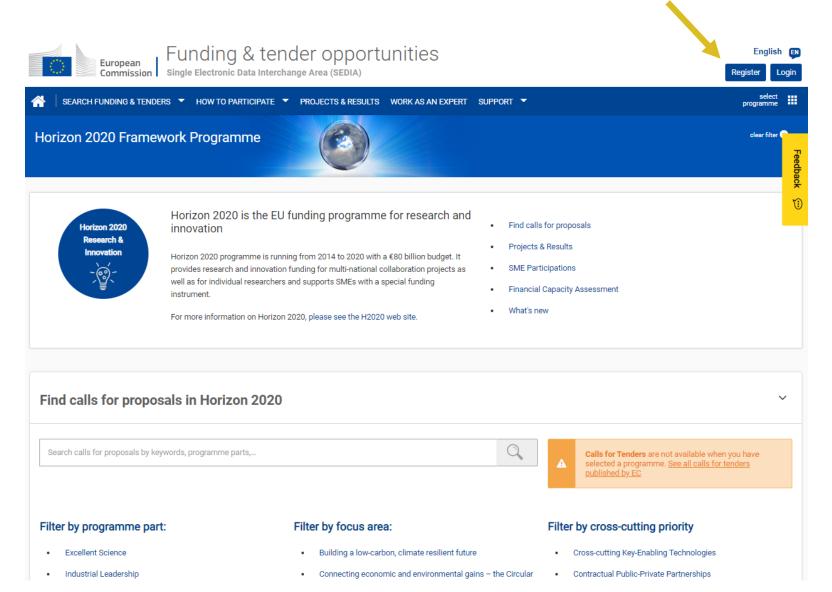


# תחילת התחברות לפרופיל <u>בפורטל האיחוד האירופי</u>

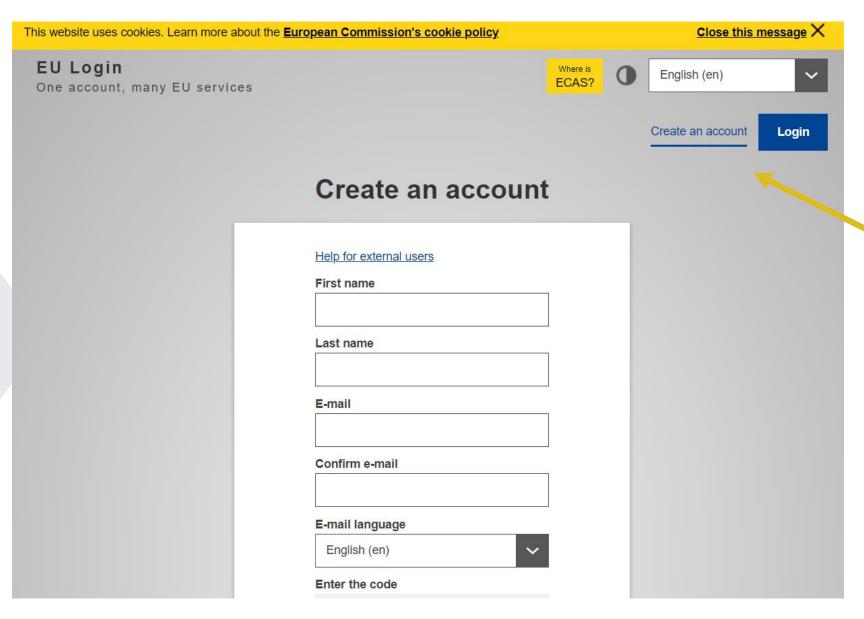












לפי שם משתמש וסיסמא שהגדרתם או רישום משתמש חדש

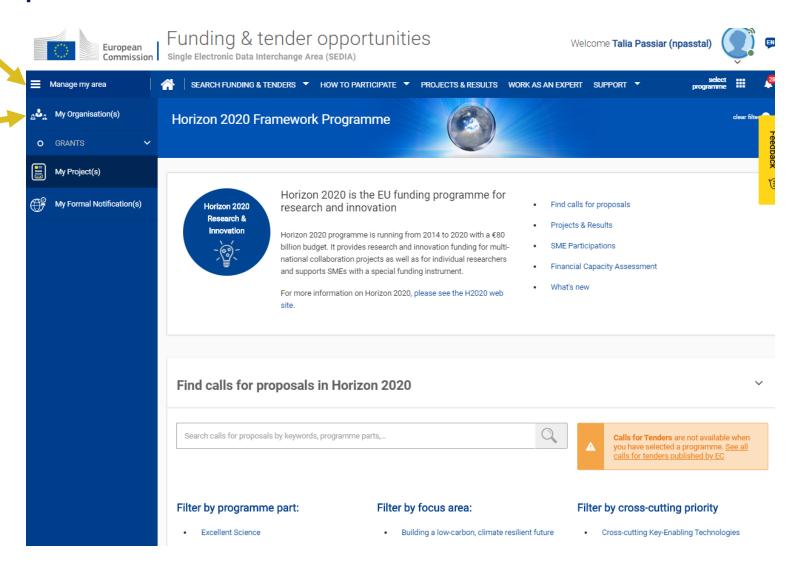






## יש ללחוץ על MY AREA

לאחר מכן ללחוץ על MY ORGANIZATION

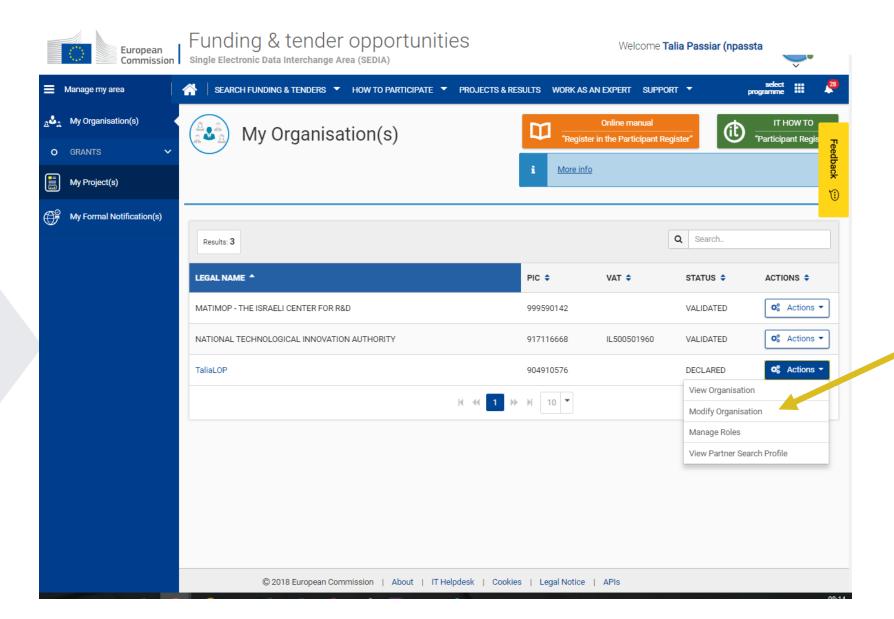












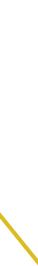
ללחוץ על MO– עריכת הארגון





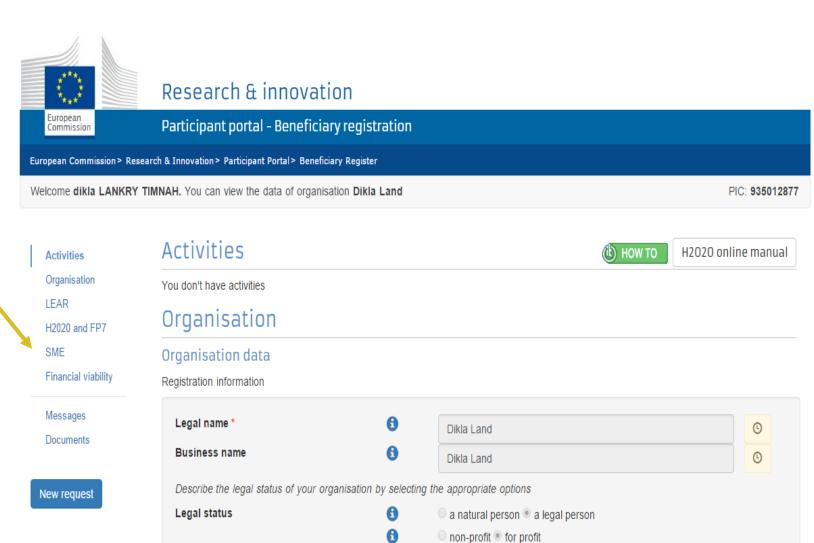






ללחוץ על

**SME** 



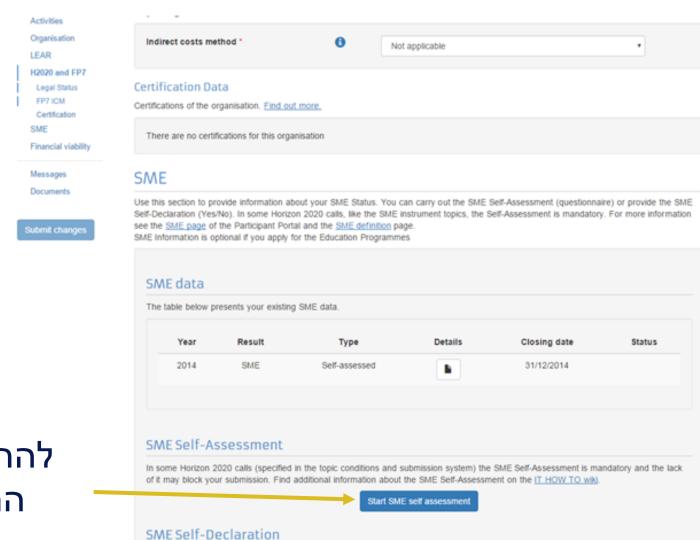
private entity public body





















# שלב ראשון – יש לקרוא בעיון ולסמן להמשך תהליך



#### Research & Innovation

SME SELF-ASSESSMENT

European Commission > Research & Innovation > Participant Portal > SME Self-Assessment

Welcome to the SME self-assessment

#### Objective

To determine whether your organisation qualifies as a small or medium size enterprise (SME) according to the Commission SME Definition

