

# KISFALUDY



TURISZTIKAI FEJLESZTÉSI PROGRAM

## TÉRKŐ User Guide

### Budapest MICE Fund

# 1. Registration

By visiting the website <https://palyazat.kisfaludyprogram.hu/no-auth/belepes>, the language of the page can be changed in the top right corner. By setting it from HU to GB, the English version of the interface will appear.

Entry

E-mail \*

Required field

Password \*

Required field

Login

Registration

Forgot password

GB

MAGYAR TURISZTIKAISZ ÖNKÖRÖSÉG

Version 2.0.0.0

KISFALUDY

By clicking the "Registration" button, you can provide basic profile information such as your name and email address. Here, you also need to accept the "Cookies," the "General Terms of Use for Applicants and Beneficiaries" document, and the Privacy Policy.

Registration

Please enter your full name and e-mail address to register. Later you can use these data to log in.

Full name \*

Required field

E-mail address \*

Required field

Cookie

This site uses cookies for optimal operation. You can find more information about their function in the Cookie Policy. By clicking the "I Accept" button, you consent to the use of cookies.

Cookie Policy

Accept

General Terms of Use for Applicants and Beneficiaries

I declare that I have read, understood, and accept the provisions of the General Terms of Use for Applicants and Beneficiaries document.

General Terms of Use for Applicants and Beneficiaries

Privacy Policy

I declare that I have read, understood, and accept the provisions of the Privacy Policy.

Privacy Policy

Accept

☐ I'm not a robot

Registration

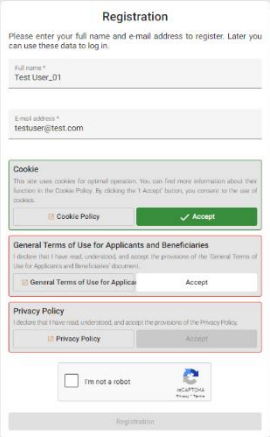
GB

MAGYAR TURISZTIKAISZ ÖNKÖRÖSÉG

Version 2.0.0.0

KISFALUDY

After clicking the relevant icons, the "I Accept" button will become active. The declaration is only truly accepted when its color changes to green after you click this button.



**Registration**

Please enter your full name and e-mail address to register. Later you can use these data to log in.


Full name \*  
Test User\_01

E-mail address \*  
testuser@test.com

**Cookie**  
This site uses cookies for optimal operation. You can find more information about their function in the Cookie Policy. By clicking the "I Accept" button, you consent to the use of cookies.  
[Cookie Policy](#) [Accept](#)

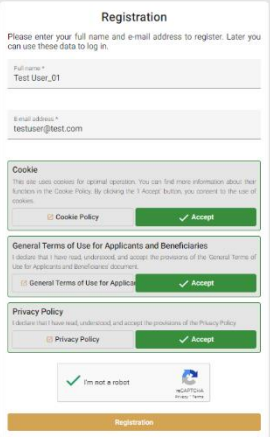
**General Terms of Use for Applicants and Beneficiaries**  
I declare that I have read, understood, and accept the provisions of the "General Terms of Use for Applicants and Beneficiaries" document.  
[General Terms of Use for Applicants and Beneficiaries](#) [Accept](#)

**Privacy Policy**  
I declare that I have read, understood, and accept the provisions of the Privacy Policy.  
[Privacy Policy](#) [Accept](#)

☐ I'm not a robot 

[Registration](#)

Once all declarations have been accepted and the "I'm not a robot" block has also been accepted in the system, the registration can be finalized.



**Registration**

Please enter your full name and e-mail address to register. Later you can use these data to log in.


