ ΝΟΜΟΣ 3299/2004](#)  
[ΕΠΕΝΔΥΤΙΚΟΣ ΝΟΜΟΣ 3908/2011](#)  
[ΕΠΕΝΔΥΤΙΚΟΣ ΝΟΜΟΣ 4146/2013](#)

Ηλεκτρονική Υποβολή  
Πληροφοριακό Σύστημα Κρατικών Ενισχύσεων  
Help Desk  
Τεχνική Υποστήριξη  
Επισκεφθείτε ακόμα:  
Γενική Γραμματεία Επενδύσεων και Ανάπτυξης  
ΕΣΠΑ 2014-2020  
ανάπτυξη - εργασία - αλληλεγγύη

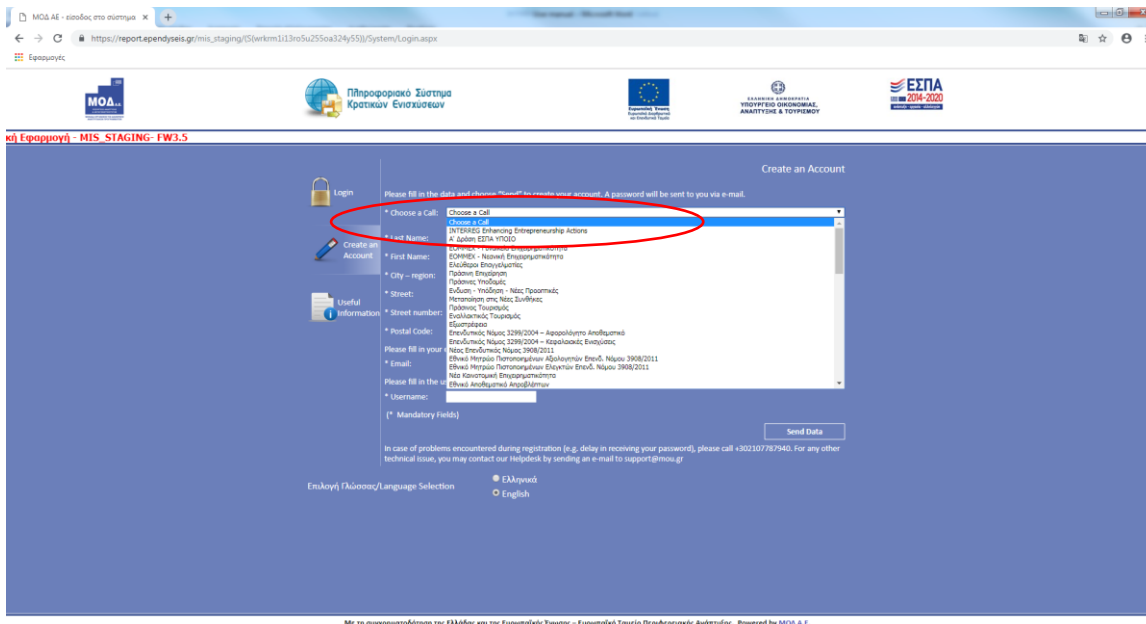
# First-time Users (users who wish to register for the first time in the SA MIS)

First Select **English** from Language selection.

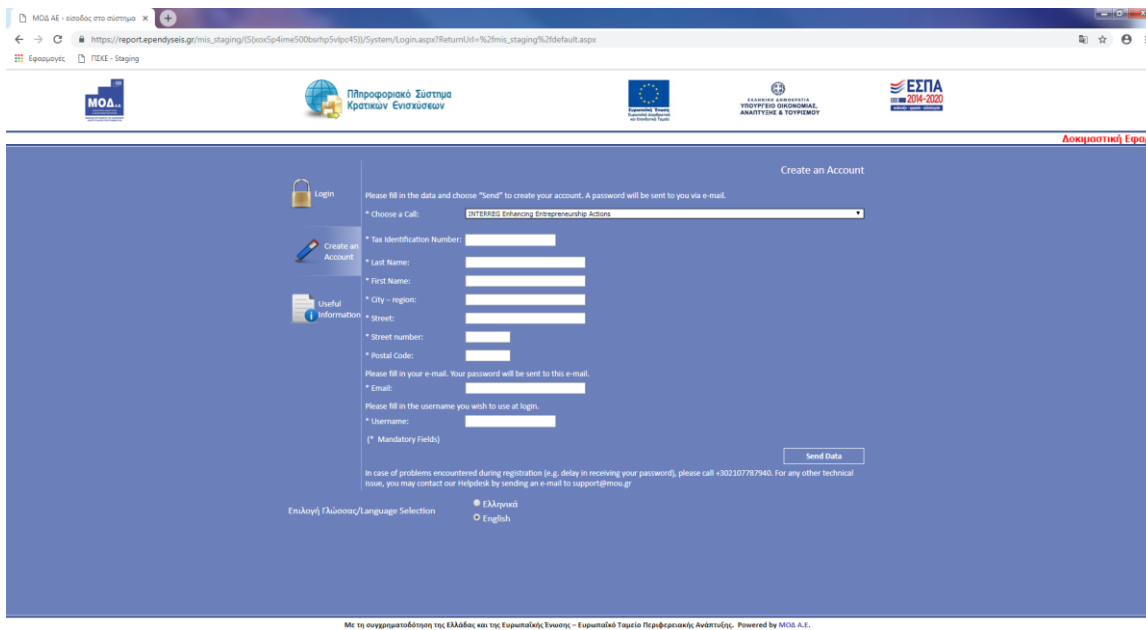


Then select **“Create an account”**.

From the available choices, select **“Choose a Call”** and then select **“Interreg Enhancing Entrepreneurship Actions”**.



Fill in all the fields which appear on the screen:

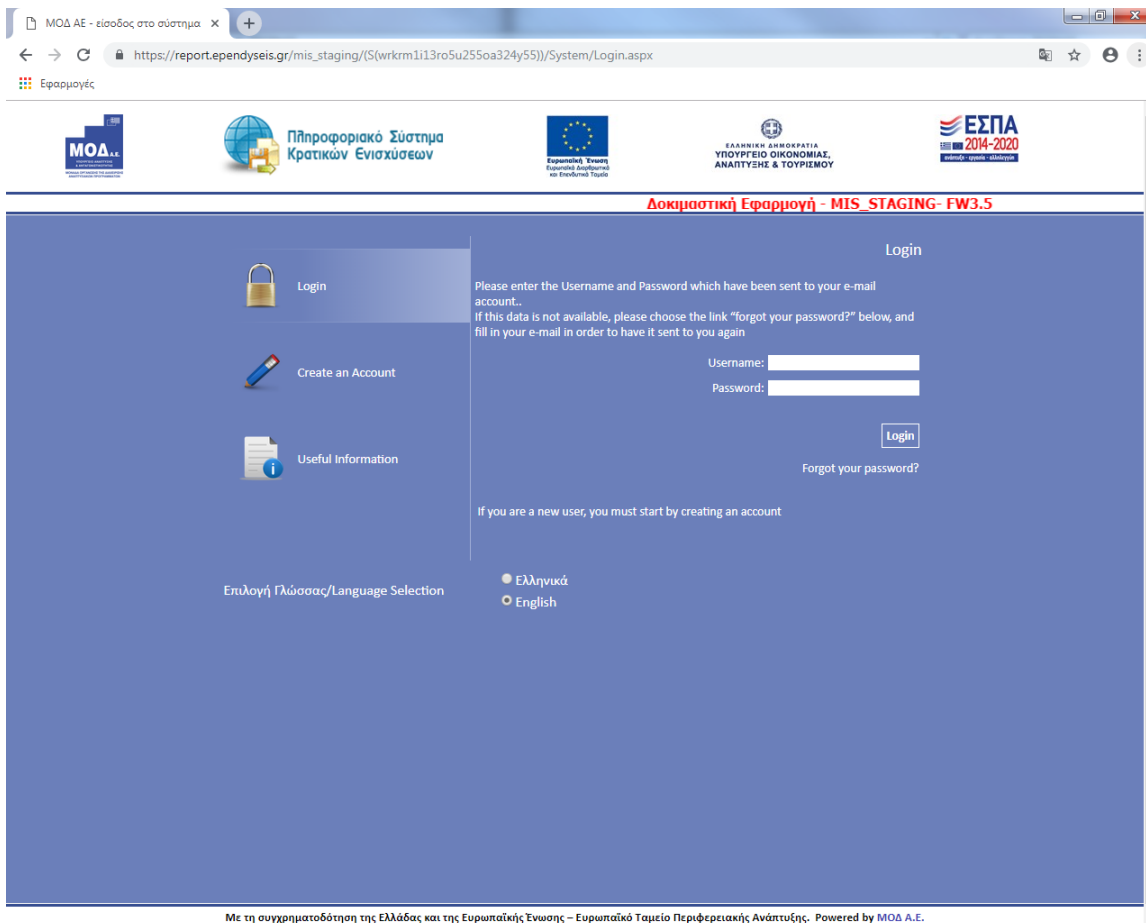


- “*Tax registration Number*”
- “*Last name*”
- “*First name*”
- “*City-Region*”
- “*Street name*”
- “*Street number*”
- “*Postal Code*”
- “*Email*” (the email where you want to receive your password)
- “*Username*” (the User Name you want to use)

If the “**User Name**” you entered already exists in the system, a warning message appears briefly at the bottom of the screen. In this case, another User Name must be typed.

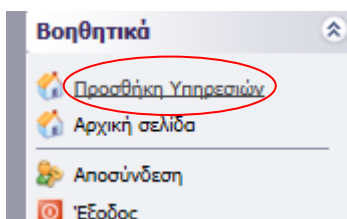
As long as the registration process is completed correctly, an email with the User Name and Password, is sent to the email address you have provided via automated procedure.

On the login page ([www.ependyseis.gr/mis](http://www.ependyseis.gr/mis)), enter the information sent to you by email (Username and Password) and select “**Login**”. Access is given to the user menu. Select **English** from Language selection.

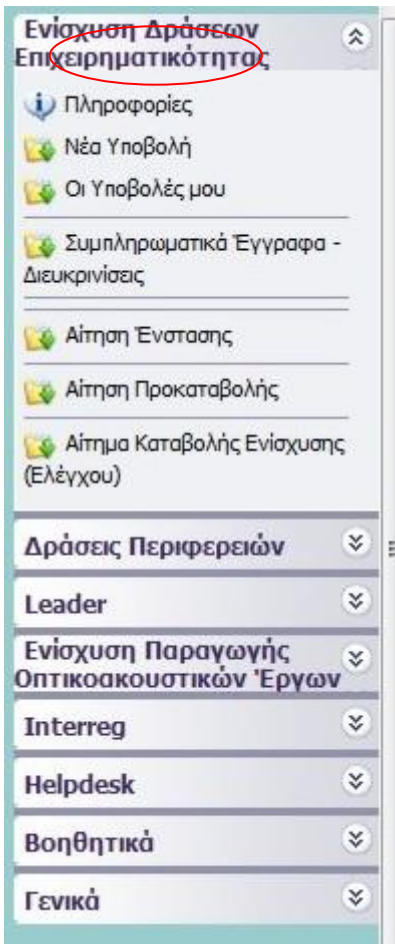


## Registered (Greek) Users (users who wish to submit an application through the SA MIS)

After entering the SA MIS with the details of an existing (registered) user, from the menu "**Βοηθητικά**" (auxiliary services) select the first option "**Προσθήκη Υπηρεσιών**" (add services)



Under "**υπηρεσίες στις οποίες μπορείτε να εγγραφείτε**" (services for which you can register), select the "**Φορέας Ενίσχυσης Δράσεων Επιχειρηματικότητας**" (Interreg Enhancing Entrepreneurship).



