**ANNEX II of Specifications :
Checklist and forms to be completed**

A) Checklist for applications

B) Model cover letter

C) Key elements of the curriculum vitae (CV)

D) Self-assessment of competence and experience

E) Legal Identification Form

F) Financial Identification Form

G) Declaration on honour on the exclusion criteria

**PART A : Checklist for application**

Name of the expert: ……………………………………….

I have provided the information below:

|  |  |
| --- | --- |
| **DOCUMENT** | **Are the documents included in the e-mail (fax) and the letter?** |
| **1.** Signed cover letter (see model in Part B of this document) | Yes/No |
| **2.** Curriculum vitae (see list of key elements in Part C of this document) | Yes/No |
| **3.** Specialisation and Self-assessment Form (Part D of this document) | Yes/No |
| **5.** Legal Identification Form (Part E of this document) | Yes/No |
| **6.** Financial Identification Form(Part F of this document) | Yes/No |
| **7.** Declaration of honour on Exclusion Criteria Form (Part G of this document) | Yes/No |
| **8.** Was the application submitted in a sealed envelope, with the reference to the call for expression of interest and the address (as stated in call for expression of interest) clearly marked on the envelope? | Yes/No |
| **9.** Mailed letter not later than 3 months before expiration of the list | Yes/No |

**PART B : Model cover letter**

Expert’s letterhead

Date

European Commission

Directorate General for Taxation and Customs Union

Mr S. Mail Fouilleul

Head of Unit TAXUD/R1

J79 6/40

B – 1049 Brussels

Subject: **Call for the Expression of Interest TAXUD/2016/AO-07**

Dear Mr Mail Fouilleul,

in response to the call for expression of interest, I submit my application for the Visiting Fellows programme related to EU tax policies.

My application contains all documents as stated on the checklist. I completed, signed and dated the documents as required. The pages of my application are numbered sequentially.

I am sending this application by mail to the Commission’s address as instructed in the Specifications of the call.

I declare on my honour that the entire information provided to the Commission in this application is accurate, sincere and complete.

Signature

**PART C : Key elements of the Curriculum Vitae (CV)**

The submission of CV is mandatory. The CV will be used for the assessment of the selection and award criteria and therefore, it shall contain the following key elements:

1. **Name**
2. **Address, e-mail, phone, fax**
3. **Birth date**
4. **Formal education, degrees, dates**
5. **Work experience, dates, explaining especially any relevant work experience**
6. **Competence, knowledge and familiarity with EU tax policies**
7. **Supporting arguments for assessing knowledge of English language**
8. **Additional relevant information (i.e. publications)**

N.B. The above order and numbering scheme in the CV is requested to facilitate the review and comparison of the CVs. The length of the CV should not exceed 4 pages.

**PART D : self-assessment of competences and experience**

I, the undersigned, [name of expert] consider myself especially qualified [**substantiate** in CV] for the followingareasof expertise regarding …..

**Expert's familiarity with EU issues and/or policies (maximum 30 points)**

□ occasional work experience on EU issues and/or policies (20 points)

□ frequent work experience on EU issues and/or policies (30 points)

**Previous experience as consultant for tax policies (maximum 20 points)**

□ work experience as **consultant for tax policies** in national projects (12 points)

□ work experience as **consultant for tax policies** in international projects (20 points)

**Previous experience in teaching (maximum 10 points)**

□ work experience as (adjunct, part-time or full-time) **professor at university level for 5 years** (6 points)

□ work experience as (adjunct, part-time or full-time) **professor at university level for 5 years in economics** (8 points)

□ work experience as (adjunct, part-time or full-time) **professor at university level for 5 years in public economics or public finance** (10 points)

**Academic publications in international peer-reviewed economic academic journals (maximum 40 points)**

□ 3 publications as author or co-author in international peer-reviewed academic economic journals (15 points)

□ 5 publications as author or co-author in international peer-reviewed academic economic journals (20 points)

□ 3 publications related to taxation as author or co-author in international peer-reviewed academic economic journals (30 points)

□ 5 publications related to taxation as author or co-author in international peer-reviewed academic economic journals (40 points)

**I certify that my self-assessment is accurate, sincere and substantiated by the information I have provided in my curriculum vitae**

Signature **:** Date **:**

**PART E : Legal Identification Form**

Please print, fill in and sign a legal entity form applicable in your case (individual/natural person). The form is proposed in English. However, if you need the form in any other EU official language, it is available for downloading at the following website:

<http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm>

Please read the instructions stated on the website before filling in the document.