Full name \*  
Test User\_01

E-mail address \*  
testuser@test.com

**Cookie**  
This site uses cookies for optimal operation. You can find more information about their function in the Cookie Policy. By clicking the "I Accept" button, you consent to the use of cookies.  
[Cookie Policy](#) [Accept](#)

**General Terms of Use for Applicants and Beneficiaries**  
I declare that I have read, understood, and accept the provisions of the "General Terms of Use for Applicants and Beneficiaries" document.  
[General Terms of Use for Applicants and Beneficiaries](#) [Accept](#)

**Privacy Policy**  
I declare that I have read, understood, and accept the provisions of the Privacy Policy.  
[Privacy Policy](#) [Accept](#)

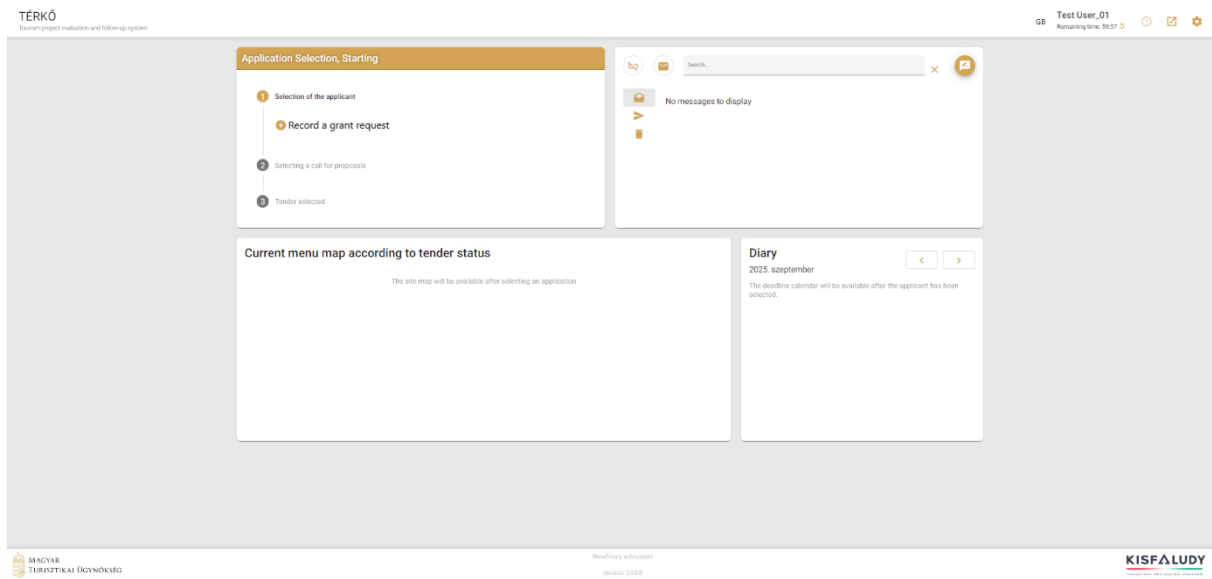
☒ I'm not a robot 

[Registration](#)

By sending the request, the process can be finalized with a message sent to the email address provided during registration. The interface will then become accessible.

## 2. Adding a Grant Applicant

After logging in, the following interface will be visible:



Here, by clicking the "Record a grant request" button, the applicant's basic data can be added.

The screenshot displays the 'Core data for support' form. The 'Basic data' section is highlighted with a red arrow pointing to the 'Foreign registered office' checkbox, which is checked. This section contains several mandatory fields, indicated by red borders and asterisks: 'Official name of the applicant', 'Tax number', 'Date of establishment', 'Qualification code', 'Type of beneficiary's operation', and 'Transparency'. Other fields include 'Short name of the applicant', 'Individual entrepreneur license number', 'Company court registration / court registry number', and 'Main activity TEACR '08 code (Statistical Classification of Economic Activities)'. Below the 'Basic data' section are three other sections: 'Address data' (with a note 'No address recorded yet' and an 'Add new address' button), 'Ownership structure' (with a note 'No owner recorded yet' and an 'Add new owner' button), and 'Contacts / Representatives'. The footer is identical to the previous screenshot, showing the 'MAGYAR TURISZTIKAI ÜZEMKÖDŐSÉG' logo, 'Beneficiary subsystem Version: 2.0.0', and the 'KISFALUDY' logo.

On the interface, by checking the "Foreign registered office" box, only the cells that need to be filled in for a foreign-based applicant will be visible. The fields marked in red are mandatory.