### Before Starting

We strongly recommended that you:

- · read the Commission definition of SMEs and user guide on this SME definition,
- have at hand the financial documents of your organisation and any other organisation that might be directly or indirectly related to it for the last closed accounting period (balance sheet, profit and loss accounts and staff headcount).

For the tool guidance, see the IT HOW TO.

☐ I DECLARE I HAVE READ AND UNDERSTOOD THE INFORMATION ABOVE



If you encounter any difficulty while going through the SME self-assessment, please contact the following helpdesks:

- For IT related matters, please submit your question to the Participant Portal IT Helpdesk.
- · All other queries can be addressed to the Research Enquiry Service 'Horizon 2020 helpdesk'.











# יש לקרוא בעיון ולסמן להמשך תהליך



#### Research & Innovation

#### SME SELF-ASSESSMENT

European Commission > Research & Innovation > Participant Portal > SME Self-Assessment

#### Objective

To determine whether your organisation qualifies as a small or medium size enterprise (SME) according to the Commission SME Definition

#### → Be aware

Please note that the Commission reserves the right to perform ex-post checks on organisations recognised as an SME on the basis of the SME self-assessment. Your organisation might be required to submit the financial documents justifying the figures introduced in this self-assessment.

In case your organisation will not be confirmed to be an SME on the basis of the analysis of the financial documents, the Commission has the right to:

- · withdraw the SME status from your organisation,
- · terminate your on-going grant agreements,
- · recover any amounts undue.

If you make false declaration or provide manipulated information, the Commission has also the right to:

- · impose financial or administrative penalties, including excluding your organisation form future EU/EURATOM grant agreements
- · inform the European Anti-Fraud Office (OLAF).