For both users: first-time users and already registered users (Greek)

Under the option “*Interreg*”, the following menu appears:

Proposal Code	Project Code	Enterprise	Enterprise's TIN	Region	Priority Axis	Start Date	Start User	Validation Date	Validation User	Status
795340	IN1GB-0001230	enterprise		Αιτωλικός Μυθονόλος και Θύβητος	Greece - Bulgaria 5th Call	13/12/2018 12:03:25 μμ	test test			Ηλεκτρονική Υποβολή
795760	IN1GB-0001234				Greece - Bulgaria 5th Call	17/12/2018 3:37:10 μμ	test test			Σχέδιο/Draft
796693	IN1GB-0001299				Greece - Bulgaria 5th Call	16/1/2019 2:51:13 μμ	test test			Σχέδιο/Draft
796849	IN1GB-0001308				Greece - Bulgaria 5th Call	22/1/2019 11:52:00 μμ	test test			Σχέδιο/Draft
796904	IN1GB-0001314				Greece - Bulgaria 5th Call	23/1/2019 11:58:52 μμ	test test			Σχέδιο/Draft
798090	IN1GB-0001439				Greece - Bulgaria 5th Call	19/2/2019 10:52:49 μμ	test test			Σχέδιο/Draft
798245	IN1GB-0001449				Greece - Bulgaria 5th Call	20/2/2019 2:56:49 μμ	test test			Σχέδιο/Draft

**“Information”**: This option provides the user with information regarding the manual, and the Call.

**“New submission”**: This option allows you to start a new application

**“My submissions”**: This option allows you to view and edit your already saved applications.

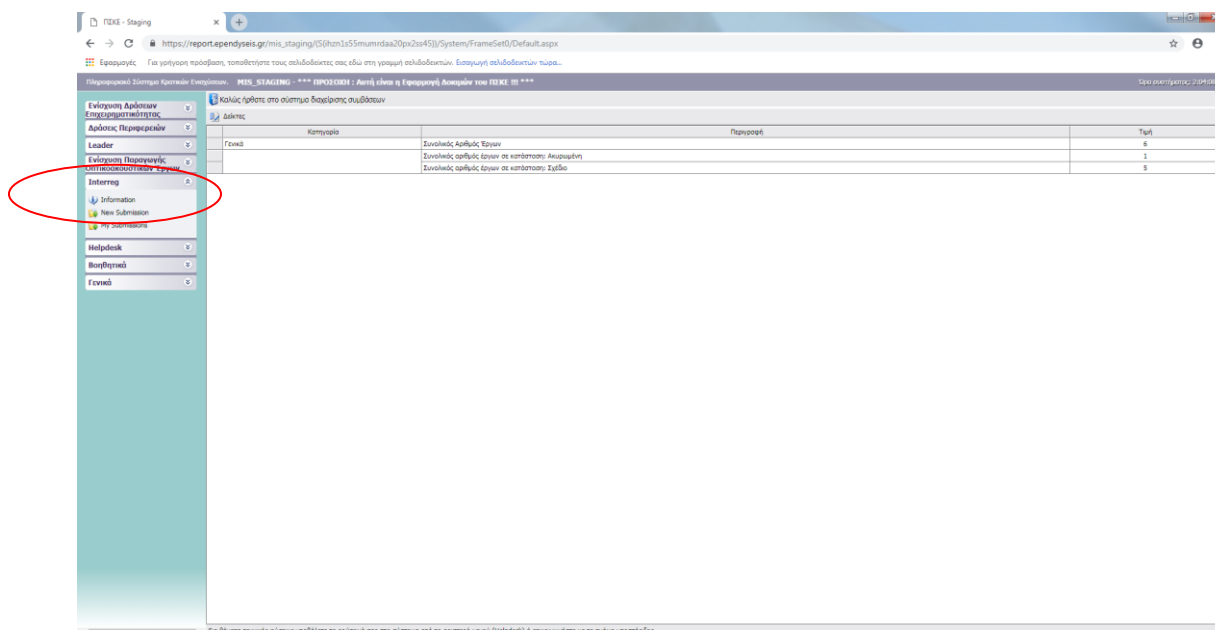
## **Tips – Troubleshooting**

1. In order to avoid typing errors, it is preferable to copy (Ctrl C) - Paste (Ctrl V) from the confirmation email your user name and password.
2. Since you are likely to enter the system several times before final submission, make sure that you save the username/password information.
3. If you enter incorrect data more than 3 times your account will be locked and you need to contact the support office (210-7787940 / [support@mou.gr](mailto:support@mou.gr) during office hours 09:00 - 17:00) to unlock it.



## APPLICATION SUBMISSION PROCEDURE

After your successful entrance to SA MIS, the following screen appears:



On the left-hand side, you will see the following options:

### 1. Interreg

- The option **“new submission”** starts a new funding application.
- The option **“my submissions”** shows all your applications (if multiple applications are supported by the Call)

### 2. Helpdesk

- The option **“Τα ερωτήματά μου”** (which means **“my questions”**) shows all the questions you have submitted through the SA MIS
- The option **“Αποστολή Ερωτήματος”** (which means **“submit a question”**) allows you to submit a question of technical nature
- The option **“FAQ”** (frequent questions and answers) shows the most frequent questions users have submitted and the answers to them.

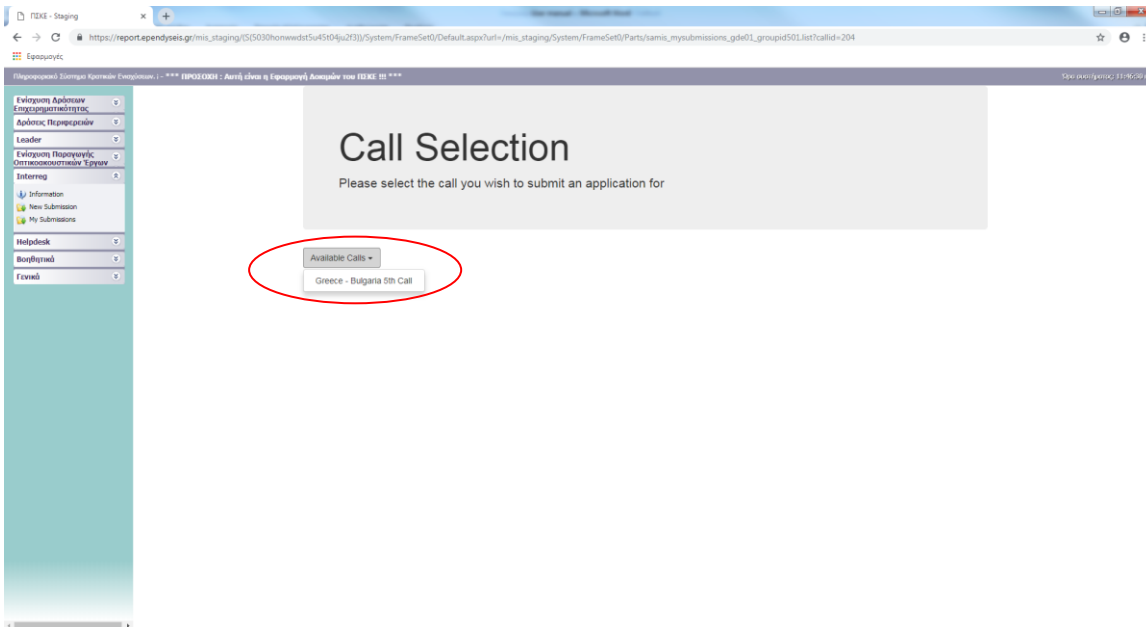
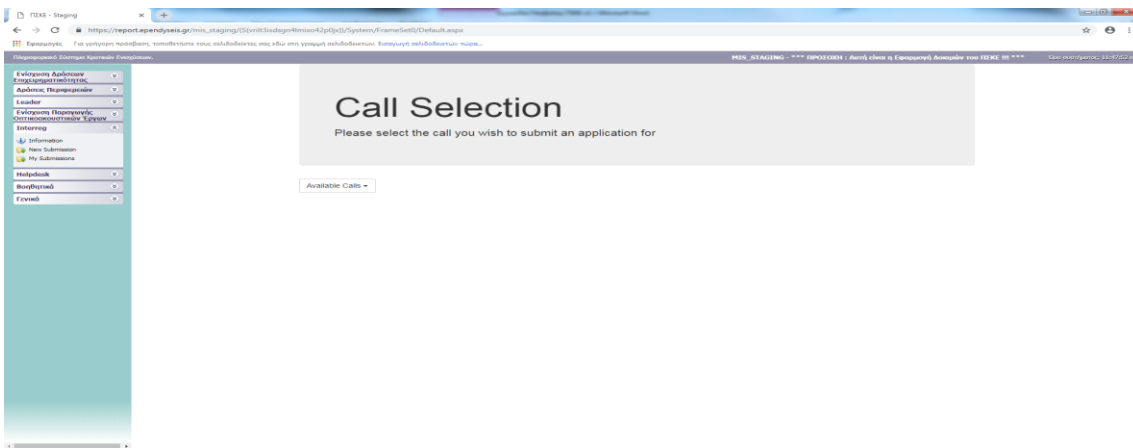
### 3. Βοηθητικά (which means “auxiliary services”)

- The option **“Αρχική Σελίδα”** (which means **“first page”**) returns you to the first page (previous screen).
- The option **“Αποσύνδεση”** (which means **“logout”**) logs you out of the system.

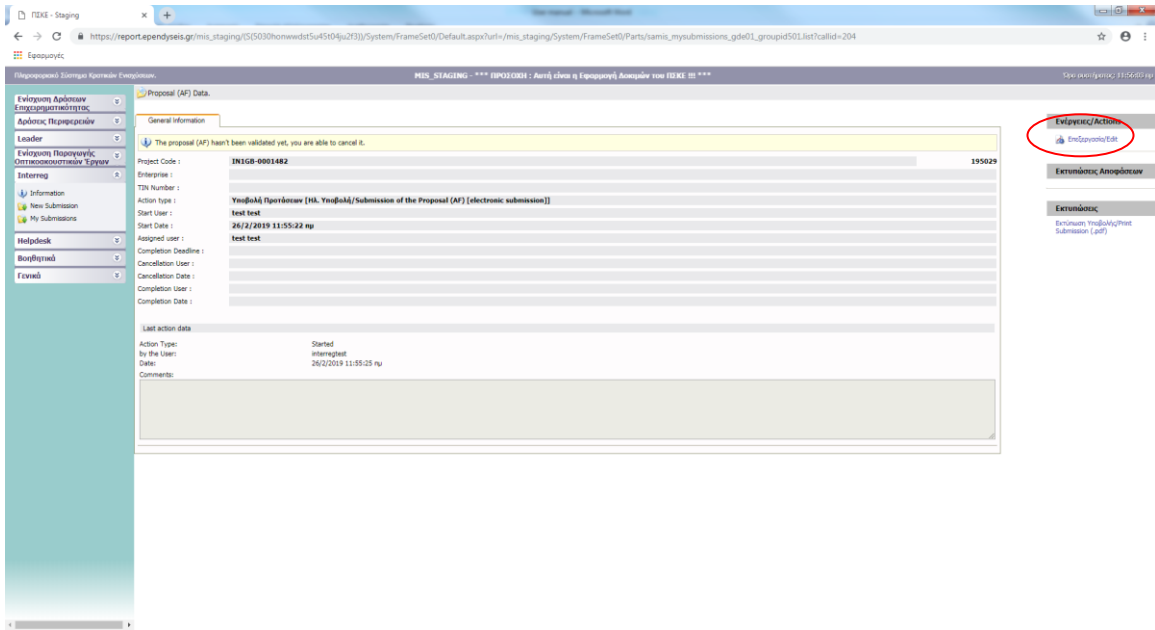
- The option **“Εξοδος”** (which means **“exit”**) logs you out of the system and closes the browser.