TÉRKŐ  
Tourism project evaluation and follow-up system

GB Test User\_01  
Remaining time: 56:44

Core data for support

**Basic data**

☒ Foreign registered office

Official name of the applicant \*  
Test User LLC.

Short name of the applicant

Tax number \*  
12345 67890

Individual entrepreneur license number

Date of establishment

Company court registration / court registry number

Main activity TEAOR '08 code (Statistical Classification of Economic Activities)

Type of beneficiary's operation \*  
Required field

Transparency \*  
Required field

Domestic natural person

Small enterprise

Medium enterprise

Micro enterprise

Nonprofit organization within general Public Finances

**Address data**

No address recorded yet

+ Add new address

**Ownership structure**

No owner recorded yet

+ Add new owner

**Contacts / Representatives**

No contact person or representative recorded yet

+ Add new contact

MACYAR  
TURISZTIKAI ÜGYNÖKSÉG

Beneficiary subsystem  
Version: 2.0.0.0

KISFALUDY  
KISFALUDY KÖZSÉGI ÖNKÖZSÉG

For the "qualification code," "Type of Beneficiary's operational," and "Transparency," the appropriate data can be selected from a dropdown list for the applicant. Transparency needs to be completed according to the filled-out Appendix 6.

TÉRKŐ  
Tourism project evaluation and follow-up system

GB Test User\_01  
Remaining time: 56:11

☒ Foreign registered office

Test User LLC.

Short name of the applicant

Tax number \*  
12345 67890

Individual entrepreneur license number

Date of establishment

Company court registration / court registry number

Main activity TEAOR '08 code (Statistical Classification of Economic Activities)

Qualification code \*  
Small enterprise

Type of beneficiary's operation \*  
Other enterprise

Transparency \*  
II. Legal persons who are not subject to point I or business ...

**Address data**

No address recorded yet

+ Add new address

**Ownership structure**

No owner recorded yet

+ Add new owner

**Contacts / Representatives**

No contact person or representative recorded yet

+ Add new contact

MACYAR  
TURISZTIKAI ÜGYNÖKSÉG

Beneficiary subsystem  
Version: 2.0.0.0

KISFALUDY  
KISFALUDY KÖZSÉGI ÖNKÖZSÉG

< Back Save Delete

With the help of the "Save" button at the bottom of the page, the data entered so far can be saved. After saving, the buttons required for filling in the additional basic data fields will become active.

**TÉRKŐ**  
Tourism project evaluation and follow-up system

Test User\_01  
Remaining time: 00:55

**Foreign registered office**

Test User LLC. Short name of the applicant

Tax number \*  
12345 67890

Individual entrepreneur license number Date of establishment Company court registration / court registry number

Main activity TEAOR '08 code (Statistical Classification of Economic Activities) Qualification code \*  
Small enterprise

Type of beneficiary's operation \* Other enterprise Transparency \*  
II. Legal persons who are not subject to point I or business ...

**Address data**

No address recorded yet

+ Add new address

**Ownership structure**

No owner recorded yet

+ Add new owner

**Contacts / Representatives**

No contact person or representative recorded yet

+ Add new contact person

< Back Save Update

MAGYAR TURISZTIKAI ÜGYNÖKSÉG

Beneficiary subsystem  
Version: 2.0.0.0

KISFALUDY

Among the active buttons, the "Address data" and "Contacts/Representatives" fields are mandatory.

**TÉRKŐ**  
Tourism project evaluation and follow-up system

Test User\_01  
Remaining time: 00:57

**Foreign registered office**

Test User LLC. Short name of the applicant

Tax number \*  
12345 67890

Individual entrepreneur license number Date of establishment Company court registration / court registry number

Main activity TEAOR '08 code (Statistical Classification of Economic Activities) Qualification code \*  
Small enterprise

Type of beneficiary's operation \* Other enterprise Transparency \*  
II. Legal persons who are not subject to point I or business ...