■ I DECLARE I HAVE READ AND UNDERSTOOD THE INFORMATION ABOVE















#### Research & Innovation

#### SME SELF-ASSESSMENT

European Commission > Research & Innovation > Participant Portal > SME Self-Assessment

### What you need to check to know if **black** is an SME

Step 1 Talland P has to be an "enterprise"

Article 1 to the Annex to the SME Definition

More details: User Guide, page 9

An enterprise is any entity engaged in an economic activity. Economic activity is selling products or providing services on the market at a given price. Newly established enterprises (start-up companies) or companies without economic activity (but expecting to enter soon into the market) may also qualify as SMEs. The legal form is not important: even self-employed, family firms, partnerships and associations or any other entity may be an enterprise.

Step 2 Tallator has to meet the following conditions

Article 2 to the Annex to the SME Definition

More details: User Guide, page 10

- · To employ fewer than 250 persons, and
- · To have an annual turnover not exceeding EUR 50 million and/or
- . To have an annual balance sheet not exceeding EUR 43 million.

Step 3 Do financial data of other entities have to be added to Talka 's data?

Article 2 to the Annex to the SME Definition

More details: User Guide, page 10

For this purpose, it is important to establish if TaliaLOP is autonomous or not:

- . Autonomous if it is totally independent or does not have any partners or linked entities.
- . Not autonomous if it has relationships with other entities (partners or links). In this case, you need to provide the information listed in Step 2 for all of them.

✓ I have read and understood the information above and I am ready to enter data for I have read and understood the information above.



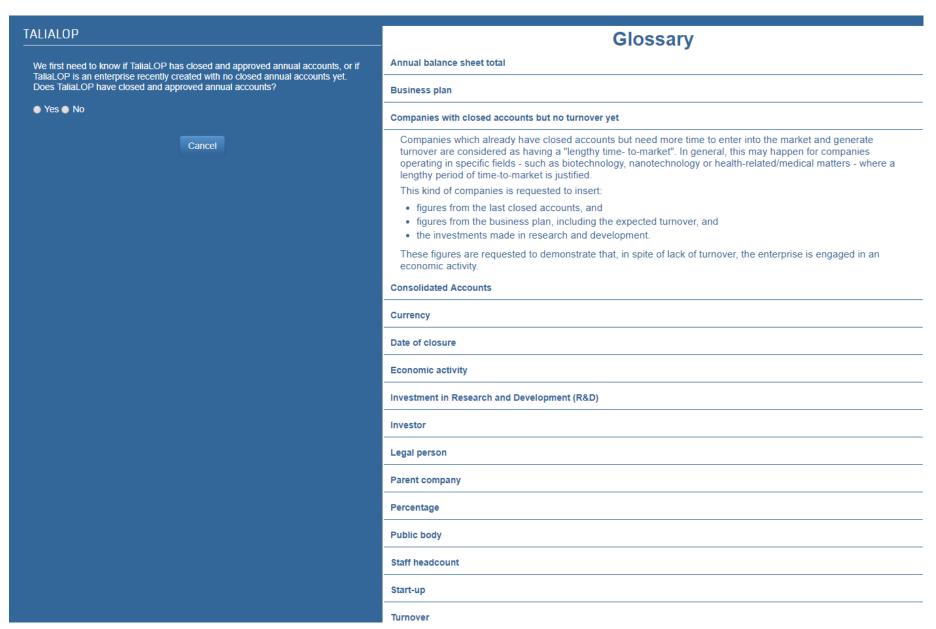
# יש לקרוא את תנאי וללחוץ SME בתחתית המסך להתחלת תהליך הבדיקה











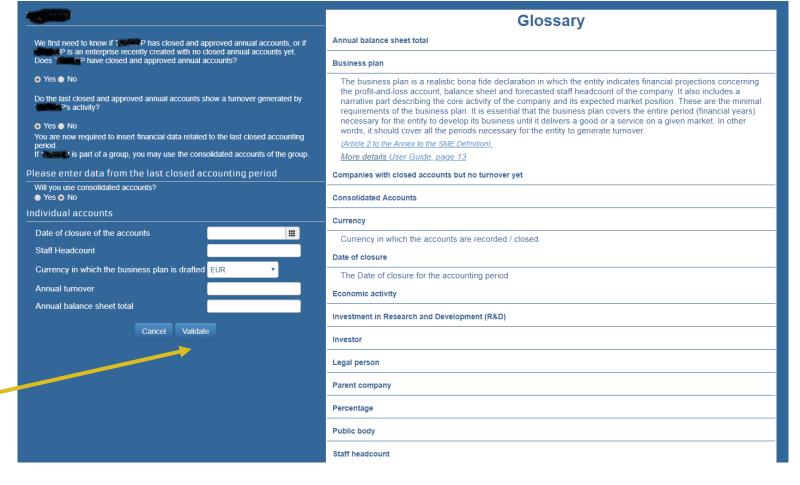








# שלב שני – על פי התשובות שנתנות יפתחו חלונות שונים מתן נתונים שונים על החברה חשוב מאוד לקרוא את הגדרת השאלה מימין לפני המענה