## New Submission

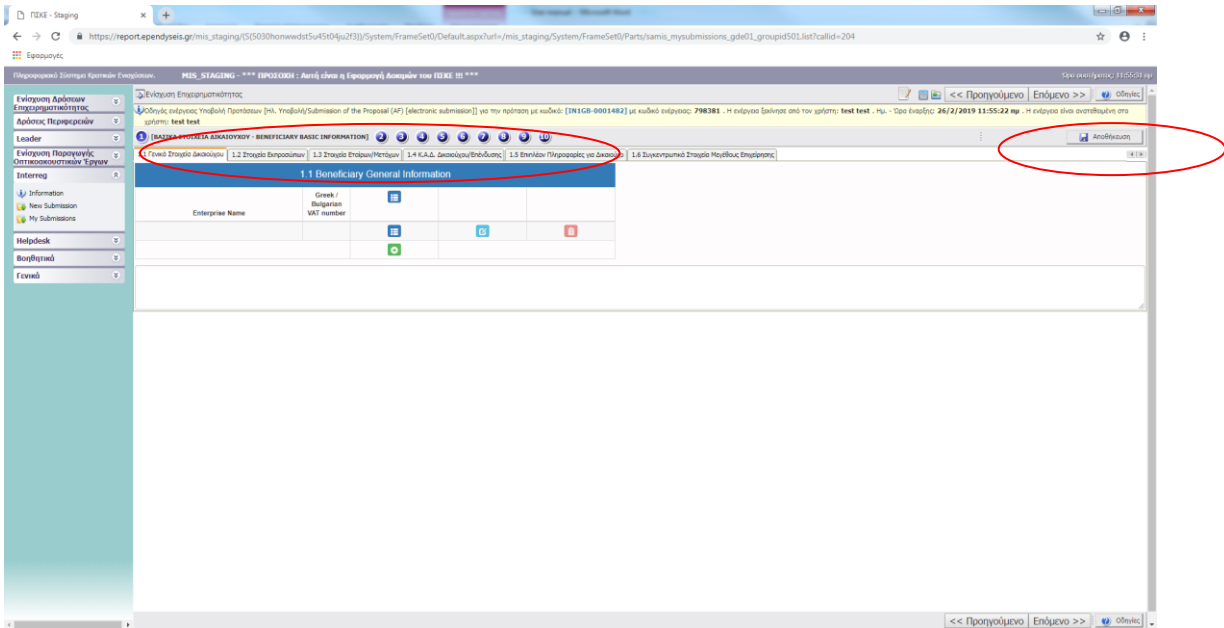
From the menu **“Interreg”** you can start a new funding application by selecting **“New submission”**. Then, select **“Available Calls”** and then select from the drop-down list **“Greece-Bulgaria 5<sup>th</sup> Call”**.



Then select **“Edit”** from the right menu of your screen.



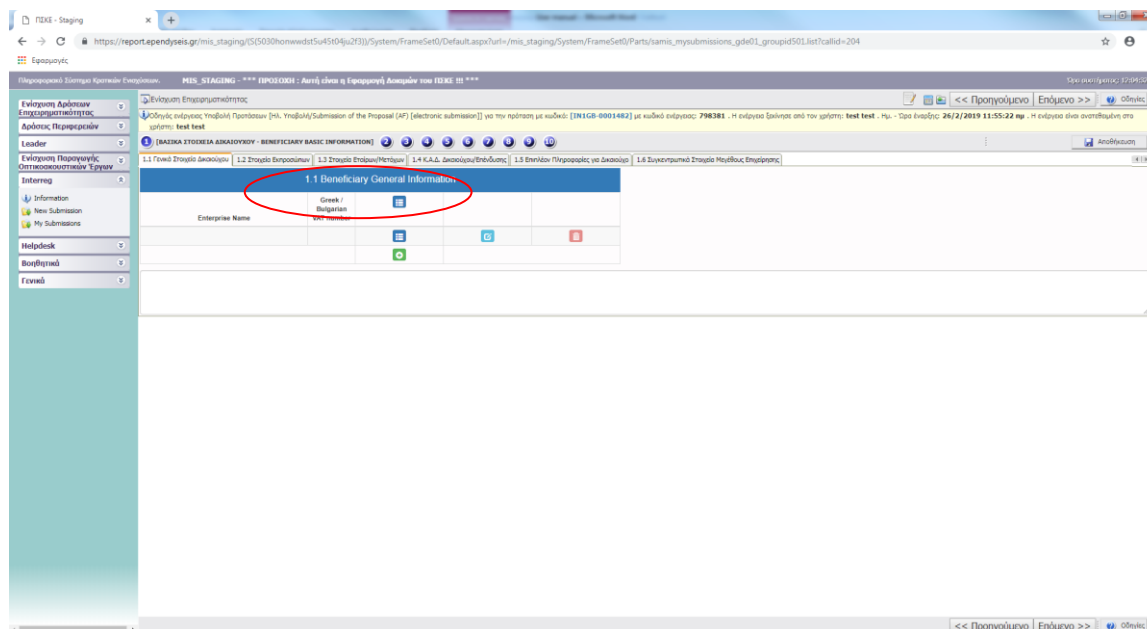
Ten (10) distinct steps will appear.






**Tip: every time you log out from the SA MIS or move from one step to the next, press  Αποθήκευση (save).**

# STEP 1 BENEFICIARY BASIC INFORMATION

## Tab 1.1 BENEFICIARY GENERAL INFORMATION



By pressing  you open a form in which you can fill in the information for each beneficiary.

The selection  allows you to fill in information and the selection  confirms that information.

### Required Information to fill in per beneficiary:

- *Country (Greece/Bulgaria)*
- *Type Of Enterprise (Under Establishment/Existing)*

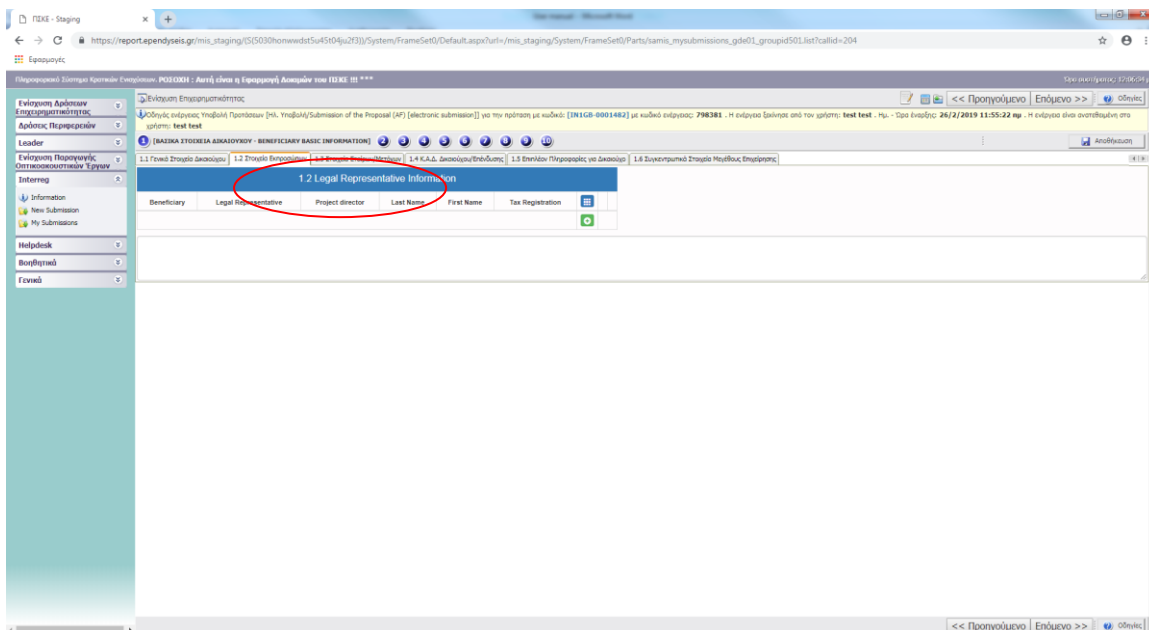
### BENEFICIARY ENTERPRISE GENERAL INFORMATION



- *Enterprise Name*
- *Distinctive Business Name - Brand*
- *Enterprise Establishment Date*
- *Business Type (Select from list)*
- *Greek / Bulgarian VAT number*
- *Tax Registration Office*
- *Type Of Accounting Books (Select from list)*
- *Primary Economic Activity*
- *Enterprise Size (Select from list)*
- *Is This An Offshore Enterprise? (Yes/No)*

### BENEFICIARY ENTERPRISE LOCATION INFORMATION (NUTS II CLASSIFICATION)

- *Municipality (Select from list for Greek Beneficiaries)*
- *Street Name & Number*
- *Town*
- *Zip Code*
- *Telephone Number*
- *Website*
- *Email Address*

## Tab 1.2 LEGAL REPRESENTATIVE INFORMATION



By pressing  you open a form in which you can fill in the information related to each legal representative and by pressing  you confirm that information.

### Required Information to fill in per beneficiary:

- *Beneficiary (Select from list)*
- *Legal Representative (YES/NO)*
- *Project director (YES/NO)*

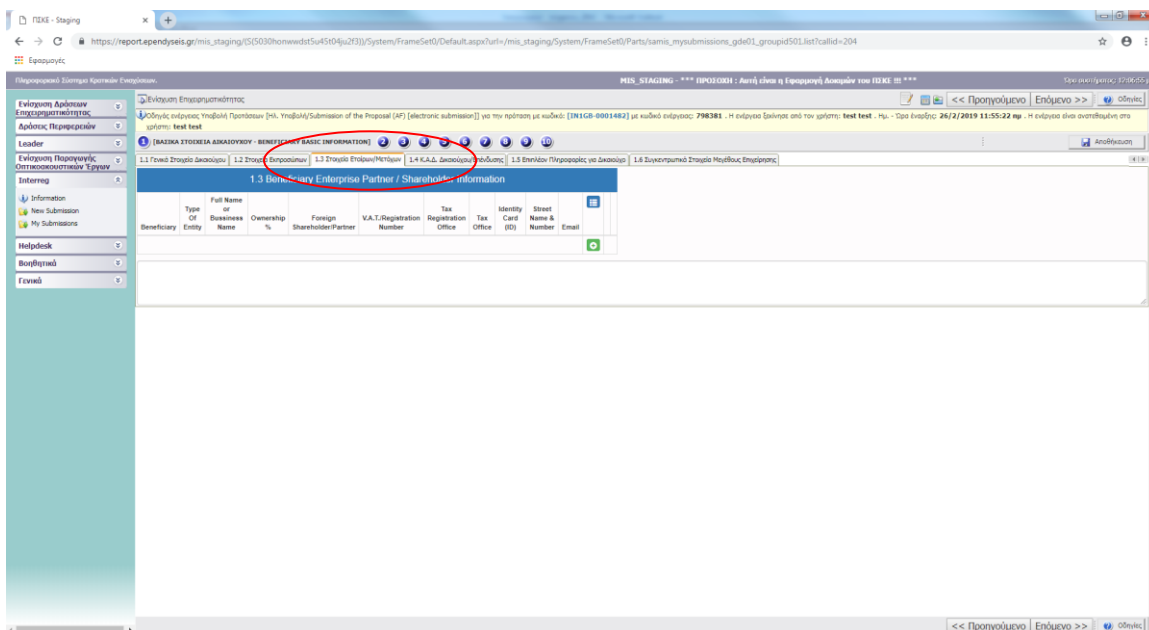
### REPRESENTATIVE INFORMATION



- *Last Name*
- *First Name*
- *Tax Registration*
- *Position In The Enterprise*

### LOCATION INFORMATION (NUTS II CLASSIFICATION)

- Country (Greece/Bulgaria)
- Street Name & Address
- Town
- Zip Code
- Telephone Number(Landline)
- Telephone Number(Mobile)
- E-mail Address

**Tab 1.3 BENEFICIARY ENTERPRISE PARTNER/SHAREHOLDER INFORMATION**



By pressing  you open a form in which you can fill in the information related to each partner or shareholder and by pressing  you confirm that information.