**Address data**

No address recorded yet

+ Add new address

**Ownership structure**

No owner recorded yet

+ Add new owner

**Contacts / Representatives**

No contact person or representative recorded yet

+ Add new contact person

< Back Save Update

MAGYAR TURISZTIKAI ÜGYNÖKSÉG

Beneficiary subsystem  
Version: 2.0.0.0

KISFALUDY

**Edit title**

Title type  
Headquarter

Country \*  
Required field!

cancel Save

In the case of „Address data”, after selecting the country, the other data fields can be filled in. Of these, the postal code is mandatory, but it is necessary to fill in all the data completely so that the system can pre-fill the required data when starting the application submission.

The screenshot shows the 'TERKŐ' system interface. A modal titled 'Edit title' is open, allowing the user to edit the title of a contact person. The modal contains the following fields:

- Title type: Headquarter
- Country: United Kingdom
- Village name in Hungarian: (empty)
- Village name in local language: (empty)
- Zip code: (empty)
- County: (empty)
- Public area: (empty)
- Type of public area: (empty)
- House number: (empty)

Buttons at the bottom of the modal are 'cancel' and 'Save'. In the background, the 'Contacts / Representatives' section shows a list with 'Eric Test' as a 'Representative'. A red arrow points to the 'Managing Director' position in the list.

After saving the „Address data”, you need to provide the „Contacts/representative data”. Please note that it is mandatory to provide a representative to submit the application; without one, the application cannot be started!

The screenshot shows the 'TERKŐ' system interface. A modal titled 'Edit contact person / representative' is open, allowing the user to edit the contact person data. The modal contains the following fields:

- Name: Eric Test
- Position: Representative
- Right of representation: (empty)
- Position: Managing Director
- Phone: (empty)
- Mobile phone: +442079461234
- E-mail: Eric.Tesi@test.com

Buttons at the bottom of the modal are 'cancel' and 'Save'. A red arrow points to the 'Save' button. In the background, the 'Contacts / Representatives' section shows a list with 'Eric Test' as a 'Representative'.

First, the official representative of the organization applying for support and their data must be entered. By saving the data, the name of the first entered representative, i.e., the one who appears first, marked as representative, along with their email address and mobile number, will also appear on the application basic data page (not only in the master data) after initiating the application.

Please note that only users who have registered on the platform can log into the electronic application system (meaning that the contact person and representative specified here do not automatically become users through data entry). By default, only one user registration is possible per applicant. If additional email addresses need to be added during application management, please contact our Customer Service, and following the request, our Staff will add the User.

### 3. Application Selection

After creating the applicant's master data, the application process can be started from the home page by selecting the call for applications.

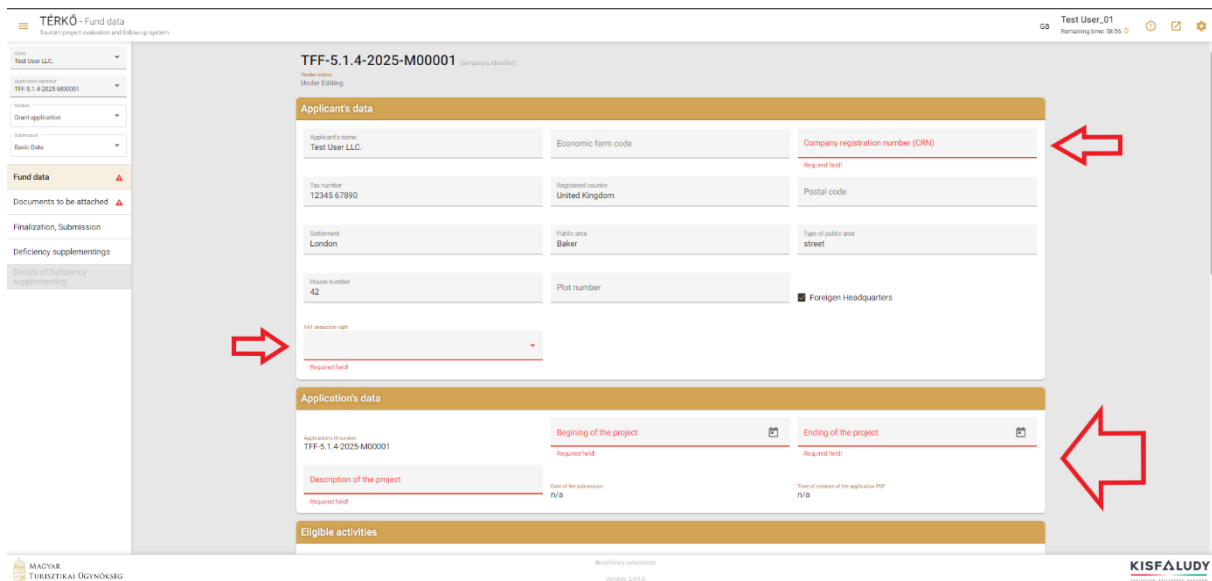
The screenshots show the TERCŐ (Tourism project evaluation and follow-up system) interface. The top screenshot displays the 'Application Selection, Starting' section with a red circle around the 'Selecting a call for proposals' step, which has a dropdown menu showing 'Budapest MICE Alap (TFF-5.1.4-2025) - Fillable'. The bottom screenshot shows the same interface with a red arrow pointing to the 'Start Application' button, which is highlighted in yellow. The interface includes a sidebar with navigation icons, a search bar, and a diary section for 2025. The footer contains the Magyar Turisztikai Ügynökség logo, the Beneficiary subsystem version (2.60.9), and the KISFALUDY logo.

