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| **Highways & Traffic** | **Date:** |  |
|  | **Our ref:** |  |
| Lewis House | **Direct line** |  |
| Manvers Street  Bath BA1 1JG |  |  |
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Dear

**Re: [SCHEME TITLE (IF APPLICABLE)] STATE AID: DE MINIMIS AID**

In order to minimise distortion of competition the European Commission sets limits on how much assistance can be given without its prior approval to organisations operating in a competitive market. This letter sets out what is needed to ensure compliance with those limits. You should note carefully the requirements and the obligations. If you have any queries please discuss them with the aid administrator.

Under EC Regulation 1407/2013 (De Minimis Aid Regulation) as published in the Official Journal of the European Union 24 December 2013[\*](#bookmark2), the support provided is a De minimis aid. There is a ceiling of €200,000 [€100,000 for undertakings in the road freight transport sector] for all De minimis aid provided to any one organisation over a three fiscal year period (i.e. your current fiscal year and previous two fiscal years). Any De minimis aid provided to you under this scheme will be relevant if you wish to apply, or have applied, for any other De minimis aid. The value of the aid under this scheme is (or estimated to be by calculating the gross grant equivalent). You will need to declare this amount to any other aid awarding body who requests information from you on how much De minimis aid you have received. For the purposes of the De minimis regulation, you must retain this letter for 10 years from the date on which the aid is granted and produce it on any request by the UK public authorities or the European Commission. (You may need to keep this letter longer than 10 years)

**Please advise us now of any other De minimis aid** which your enterprise and any enterprises linked to it may have received during your current and previous two fiscal years, as we need to check that our support added to that previously received, will not exceed the threshold of €200,000 (€100,000 for undertakings in the road freight transport

sector) over the last 3 fiscal years. De Minimis Aid includes not only grant but also assistance such as free or subsidised consultancy services, marketing advice etc. If you are in any doubt about whether previous assistance received classes as De minimis assistance please include it.

Please sign the attached statement confirming your eligibility for support.

**Statement of De minimis aid received**

I confirm that I have received the following De minimis aid during the previous 3 fiscal years (i.e. current fiscal year and the previous two fiscal years):

|  |  |  |
| --- | --- | --- |
| Body providing the assistance/aid | Value of assistance (calculating the Gross Grant Equivalent) | Date of assistance |
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**DECLARATION:**

|  |  |
| --- | --- |
| Company |  |
| Client Name |  |
| Signature |  |
| Date |  |

I acknowledge that if I fail to meet the Eligibility Requirements, l/we shall become liable to pay the full price that would otherwise be payable in respect of any services received.

Yours Sincerely,

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\* Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty of the Functioning of the European Union to the De Minimis aid, OJ L 352 24.12.13, p1.