**Required Information to fill in:**

**GENERAL INFORMATION**

- Beneficiary (Select form list)
- Type Of Entity (Select from list)
- Full Name or Business Name
- Ownership %
- Foreign Shareholder/Partner (YES/NO)
- V.A.T./Registration Number
- Tax Registration Office
- Identity Card (ID)

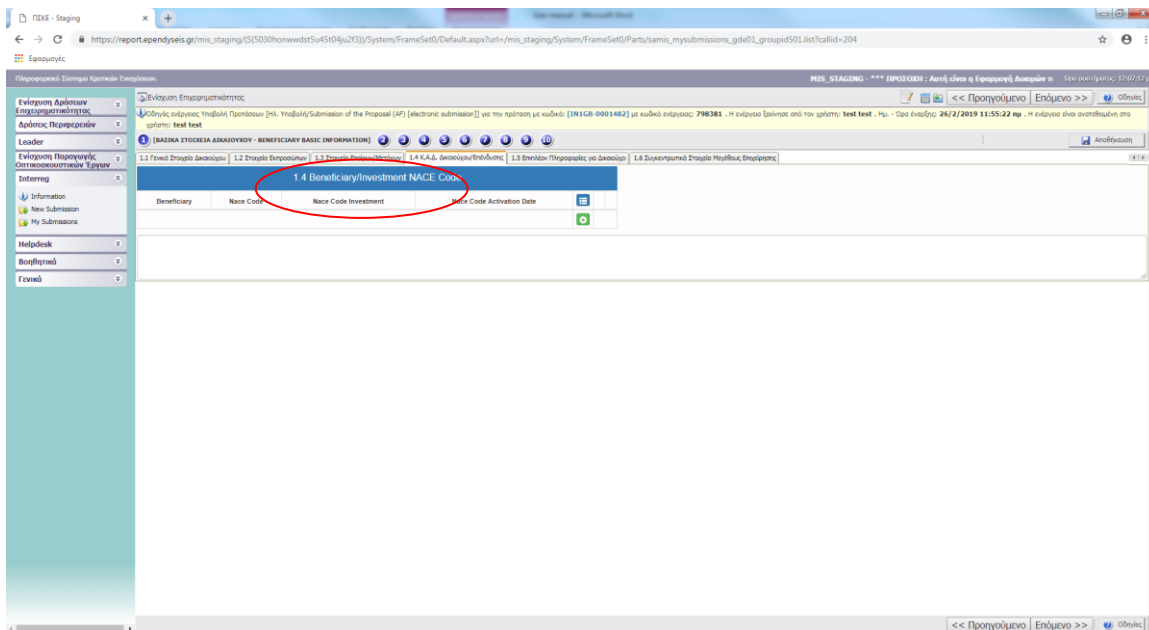
## LOCATION INFORMATION



- Country (Select from list)
- Street Name & Number
- City
- Zip Code
- Telephone Number
- Email

## IN CASE OF LEGAL ENTITY

- Name Of Legal Representative
- Year Of Establishment
- V.A. T/Registration Number Of Legal Representative
- Position Of Legal Representative In The Legal Entity

**Tab 1.4 Beneficiary/Investment NACE Code**



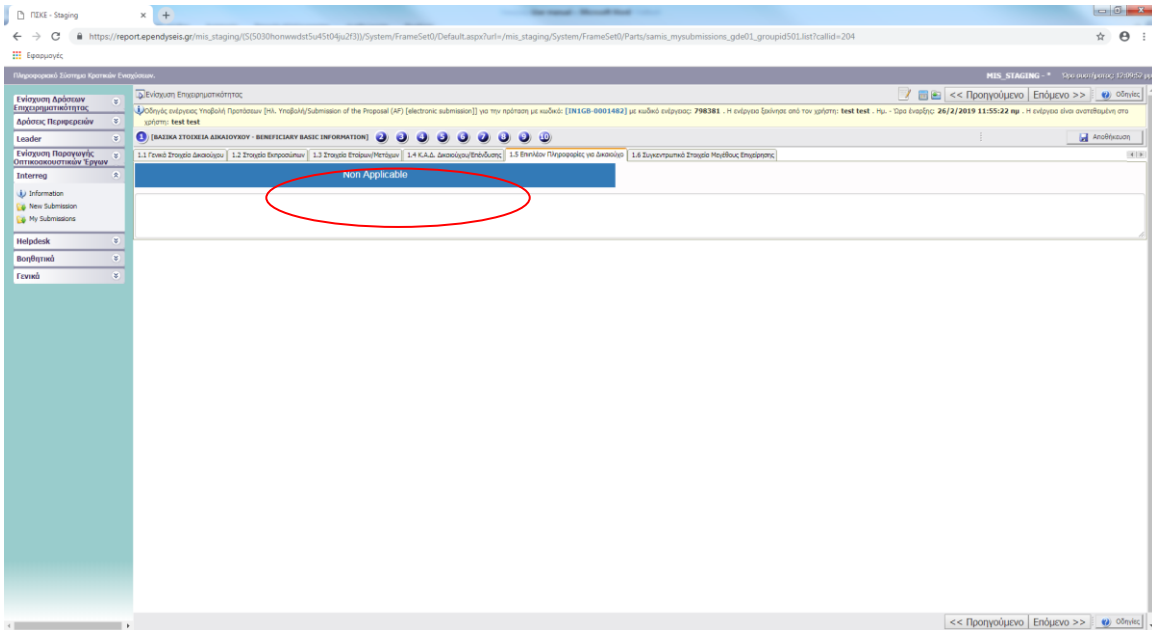
By pressing  you open a form in which you can fill in the information related to each beneficiary/investment NACE code and by pressing  you confirm that information.

## Required Information to fill in per beneficiary:

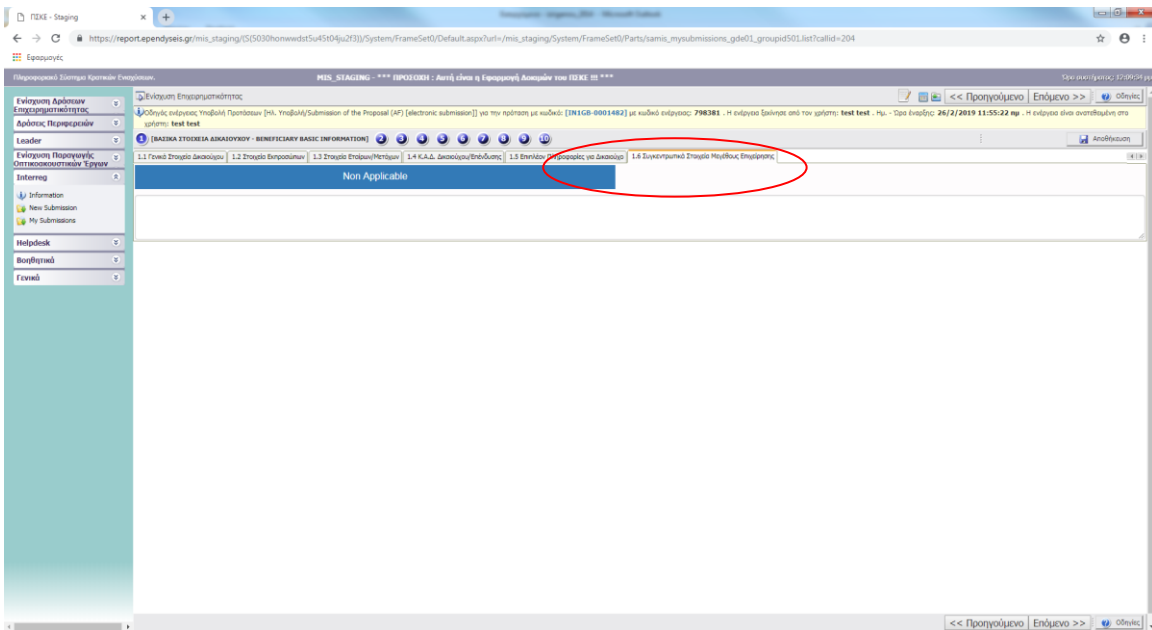
- Beneficiary (Select from list)
- Nace Code(Select from list)
- Nace Code Investment (YES/NO)

- *Nace Code Activation Date*

**Tab 1.5 BENEFICIARY ADDITIONAL INFORMATION (NOT APPLICABLE)**



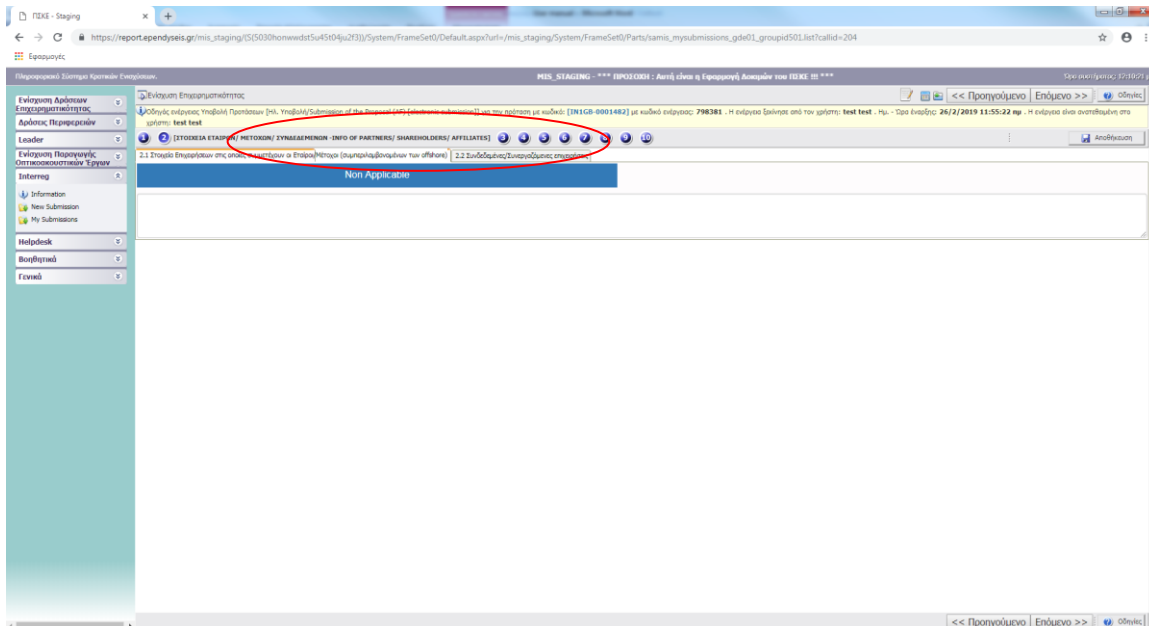
**Tab 1.6 AGGREGATED DATA OF BUSINESS SIZE (NOT APPLICABLE)**