After selecting the call, please press the "Start Application" button.



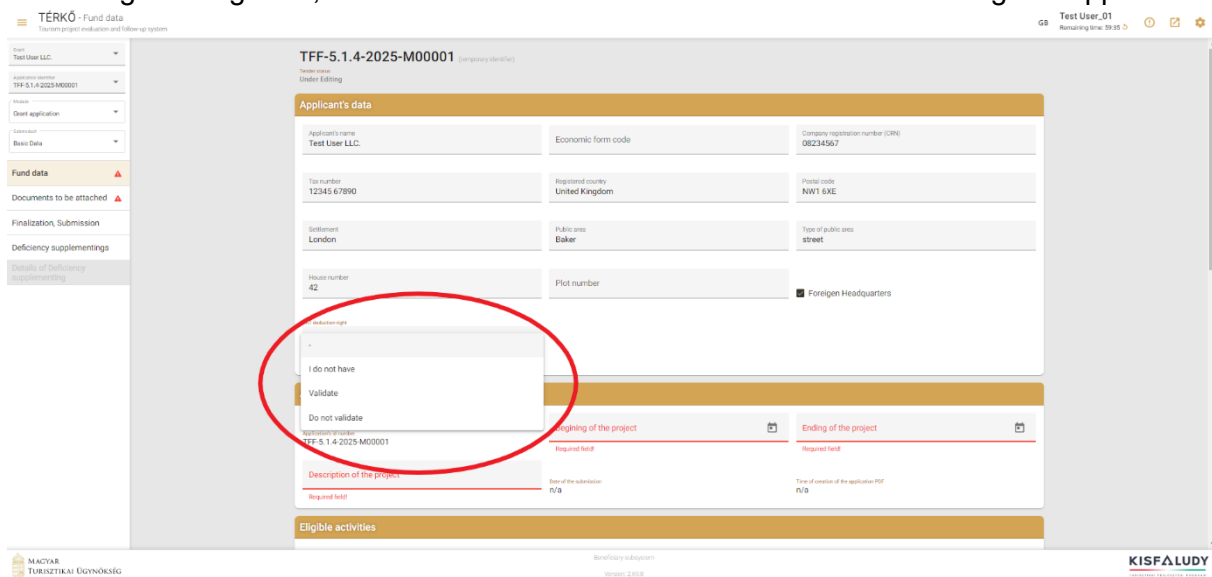
## 4. Filling in the Application's Basic Data

After pressing the button, the following screen will appear:



The screenshot shows the 'TFF-5.1.4-2025-M00001' application form. The left sidebar contains navigation options: 'Test User LLC.', 'Application number: TFF-5.1.4-2025-M00001', 'Client application', 'Submitted', 'Basic Data', 'Fund data', 'Documents to be attached', 'Finalization, Submission', 'Deficiency supplementings', and 'Details of Deficiency supplementing'. The main content area is divided into two sections: 'Applicant's data' and 'Application's data'. The 'Applicant's data' section includes fields for 'Applicant's name' (Test User LLC.), 'Economic form code', 'Company registration number (CRN)' (marked as required), 'Tax number' (12345 67890), 'Registered country' (United Kingdom), 'Postal code', 'Settlement' (London), 'Public area' (Baker), 'Type of public area' (street), 'House number' (42), 'Plot number', and 'VAT deduction right' (marked as required). The 'Application's data' section includes fields for 'Application number' (TFF-5.1.4-2025-M00001), 'Beginning of the project' (marked as required), 'Ending of the project' (marked as required), 'Description of the project' (marked as required), 'Date of the submission' (N/A), and 'Time of creation of the application PDF' (N/A). Red arrows point to the 'Company registration number (CRN)' and 'VAT deduction right' fields, indicating they are required. The 'Fund data' section is highlighted in orange.

On this interface, the basic data already entered in the Master Data section will appear. Of the remaining missing data, the fields marked in red are essential for submitting the application.



The screenshot shows the 'TFF-5.1.4-2025-M00001' application form. The left sidebar contains navigation options: 'Test User LLC.', 'Application number: TFF-5.1.4-2025-M00001', 'Client application', 'Submitted', 'Basic Data', 'Fund data', 'Documents to be attached', 'Finalization, Submission', 'Deficiency supplementings', and 'Details of Deficiency supplementing'. The main content area is divided into two sections: 'Applicant's data' and 'Application's data'. The 'Applicant's data' section includes fields for 'Applicant's name' (Test User LLC.), 'Economic form code', 'Company registration number (CRN)' (08234567), 'Tax number' (12345 67890), 'Registered country' (United Kingdom), 'Postal code' (NW1 6XE), 'Settlement' (London), 'Public area' (Baker), 'Type of public area' (street), 'House number' (42), 'Plot number', and 'Foreign Headquarters' (checked). The 'Application's data' section includes fields for 'Application number' (TFF-5.1.4-2025-M00001), 'Beginning of the project' (marked as required), 'Ending of the project' (marked as required), 'Description of the project' (marked as required), 'Date of the submission' (N/A), and 'Time of creation of the application PDF' (N/A). A red circle highlights the 'VAT deduction right' dropdown menu, which has options: 'I do not have', 'Validate', and 'Do not validate'. The 'Fund data' section is highlighted in orange.

Regarding the right to deduct VAT, the applicant can select the relevant definition from a dropdown list. Please note that the right to tax deduction is only relevant for applicants who have VAT registration in Hungary!

For defining the activity, please select the activity you wish to undertake during the application from the dropdown list.

**TÉRKÖ - Fund data**  
Tourism project evaluation and follow-up system

Test User,01  
Remaining time: 58:05

Test User LLC  
Application number: TFF-5.1.4-2025-M00001  
Module: Grant application  
Submission: Basic Data

**Fund data**

Documents to be attached

Finalization, Submission

Deficiency supplementings

Details of Deficiency supplementing

**Application's data**

Implementation number: TFF-5.1.4-2025-M00001  
Beginning of the project: 2025. 08. 21  
Ending of the project: 2025. 09. 24  
Description of the project: London is a city full of contrasts, where historic buildings stand  
Date of the submission: N/A  
Title of location of the application PDF: N/A

**Eligible activities**

Digital activities

Small event

Large event

Amount of request grant (Ft):  
Required field

Bank's name:  
Required field

Bank account number:  
Required field

Type of payment:  
Follow-up financing

**Implementation location data**

Country: Hungary  
Required field

Postal code:  
Required field

Settlement:  
Required field

Public area name:  
Required field

Type of public area:  
Required field

House number:  
Required field

Plot number:  
Required field

Beneficiary subproject:  
Version: 2.018

MAGYAR TURISZTIKAI ÜGYNÖKSÉG

KISFALUDY

When providing the amount of support requested, please pay close attention to the fact that the amount is to be specified in Hungarian Forints. The support amount must be calculated using the calculator found in Appendix No. 9.