יש ללחוץ על הכפתור בסוף התהליך

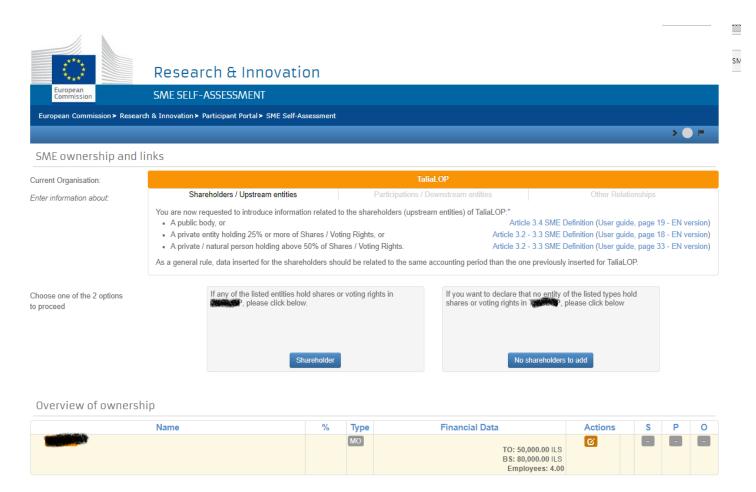








## ?האם יש לחברה בעלי מניות



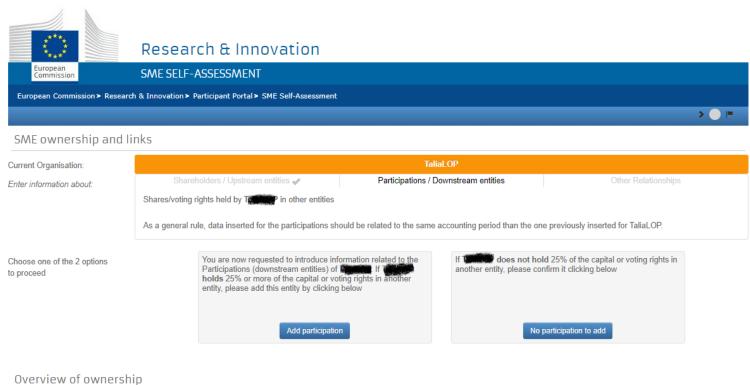








יש ללחוץ על אחד מהכפתורים על מנת למלא נתונים ובהתאם לעבור לשלב הבא!



Name	%	Туре	Financial Data	Acti	ions	S	Р	0
v (************************************		MO	TO: 50,000.00 ILS BS: 80,000.00 ILS Employees: 4.00	Ø		<b>V</b>	-	-
Minor Shareholders	100.00 %	M				<b>✓</b>	<b>✓</b>	<b>✓</b>