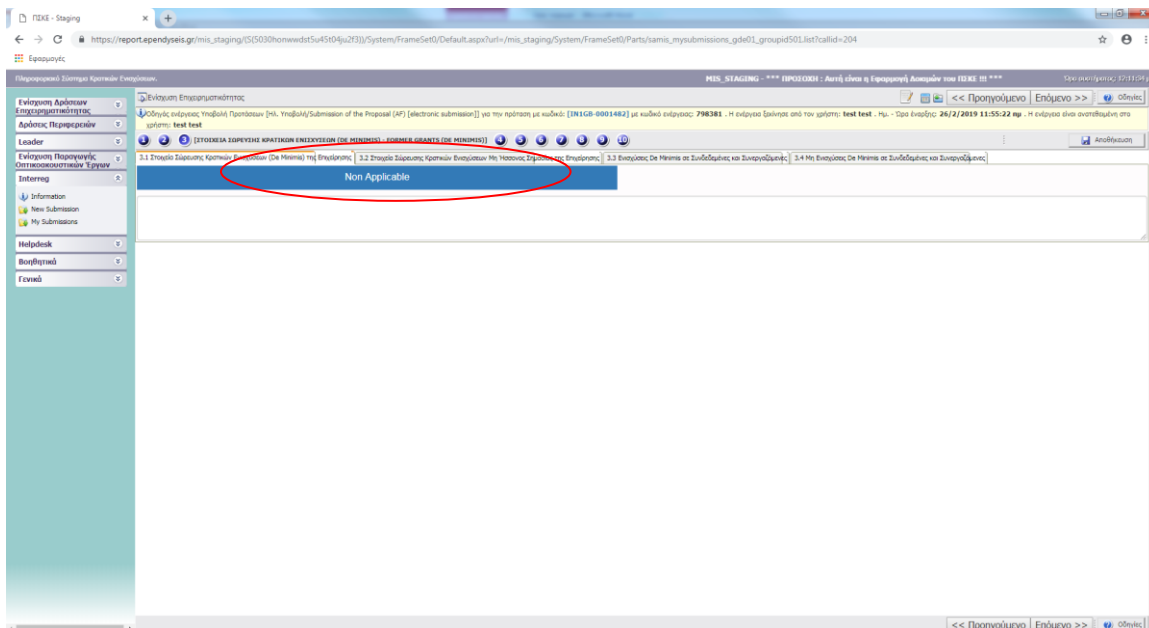
## STEP 2 INFO OF PARTNERS/ SHAREHOLDERS/ AFFILIATES

**(NOT APPLICABLE)**



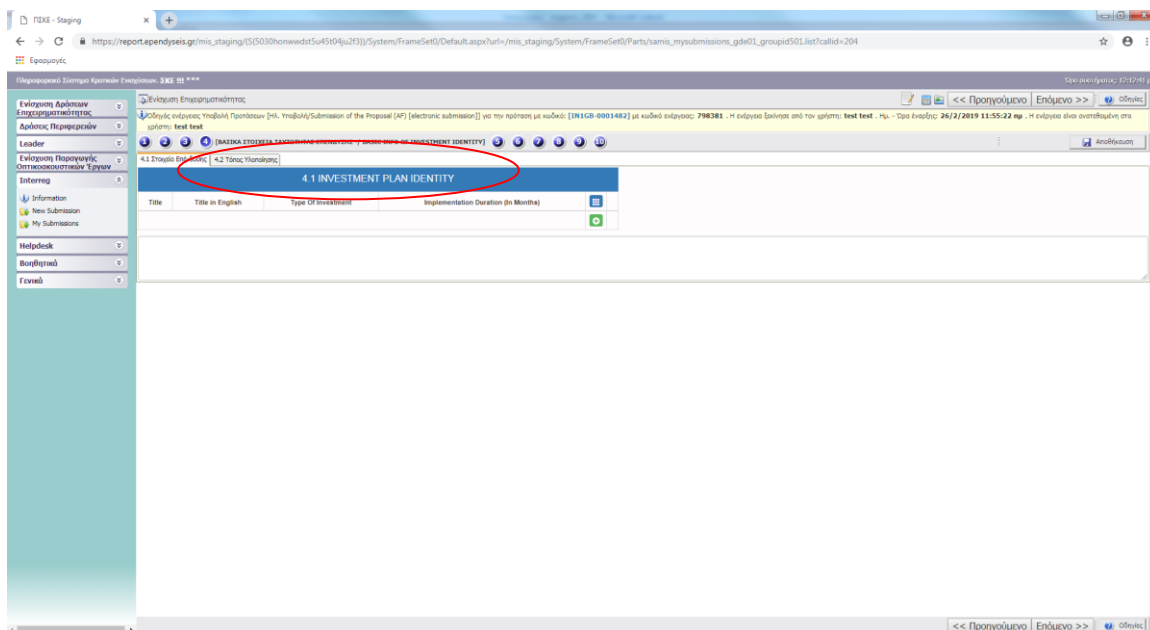
## STEP 3 FORMER GRANTS (DE MINIMIS)



**(NOT APPLICABLE)**



## STEP 4 BASIC INFO OF INVESTMENT IDENTITY

### Tab 4.1 INVESTMENT PLAN IDENTITY

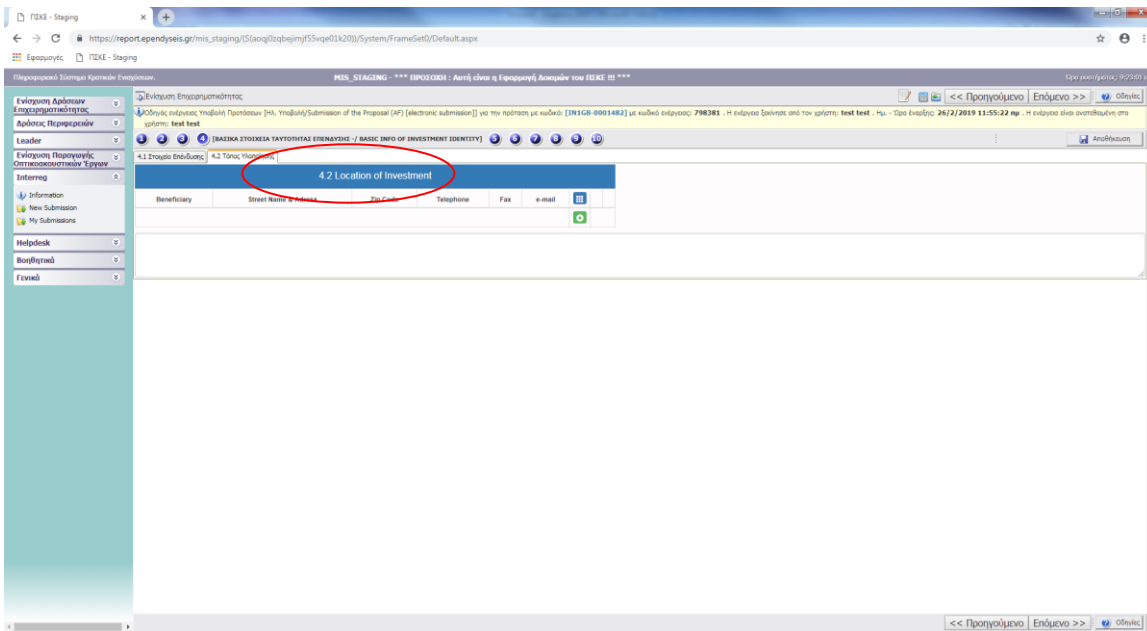




By pressing  you open a form in which you can fill in the information related to the investment plan identity and by pressing  you confirm that information.

#### Required Information to fill in:

- *Title*
- *Title in English*
- *Type Of Investment (Select from list)*
- *Implementation Duration (In Months)*

## Tab 4.2 Location of Investment

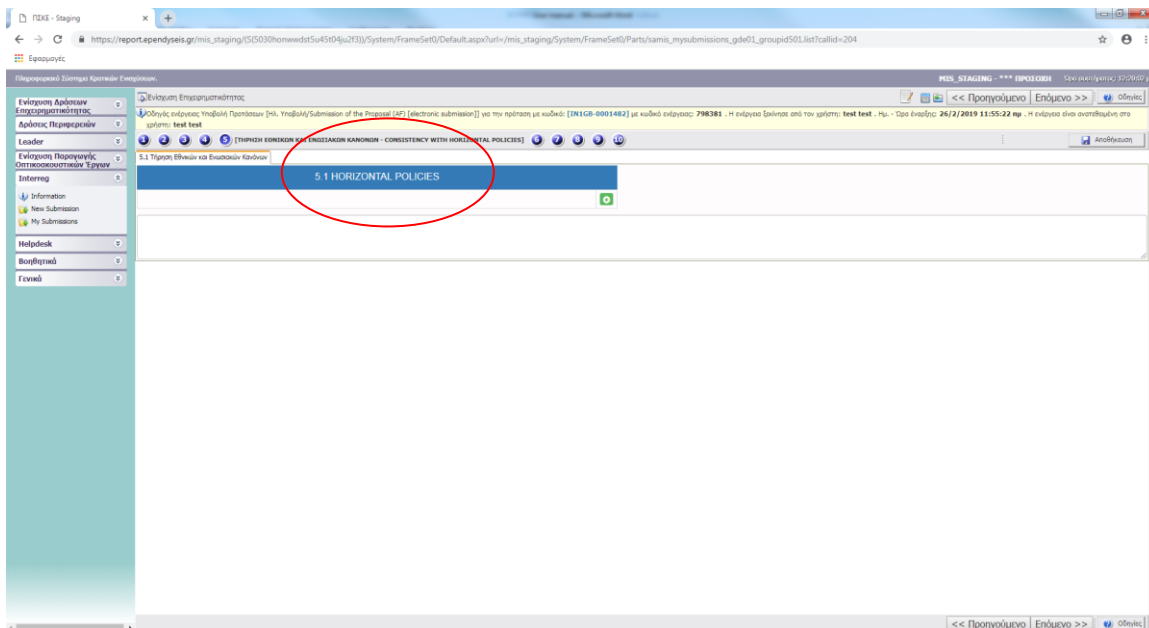




By pressing  you open a form in which you can fill in the information related to the location of the assisted plants/facilities and by pressing  you confirm that information.

### Required Information to fill in per beneficiary:

- *Beneficiary (Select from list)*
- *Country (Greece/Bulgaria)*
- *Municipality (Select from list)*
- *Street Name & Address*
- *Zip Code*
- *Telephone*
- *Fax*
- *e-mail*

## STEP CONSISTENCY WITH HORIZONTAL POLICIES



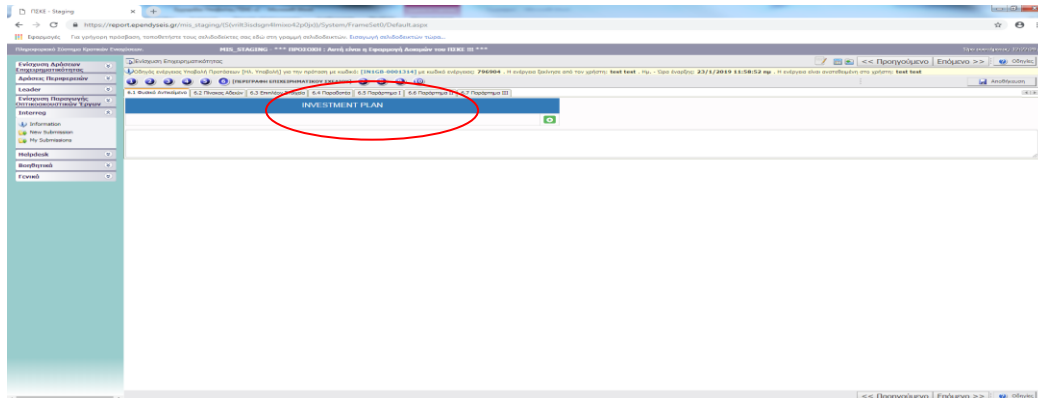
By pressing  you open a form in which you can fill in the information related to the rules of reg. 1303/2014 which are obligatory to comply with, and by pressing  you confirm that information.



### HORIZONTAL POLICIES

- 1. Please describe if there is infrastructure (buildings or otherwise according to the requirement) facilitating access for persons with disabilities, or if there will be created by the investment project. (Yes/No/Not applicable)*
- 2. Type of infrastructure to be created.*
- 3. Does the investment plan take into account the principle of equality among men and women wherever applicable? (Yes/No/Not applicable)*
- 4. Does the investment plan avoid discrimination on the basis of gender, colour, race, national or ethnic origin, religion, beliefs, disability, age or sexual orientation wherever applicable? (Yes/No/Not applicable)*
- 5. Does the investment respect sustainable development principles and does it ensure the protection of the environment and biodiversity, the efficient use of resources and the adaptation to climate change wherever applicable? (Yes/No/Not applicable)*

## STEP INVESTMENT PLAN DESCRIPTION

Tab 6.1 INVESTMENT PLAN IDENTITY



By pressing  you open a form in which you can fill in the information related to the description of the proposed investment plan and by pressing  you confirm that information.