After pressing the "Save" button, you need to select the "Documents to be attached" menu item from the menu bar on the left.

**TÉRKÖ - Fund data**  
Tourism project evaluation and follow-up system

Test User,01  
Remaining time: 55:48

Test User LLC  
Application number: TFF-5.1.4-2025-M00001  
Module: Grant application  
Submission: Basic Data

**Fund data**

Documents to be attached

Finalization, Submission

Deficiency supplementings

Details of Deficiency supplementing

**Financial data**

Amount of request grant (Ft): 40 000 000  
Bank's name: Barclays Bank  
Bank account number: GB29BARC20041312345678  
Type of payment: Follow-up financing

**Implementation location data**

Country: Hungary  
Postal code: 1014  
Settlement: Budapest  
Public area name: Szent György  
Type of public area: square  
House number: 2  
Plot number:

**Representative's data**

Representative's name: Eric Test  
Representative's position: Managing Director  
Representative's phone number: 442079461234  
Representative's email address: Eric.Test@test.com

Save

Beneficiary subproject:  
Version: 2.018

MAGYAR TURISZTIKAI ÜGYNÖKSÉG

KISFALUDY

## 5. Documents to be Attached

On the documents to be attached page, the following screen appears:

TERKO - Documents to be attached

Test User LLC

Application number: TFF-5.1.4-2023-M00001

Module: Grant application

Submodule: Basic Data

Fund data

Documents to be attached

Finalization, Submission

Deficiency supplementings

Details of Deficiency supplementing

Documents required to submit an application

Articles of Association / Document Certifying Registration  
Operation documents (company statement, document of foundation)  
There is no uploaded document yet

Certificate of Public Debt Clearance  
NTCA verification  
There is no uploaded document yet

De Minimis Aid Declaration  
De minimis statement  
There is no uploaded document yet

Detailed Professional Programme  
Other attached documents  
There is no uploaded document yet

Power of Attorney  
Other attached documents  
There is no uploaded document yet


Specimen Signature / Signature Sample  
Signature title  
There is no uploaded document yet

Tax Number Certificate

Beneficiary subprogram

Version: 2.0.0.0

KISFALUDY

By clicking the "Upload" button, you can select the document to be uploaded for that specific point. In this call for applications, it is mandatory to upload all documents in the categories displayed on the page. This is indicated by the  symbol at the end of the rows containing the document names.

As long as not all documents and data are available in the system, the application cannot be submitted. In case of any deficiency, a red triangle will appear next to the menu item of the page containing the incomplete data, as shown in the screenshot.

TERKO - Documents to be attached

Test User LLC

Application number: TFF-5.1.4-2023-M00001

Module: Grant application

Submodule: Basic Data

Fund data

Documents to be attached

Finalization, Submission

Deficiency supplementings

Details of Deficiency supplementing

Detailed Professional Programme  
Other attached documents  
Test\_dsk\_04.pdf

Power of Attorney  
Other attached documents  
Test\_dsk\_05.pdf

Specimen Signature / Signature Sample  
Signature title  
Test\_dsk\_06.pdf

Tax Number Certificate  
Other attached documents  
Test\_dsk\_07.pdf

Transparency Declaration  
Transparency statement  
Test\_dsk\_08.pdf

Documents required for implementation  
No document attachment is required to implement