Draft auto-saved at: 8:01:45 05-09-2018 Finish later

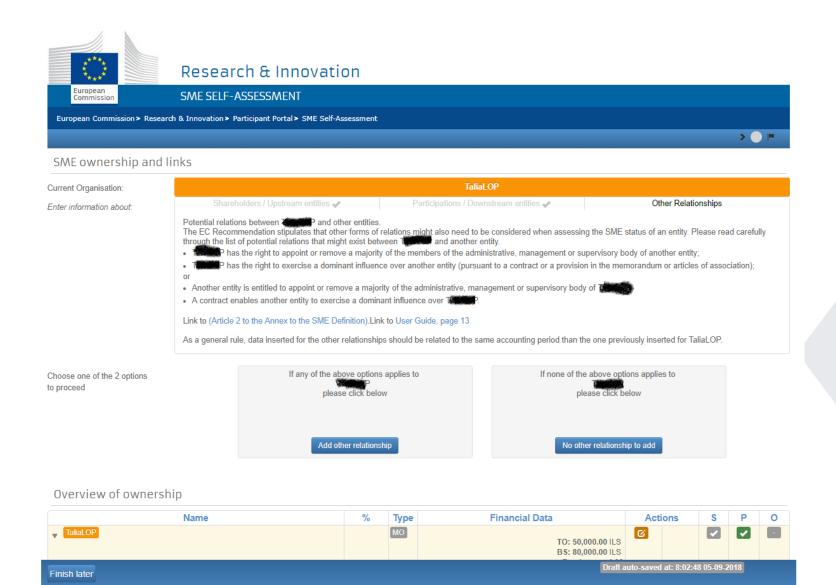








יש ללחוץ על אחד מהכפתורים על מנת למלא נתונים ובהתאם לעבור לשלב הבא!



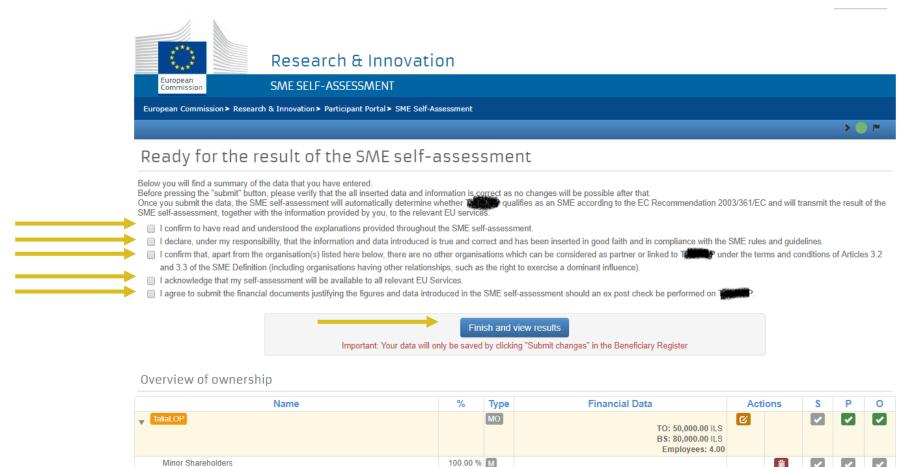








# שלב שלישי - סיום התהליך – יש למלא את התיבות משמאל וללחוץ על סיום ותוצאות











# סיימתם את התהליך וקיבלתם אישור כי החברה הוגדרה על ידי המערכת כ- SME



#### Research & Innovation

SME SELF-ASSESSMENT

European Commission > Research & Innovation > Participant Portal > SME Self-Assessment

#### SME STATUS ASSESSMENT - FINAL REPORT

Date: 05-09-201

The «SME» status assessment of six is now completed.

#### Result

Based on the information and financial figures related to the financial year 2017 taken into consideration under the terms of the SME Definition,

### P qualifies as an SME

Please find hereafter the 2017 results for concerning the SME criteria relevant under the SME Definition.

#### **SME Thresholds**

Staff Headcount: 4.00

Consolidated Annual Turnover: 12,063.60 EUR

Consolidated Annual Balance Sheet: 19,301.76 EUR

The Republic P declared that it is engaged in an economic activity.

Relevant figures (in terms of staff headcount, annual turnover and/or annual balance sheet) for the following partner/linked entities (under Article 3 of the SME Definition) have been taken into consideration and consolidated:

Name of the entity		%	Relationship	ТО	BS	Staff	pub	NP	INV	Closing date	Cons acc y/n
TaliaLOP	CONSOLIDATED	100.00	MAIN	12,063.60 EUR	19,301.76 EUR	4.00					
TallaLOF	INDIVIDUAL	100.00	IVIAIIV	12,063.60 EUR	19,301.76 EUR					31-12-2017	
Minor Shareholders			Minor Shareholder of TaliaLOP								

As a general rule, data inserted for other linked entities should be related to the last closed accounting period.