### Required information to fill in (text form):

1. Description of the proposed investment plan
2. Summary of the proposed investment plan for publicity
3. Implementation methodology
4. Expected results
5. Investment objectives
6. Communication and publicity activities
7. Investment necessity
8. Investment added value
9. How Investment objectives will be achieved
10. Anticipated benefits from the investment
11. New employment positions

**Tab 6.2 TABLE OF LICENSES - (NOT APPLICABLE)**

Φυσικό Αντικείμενο	6.2 Πίνακας Αδειών	6.3 Επιπλέον Στοιχεία	6.4 Παραδοτέα	6.5 Παράρτημα I	6.6 Παράρτημα II	6.7 Παράρτημα III
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Non Applicable

**Tab 6.3 ADDITIONAL INFORMATION (NOT APPLICABLE)**

6.2 Πίνακας Αδειών	6.3 Επιπλέον Στοιχεία	6.4 Παραδοτέα	6.5 Παράρτημα I	6.6 Παράρτημα II	6.7 Παράρτημα III
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Non Applicable

**Tab 6.4 DELIVERABLES (NOT APPLICABLE)**

6.4 Παραδοτέα	6.5 Παράρτημα I	6.6 Παράρτημα II	6.7 Παράρτημα III
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Non Applicable

**Tab 6.5 ANNEX I (NOT APPLICABLE)**

5	6 [ΠΕΡΙΓΡΑΦΗ ΕΠΙΧΕΙΡΗΜΑΤΙΚΟΥ ΣΧΕΔΙΟΥ]	7	8	9	10
6.2 Πίνακας Αδειών	6.3 Επιπλέον Στοιχεία	6.4 Παραδοτέα	6.5 Παράρτημα I	6.6 Παράρτημα II	6.7 Παράρτημα III

Non Applicable

**Tab 6.6 ANNEX II (NOT APPLICABLE)**

7	8	9	10
6.4 Παραδοτέα	6.5 Παράρτημα I	6.6 Παράρτημα II	6.7 Παράρτημα III

Non Applicable

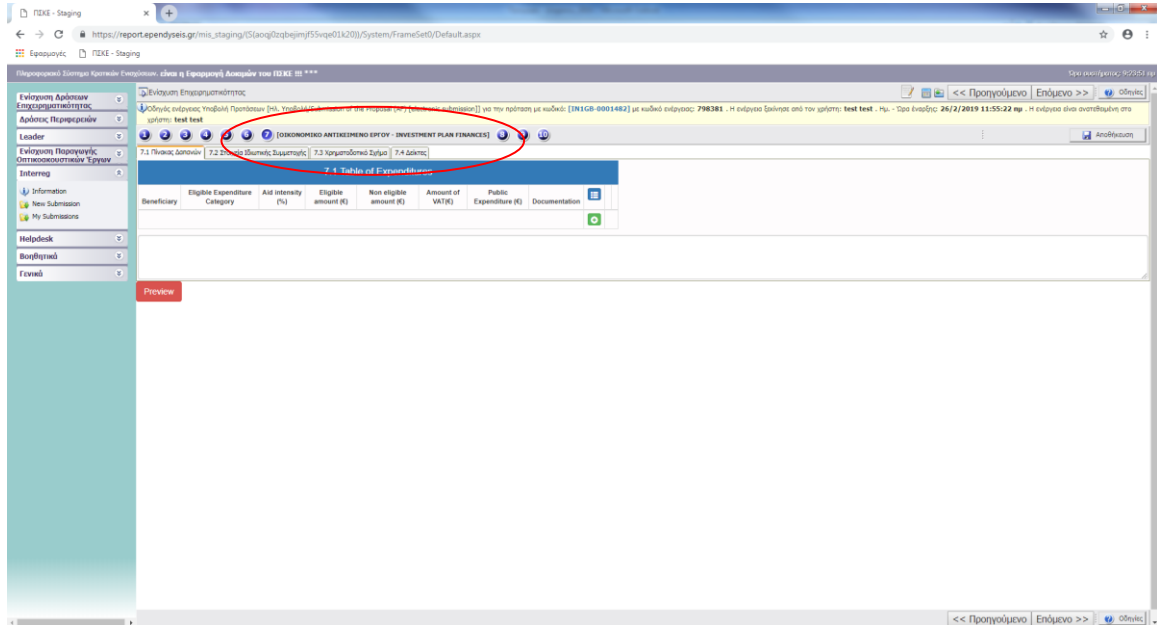
**Tab 6.7 ANNEX III (NOT APPLICABLE)**



7	8	9	10	
6.3 Επιπλέον Στοιχεία	6.4 Παραδοτέα	6.5 Παράρτημα I	6.6 Παράρτημα II	6.7 Παράρτημα III

Non Applicable

# STEP INVESTMENT PLAN FINANCES



## Tab 7.1 TABLE OF EXPENDITURE



By pressing  you open a form in which you can fill in the information related to the investment budget and by pressing  you confirm that information.

### INVESTMENT PLAN FINANCES ✕

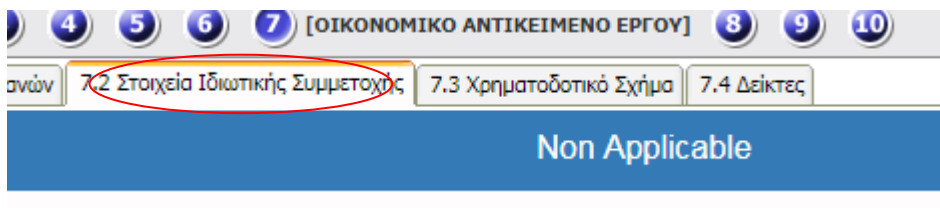
Beneficiary	---	▼
Eligible Expenditure Category	---	▼
Type of expenditure	---	▼
Aid intensity (%)		65,00
Eligible amount (€)	<input type="text"/>	
Non eligible amount (€)	<input type="text"/>	
Amount of VAT(€)	<input type="text"/>	
Public Expenditure (€)	<input type="text"/>	
Documentation	<input type="text"/>	

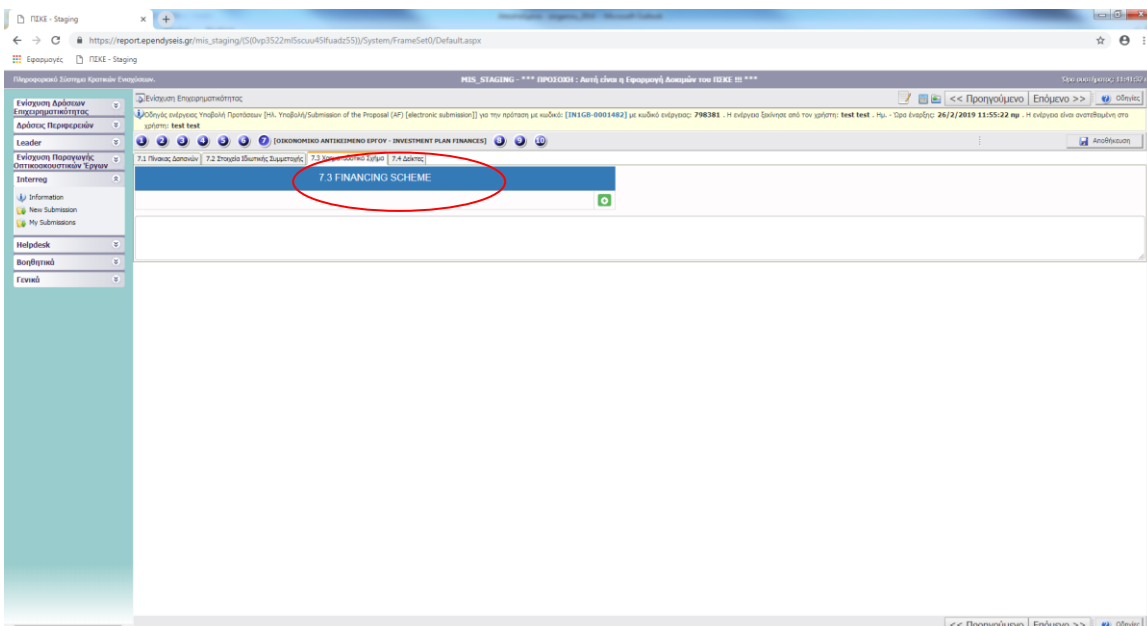
## Required information to fill in per beneficiary:

- Beneficiary (Select from list)
- Eligible Expenditure Category(Select from list)
- Type of expenditure (Select from list)
- Aid intensity (%)
- Eligible amount (€)
- Non eligible amount (€)
- Amount of VAT(€)
- Public Expenditure (€)
- Documentation



### Tab 7.2 PRIVATE CO-FINANCING DATA (NOT APPLICABLE)

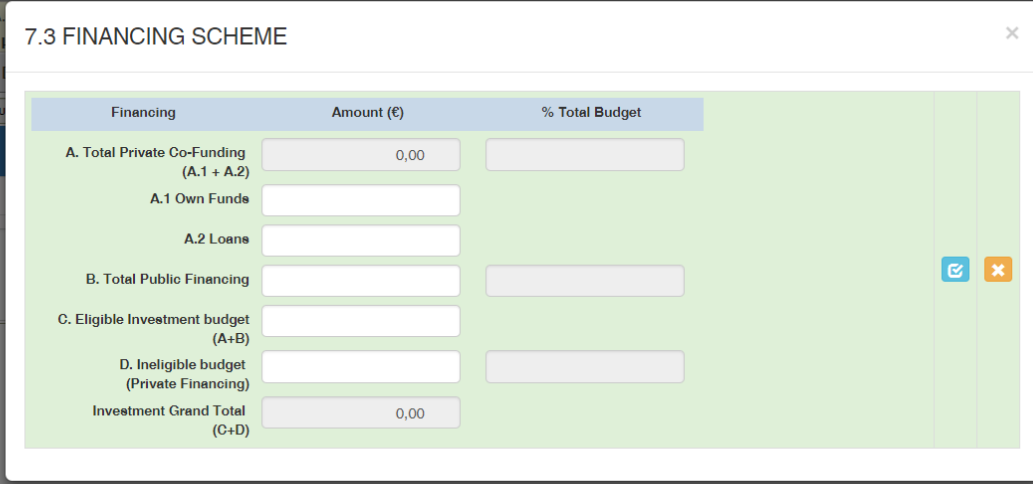


### Tab 7.3 FINANCING SCHEME





By pressing  you open a form in which you can fill in the information related to the financing scheme and by pressing  you confirm that information.

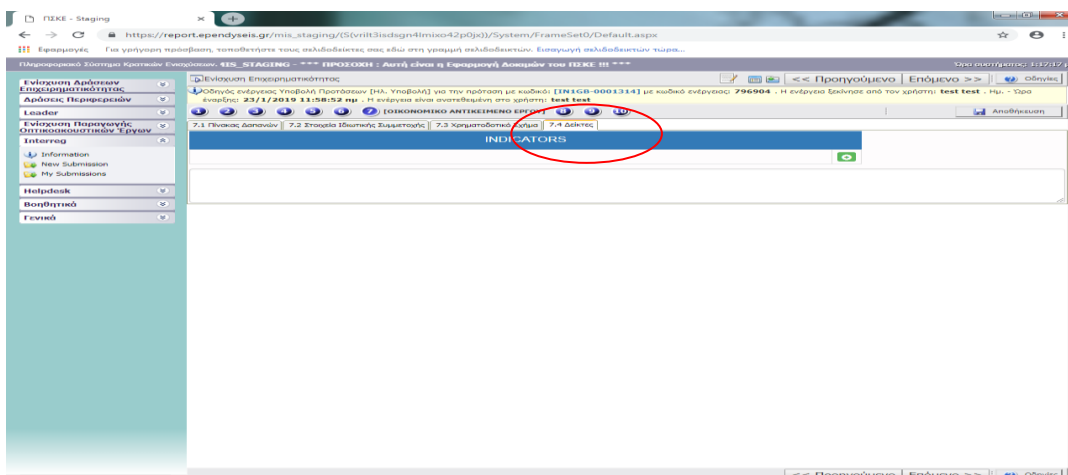




Financing	Amount (€)	% Total Budget
A. Total Private Co-Funding (A.1 + A.2)	0,00	
A.1 Own Funds		
A.2 Loans		
B. Total Public Financing		
C. Eligible Investment budget (A+B)		
D. Ineligible budget (Private Financing)		
Investment Grand Total (C+D)	0,00	

### Required Information to fill in:

- Total Private Co-Funding
- (A.1 + A.2)
- A.1 Own Funds
- A.2 Loans
- Total Public Financing
- Eligible Investment budget (A+B)
- Ineligible budget (Private Financing)
- Investment Grand Total (C+D)

### Tab 7.4 INDICATORS



By pressing  you open a form in which you can fill in the information related to the programme indicators and by pressing  you confirm that information.