*The successful expert must provide the documentation needed for the details to be entered in the central third-party file before DG TAXUD may enter into a commitment on behalf of the Commission.*

**Reminder:**

* **Complete the form legibly**
* **Sign the form**
* **Enclose a READABLE copy of your identity card or passport**

**PART F : Financial Identification Form**

Please print, fill in and sign a financial identification form. The form is proposed in English. However, if you need the form in any other EU official language, it is available for downloading at the following website:

<http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm>

Please read the instructions stated on the website before filling in the document.

The “**Financial Identification Form**” must be completed for the bank account opened in the country of residence of the expert and must be:

- stamped and signed by the representative of the expert’s Bank, and

- countersigned by the account holder who must be the expert

**Reminder:**

* **You must be the owner of the bank account**
* **List the IBAN code of your bank account! If you do not have it, ask your bank!**
* **Complete the form legibly**
* **Ask your bank to stamp and sign the form OR enclose a bank statement that clearly indicates you as the owner of the bank account**
* **Sign the form**

**PART G : Declaration on honour on the exclusion criteria**

The undersigned [*insert name of the signatory of this form*], representing:

|  |  |
| --- | --- |
| (*only for natural persons*) himself or herself | (*only for legal entity of one person allowing the identification of the natural person*) the following legal person:  |
| ID or passport number:  | Full official name:Official legal form: Statutory registration number**:** Full official address: VAT registration number:  |

|  |
| --- |
| 1. declares whether the above-mentioned person is in one of the following situations or not:
 |
| **Situation of exclusion concerning the person** | YES | NO |
| 1. it is bankrupt, subject to insolvency or winding up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under national legislation or regulations;
 | [ ]  | [ ]  |
| 1. it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the contracting authority is located or those of the country of the performance of the contract;
 | [ ]  | [ ]  |
| 1. it has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibity where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:
 |  |
| (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract; | [ ]  | [ ]  |
| (ii) entering into agreement with other persons with the aim of distorting competition; | [ ]  | [ ]  |
| (iii) violating intellectual property rights; | [ ]  | [ ]  |
| (iv) attempting to influence the decision-making process of the contracting authority during the award procedure; | [ ]  | [ ]  |
| (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure***;***  | [ ]  | [ ]  |
| 1. it has been established by a final judgement that the person is guilty of any of the following:
 |  |
| (i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995; | [ ]  | [ ]  |
| (ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of EU Member States, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the legal provisions of the country where the contracting authority is located, the country in which the person is established or the country of the performance of the contract; | [ ]  | [ ]  |
| (iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA; | [ ]  | [ ]  |
| iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council; | [ ]  | [ ]  |
| (v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision; | [ ]  | [ ]  |
| (vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council; | [ ]  | [ ]  |
| 1. the person has shown significant deficiencies in complying with the main obligations in the performance of a contract financed by the Union’s budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an Authorising Officer, OLAF or the Court of Auditors;
 | [ ]  | [ ]  |
| 1. it has been established by a final judgment or final administrative decision that the person has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
 | [ ]  | [ ]  |
| 1. for the situations of grave professional misconduct, fraud, corruption, other criminal offences, significant deficiencies in the performance of the contract or irregularity, the applicant is subject to:
2. facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
3. non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
4. decisions of the ECB, the EIB, the European Investment Fund or international organisations;
5. decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law; or
6. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.
 | [ ]  | [ ]  |

|  |
| --- |
| 1. declares whether the above-mentioned person is in one of the following situations or not:
 |
| Grounds for rejection from this procedure | YES | NO |
| 1. has not distorted competition by being previously involved in the preparation of procurement documents for this procurement procedure;
 | [ ]  | [ ]  |
| 1. has provided accurate, sincere and complete information to the contracting authority within the context of this procurement procedure;
 | [ ]  | [ ]  |
| 1. acknowledges that the above-mentioned person may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.
 |  |

**Remedial measures**

If the person declares one of the situations of exclusion listed above, it should indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. They may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines. The relevant documentary evidence which appropriately illustrates the remedial measures taken should be provided in annex to this declaration. This does not apply for the situations referred in point (d) of this declaration.

**Evidence upon request**

Upon request and within the time limit set by the contracting authority the person shall provide information on the persons that are members of the administrative, management or supervisory body, as well as the following evidence concerning the person or the natural or legal persons which assume unlimited liability for the debt of the person:

For situations described in (a), (c), (d) or (f), production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.

For the situation described in point (a) or (b), production of recent certificates issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the person is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

If the person already submitted such evidence for the purpose of another procedure, its issuing date does not exceed one year and it is still valid, the person shall declare on its honour that the documentary evidence has already been provided and confirm that no changes have occurred in its situation.

Full name Date Signature