The confirmed that, apart from the entities listed here above, there are no other entities which can be considered as partner or linked to confirmed that, apart from the entities isted here above, there are no other entities which can be considered as partner or linked to confirmed that, apart from the entities is and 3.3 of the SME Definition (including entities having other relevant relationships, such as the right to exercise a ?dominant influence?).







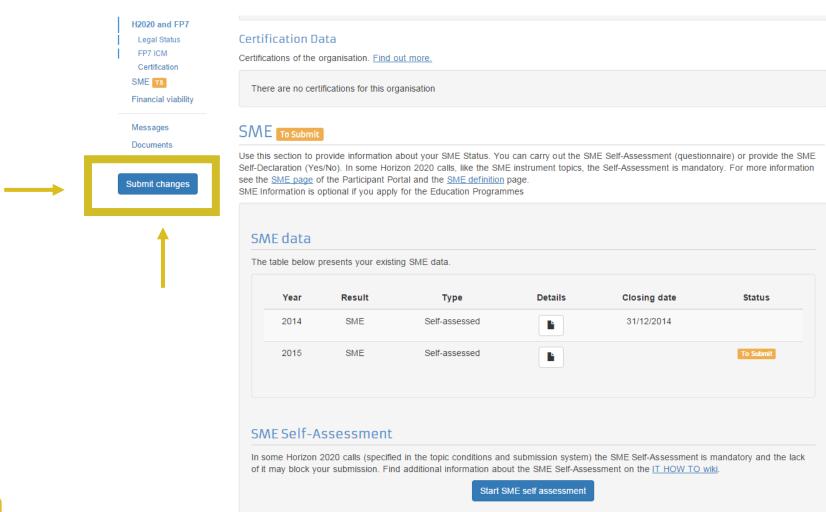






## עכשיו החלק החיוני מכל -

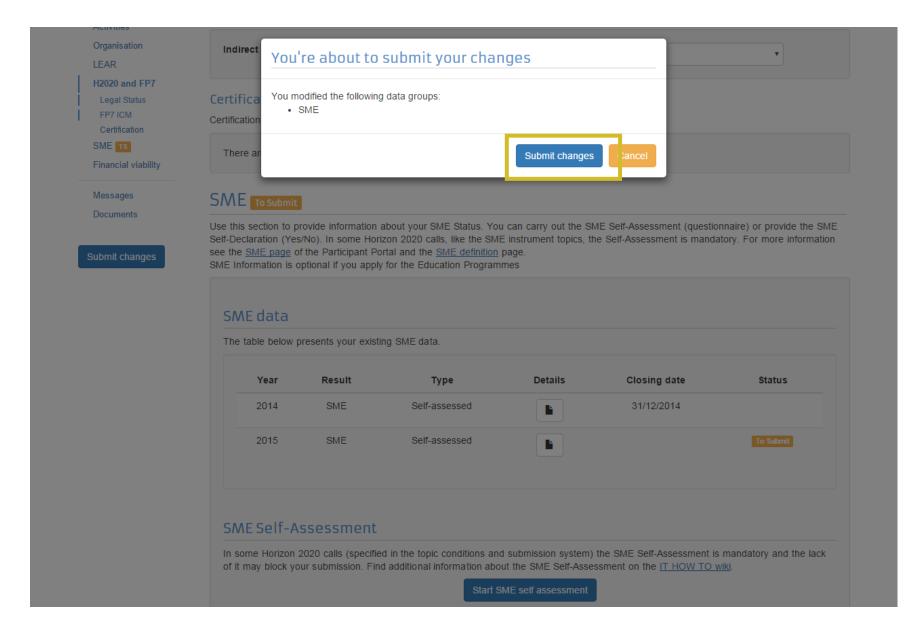
# יש ללחוץ Submit changes <u>אחרת המערכת לא תשמור את הנתונים</u> <u>שהכנסתם</u>וכל תהליך הערכה ימחק

