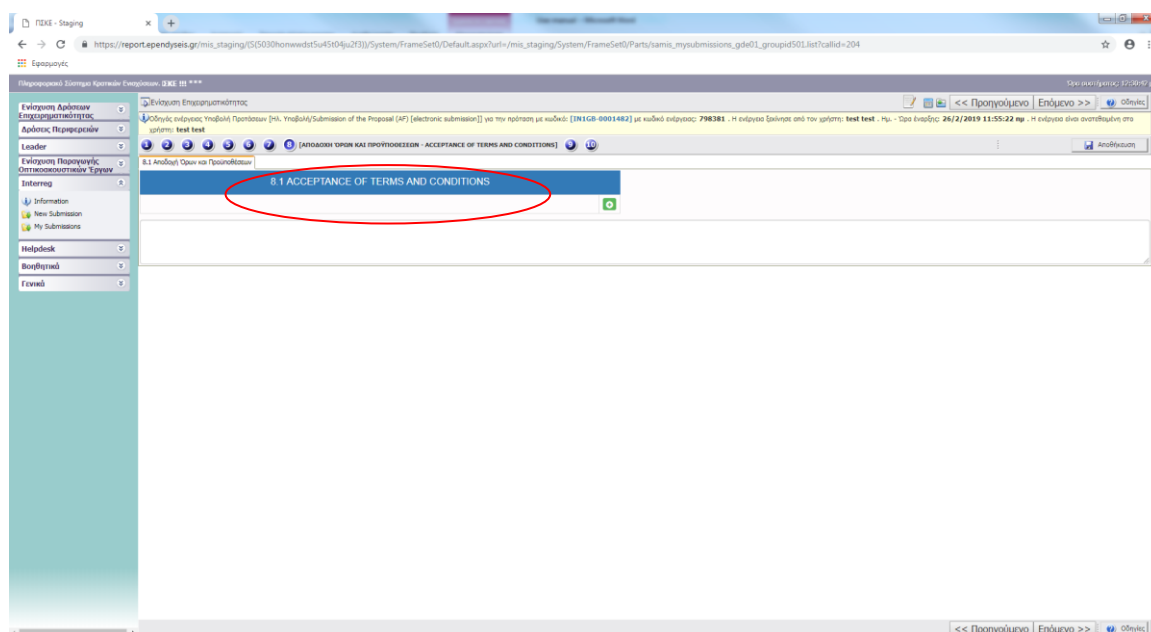
#### 7.4 INDICATORS ✕



Value
C001 - Productive investments: Number of enterprises receiving support <input style="width: 150px; height: 20px;" type="text"/> <div style="float: right;">   </div>

The form contains the following field:

“C001 – Productive investments: number of enterprises receiving support”: for the indicator value **please enter the number of enterprises participating in the investment scheme.**

## STEP ACCEPTANCE OF TERMS AND CONDITIONS



By pressing  you open the “**Terms and Conditions**” form. You select the option “**Accept**” from the drop-down list and by pressing  you confirm your selection.

1. The Beneficiary accepts that messages sent from the Managing Authority via e-mail, and in particular to the email address stated in the Application Form, shall be considered official notifications and will activate all legal consequences and deadlines. 2. The application for funding is considered a "Sworn Statement" of article 8 of Legal Act 1599/1986 (Government Gazette A75) with regards to the data contained in it. Therefore, the information contained in the application should be identical to the information contained in the relevant supporting documents. Any inaccurate or false information provided in the application can be subject to the penalties foreseen in Legal Act 1599/1986. Beneficiaries are responsible for the complete and correct completion of their online application for funding. No correction or modification or addition of any missing data to the applications, albeit supplementary data or clarifications specifically requested by the MA/JS, will be allowed after the electronic submission of the application.


I accept the terms

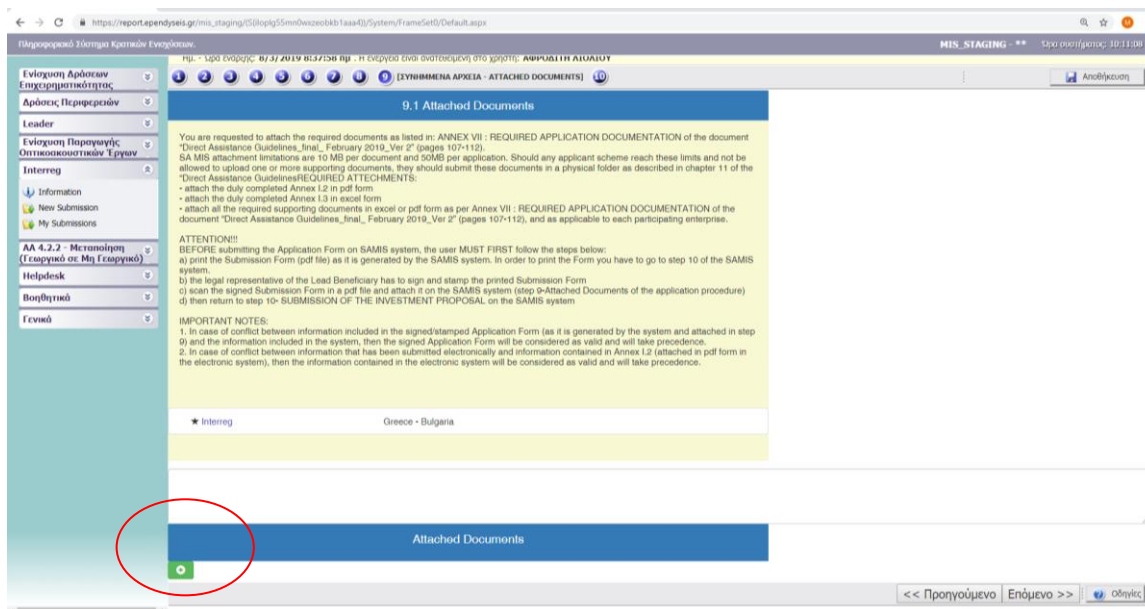


The "Terms and Conditions" are:

- 1. The Beneficiary accepts that messages sent from the Managing Authority via e-mail, and in particular to the email address stated in the Application Form, shall be considered official notifications and will activate all legal consequences and deadlines.*
- 2. The application for funding is considered a "Sworn Statement" of article 8 of Legal Act 1599/1986 (Government Gazette A75) with regards to the data contained in it. Therefore, the information contained in the application should be identical to the information contained in the relevant supporting documents. Any inaccurate or false information provided in the application can be subject to the penalties foreseen in Legal Act 1599/1986. Beneficiaries are responsible for the complete and correct completion of their online application for funding. No correction or modification or addition of any missing data to the applications, albeit supplementary data or clarifications specifically requested by the MA/JS, will be allowed after the electronic submission of the application.*

## STEP 9 ATTACHED DOCUMENTS

Press  in order to open the form which will allow you to attach files.

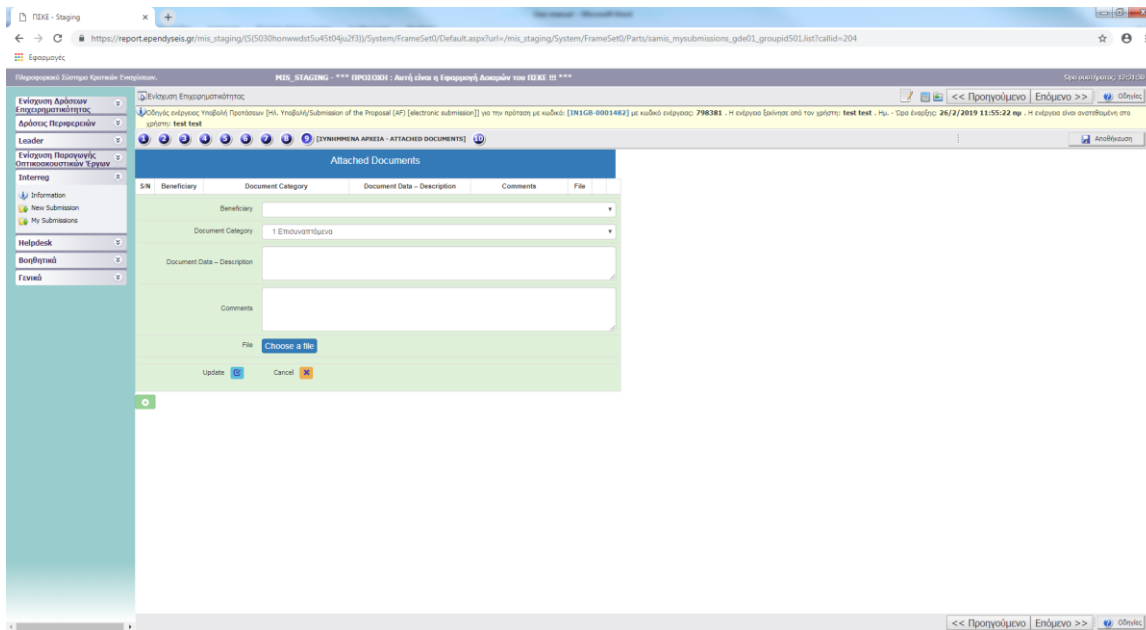


You are requested to complete the list of attachments in excel or pdf format. The system accepts files in the format of: xls, xlsx, pdf, jpg, gif, zip, rar.

### REQUIRED ATTECHMENTS:



- attach the duly completed **Annex I.2** in pdf form
- attach the duly completed **Annex I.3** in excel form
- attach all the required supporting documents in excel or pdf form as per **Annex VII : REQUIRED APPLICATION DOCUMENTATION** of the document “**Direct Assistance Guidelines\_final\_ February 2019\_Ver 2**” (pages 107-112), and as applicable to each participating enterprise.

SA MIS attachment limitations are 10 MB per document and 50MB per application. Should any applicant scheme reach these limits and not be allowed to upload one or more supporting documents, they should submit these documents in a physical folder as described in **chapter 11** of the “Direct Assistance Guidelines”.



**The form contains the following fields:**

- *Beneficiary(Select from list)*
- *Document Category (No action needs to be taken)*
- *Document Data – Description*
- *Comments*
- *File (Choose a file: select a file from your computer to upload on the system)*

In order to complete the process you have to press on the button **“Update”**  , provided you have uploaded a file, otherwise you need to **“Cancel”** the process by pressing  , if you have not uploaded a file or if you do not wish to attach the file.

**ATTENTION!!!**

**BEFORE submitting the Application Form on SAMIS system, the user MUST FIRST follow the steps described below:**

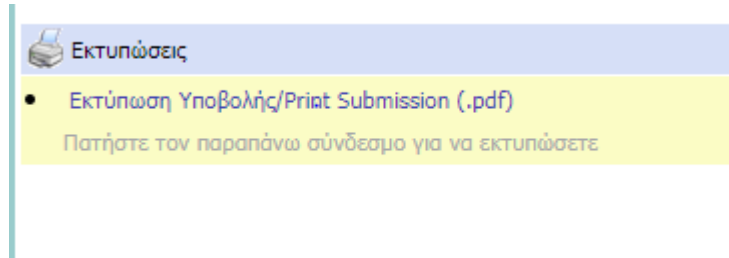
- 1) Go to **Step 10** of SAMIS system and do the **“Validation Check”**.
- 2) When the user has correctly filled in all the required fields, the following message appears:

No errors were found, you may proceed to Submit

In case the following message doesn’t appear, a list of control messages is shown on your screen, with a short explanation of the errors made.

The applicant has to make all the necessary corrections and repeat the validation check as many times as needed, in order to receive the message “*No errors were found, you may proceed to Submit*” before going to the following steps.

- 3) **print** the Submission Form (pdf file) as it is generated by the SAMIS system, by clicking on the link “**Print Submission**”

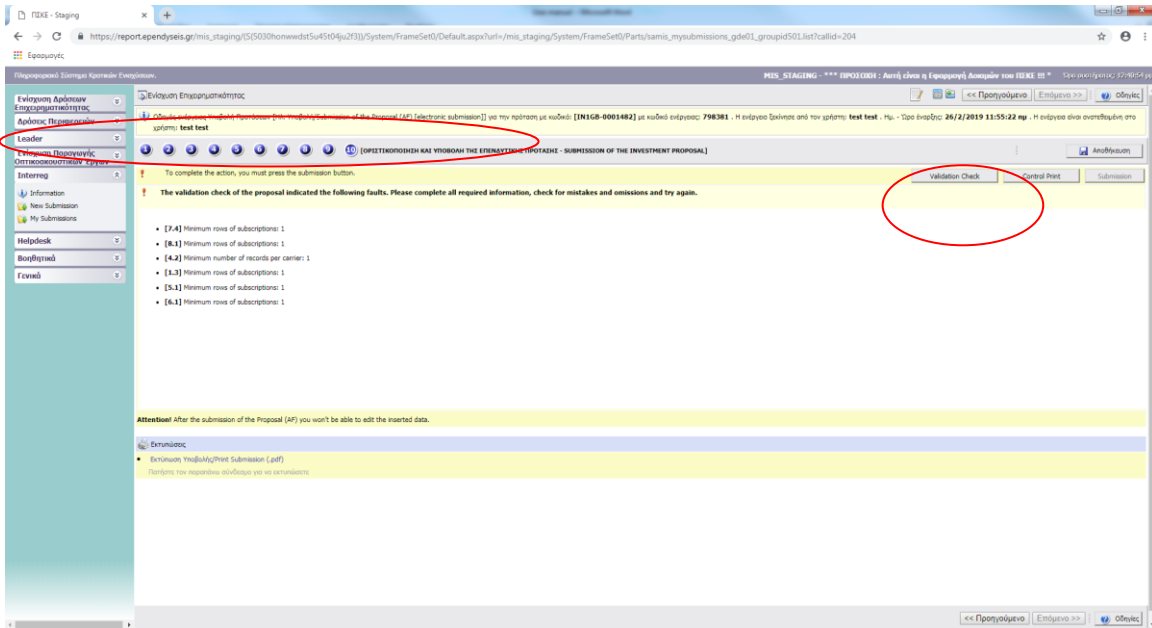


- 4) the legal representative of the Lead Beneficiary has to **sign and stamp and fill in the date** on the printed Submission Form
- 5) **scan** the signed Submission Form in a pdf file and **attach** it on the SAMIS system, following the instruction of “**step 9-Attached Documents of the application procedure**”
- 6) **return to step 10-** SUBMISSION OF THE INVESTMENT PROPOSAL on the SAMIS system in order to submit your Proposal.

## STEP SUBMISSION OF THE INVESTMENT PROPOSAL

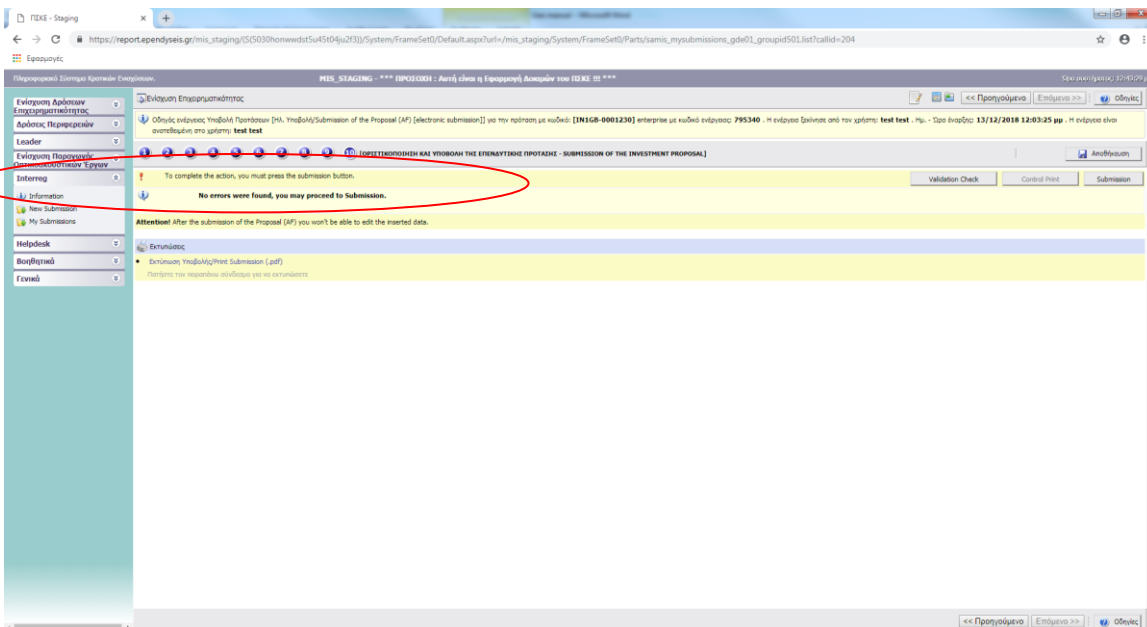
Under STEP 10, various control messages – checking the completeness and correctness of the application submission - are displayed.

Select “**Validation Check**” in order to check for errors, omissions and other control messages. The control messages are of the following form.

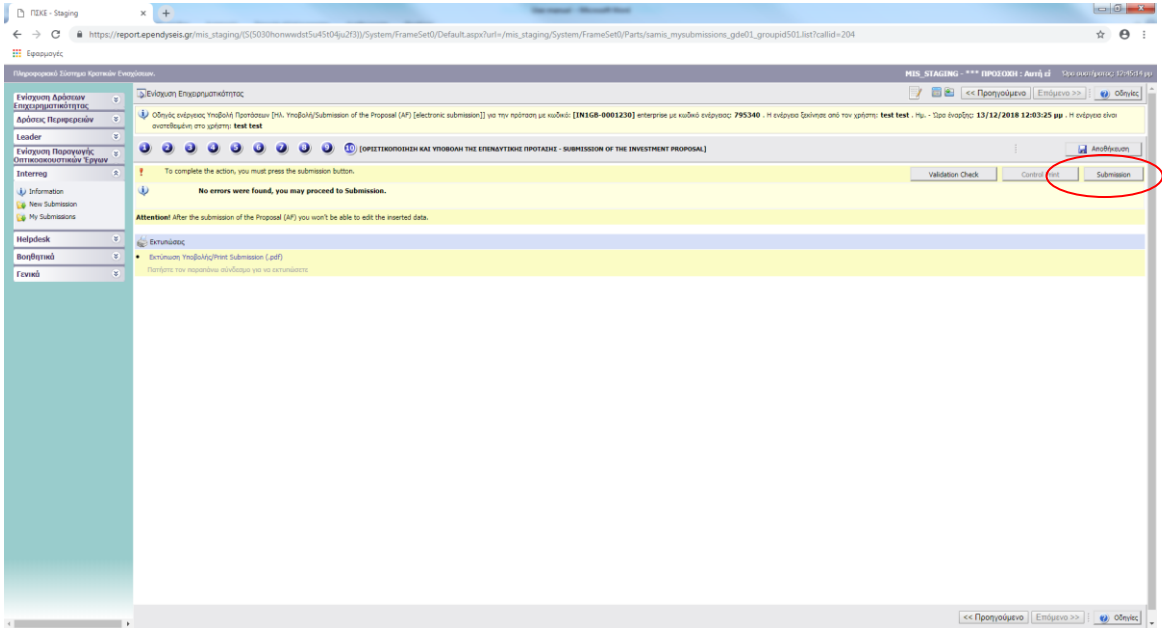


When the user has correctly filled out all the required fields, the following message appears:

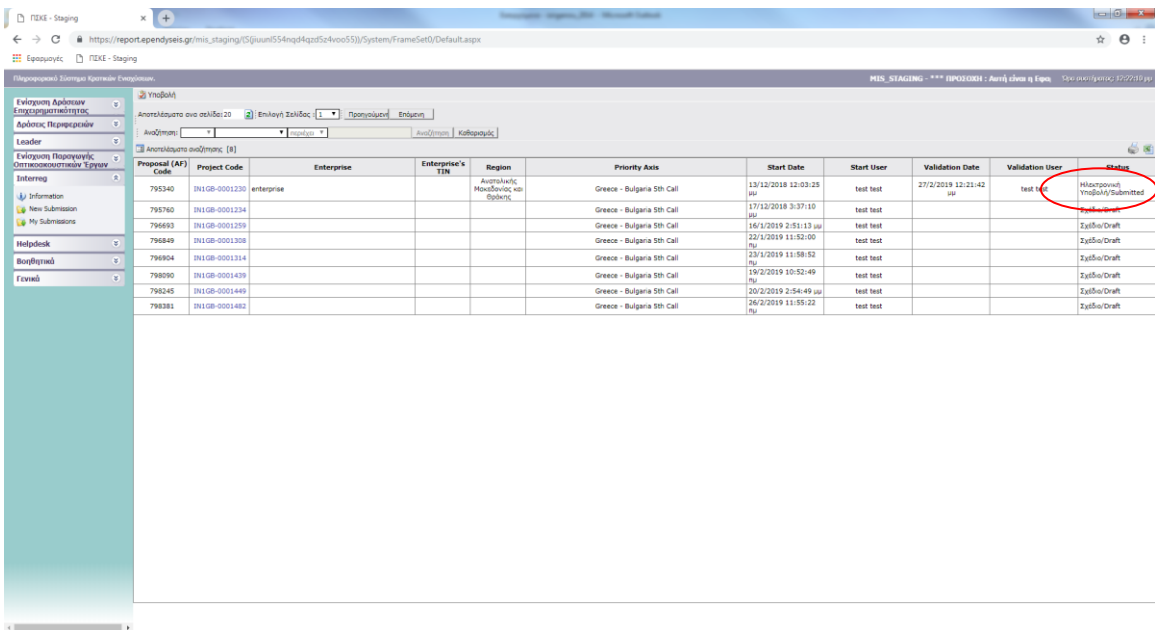
No errors were found, you may proceed to Submit



When that message appears – and only then - the **“Submission”** button is activated and the status of the application form is changed from **“Draft”** to **“Submitted”**.



The application is considered submitted only when the status is changed to **“Submitted”**.



## PRINT

You can print the pdf of the submission form as it is generated by SA MIS system, from the link **“Print Submission”**.





Εκτυπώσεις

- Εκτύπωση Υποβολής/Print Submission (.pdf)

Πατήστε τον παραπάνω σύνδεσμο για να εκτυπώσετε

## IMPORTANT NOTES:

1. In case of conflict between information included on the signed/stamped Application Form (as it is generated by the system and attached in step 9) and the information included in the system, then the signed Application Form will be considered as valid and will take precedence.
2. In case of conflict between information that has been submitted electronically and information contained in Annex I.2 (attached in pdf form in the electronic system), then the information contained in the electronic system will be considered as valid and will take precedence.

## INFORMATION:

For information purposes regarding the Call, potential beneficiaries may contact the Cooperation Programme Information Office at 65, Leoforos Georgikis Scholis, 57001, Thessaloniki, Greece, Tel: +30 2310 469695, E-mail : [jts\\_grbg@mou.gr](mailto:jts_grbg@mou.gr), URL: [www.greece-bulgaria.eu](http://www.greece-bulgaria.eu). **All questions must be in writing** and be sent by e-mail to the address [jts\\_grbg@mou.gr](mailto:jts_grbg@mou.gr).

For technical aspects regarding implementation of State Aid in general, the potential beneficiaries may contact the **HELPDESK (support office)**, which the Management Organisation Unit Of Development Programmes operates, tel: 210-7787940, [support@mou.gr](mailto:support@mou.gr) (office hours 09: 00-17: 00 during work days).