# שימו לב – הכיתוב השתנה, נעלמו הסימונים הצהובים לביצוע הערכה וגם הכפתור לביצוע הערכה



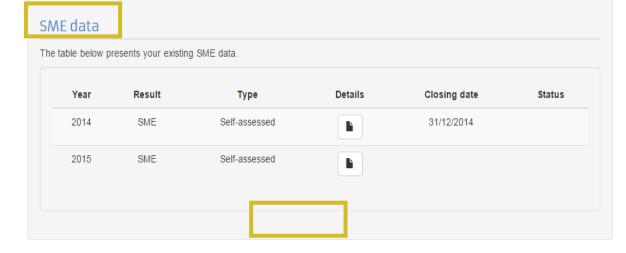
Documents

New request

### SME

Use this section to provide information about your SME Status. You can carry out the SME Self-Assessment (questionnaire) or provide the SME Self-Declaration (Yes/No). In some Horizon 2020 calls, like the SME instrument topics, the Self-Assessment is mandatory. For more information see the SME page of the Participant Portal and the SME definition page.

SME Information is optional if you apply for the Education Programmes



## Financial viability

You might be requested to provide additional financial information. In this case you are asked to upload the most recent closed financial statements of your organisation containing the balance sheet and profit & loss accounts and contingent explanatory notes. Note that if you are requesting more than 500K the financial statements must be certified (signed) by an approved (chartered) external auditor. Find out more.

No financial data has been requested.









Activity log Organisation LEAR **Bank Accounts** Programme specific information TS Financial capacity Messages Documents

Submit changes

Please note that you do not need to declare a bank account until required in the specific funding procedure you are participating in. At that moment, a 'New Request' button will allow you to launch a wizard that will help you to fill the bank account details and upload the supporting documents.

### Programme specific information To Submit

Please provide additional information about the legal status of your organisation. It is used to determine eligibility and funding rates of your proposals.

Organisations applying only for the Erasmus+, Creative Europe, Europe for Citizen or EU Aid Volunteer programmes do NOT have to fill in this

#### Legal Status To Submit

Non profit	6	○ Non profit ® For profit
Public body	6	Private company  Public entity
International organisation	0	○ Yes ® No
International organisation of European interest	6	○ Yes ® No
Higher or secondary education establishment	6	○ Yes ® No
Research organisation	0	○ Yes ® No
Is it a civil society organisation	0	○ Yes ○ No

#### FP7 Indirect Cost Method (ICM)

If you are registering for FP7 participation, please indicate the relevant FP7 Indirect Cost Method for your organisation.

Indirect costs method				
	•	Not applicable	*	

#### Certification Data

Certifications of the organisation. Find out more.

There are no certifications for this organisation

#### SME

Provide information about your SME status, Carry out the SME Self-Assessment below or provide the SME Self-Declaration (Yes/No). When using the Self-Declaration, please check the Commission definition of SMEs before. The SME Self-Assessment is mandatory for some actions, like the SME instrument topics, for which the SME status is an eligibility criterion

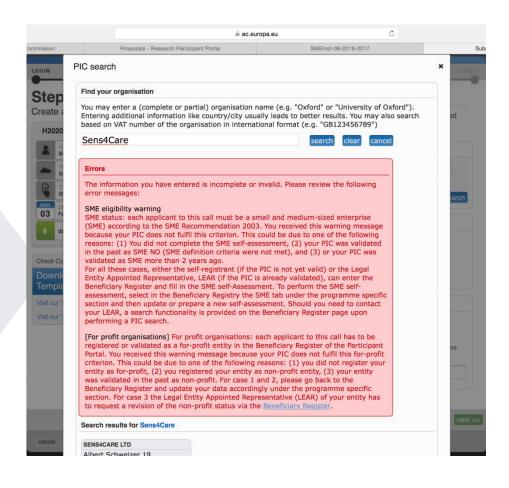
For more information on the SME instrument, see the Online Manual

# יש לשים לב שסטטוס הארגון רשום גם פה וכל ההגדרות הבעייתיות מסומנות כ-on









אם התהליך הסתיים בהצלחה והחברה נקלטה במערכת כ- SME לא תהיה בעיה והטפסים יפתחו - ניתן להתחיל את ההגשה ובהצלחה!!!

אם התהליך לא נשמר והחברה לא נקלטה כ- SME תקבלו מסך התראה. סימן שצריך להתחיל מחדש את תהליך ה- Self assessment ולוודא שהוא נשמר.