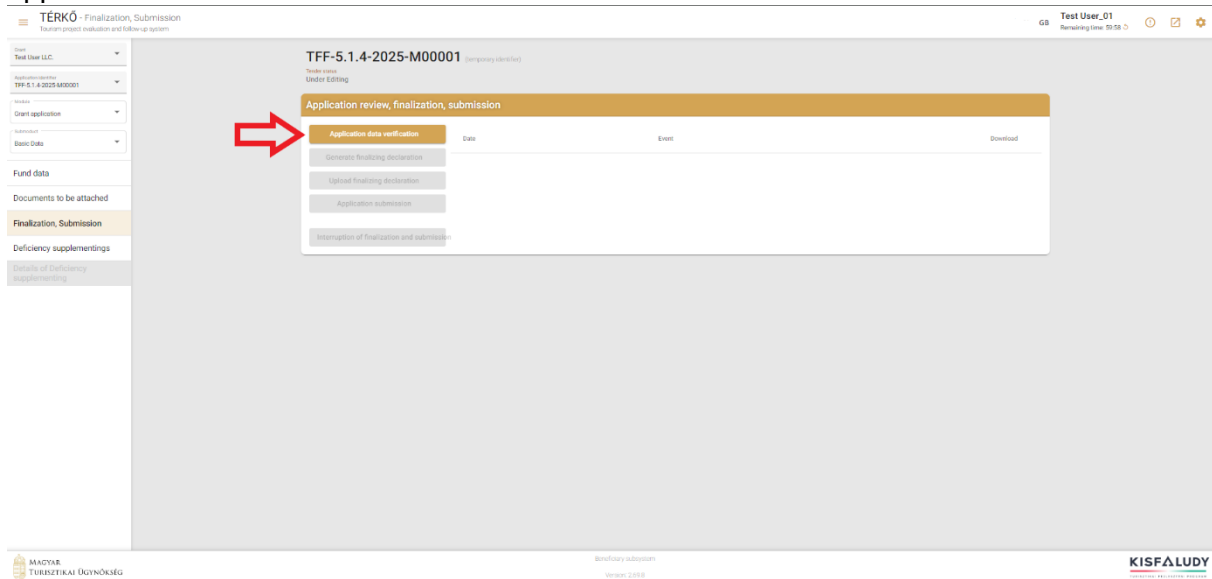
Beneficiary subprogram

Version: 2.0.0.0

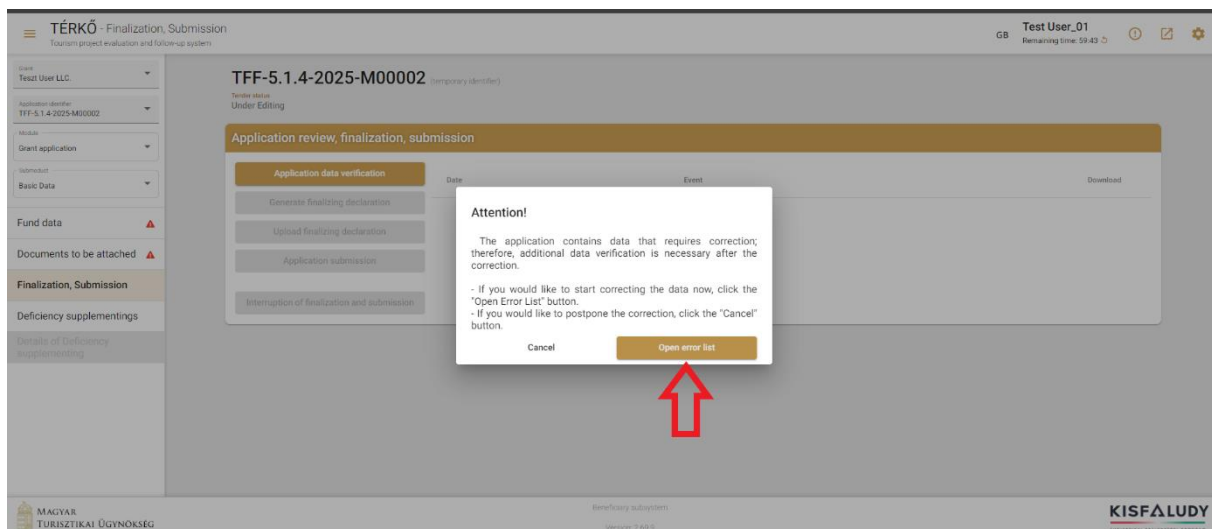
KISFALUDY


## 6. Finalizing the Application Submission

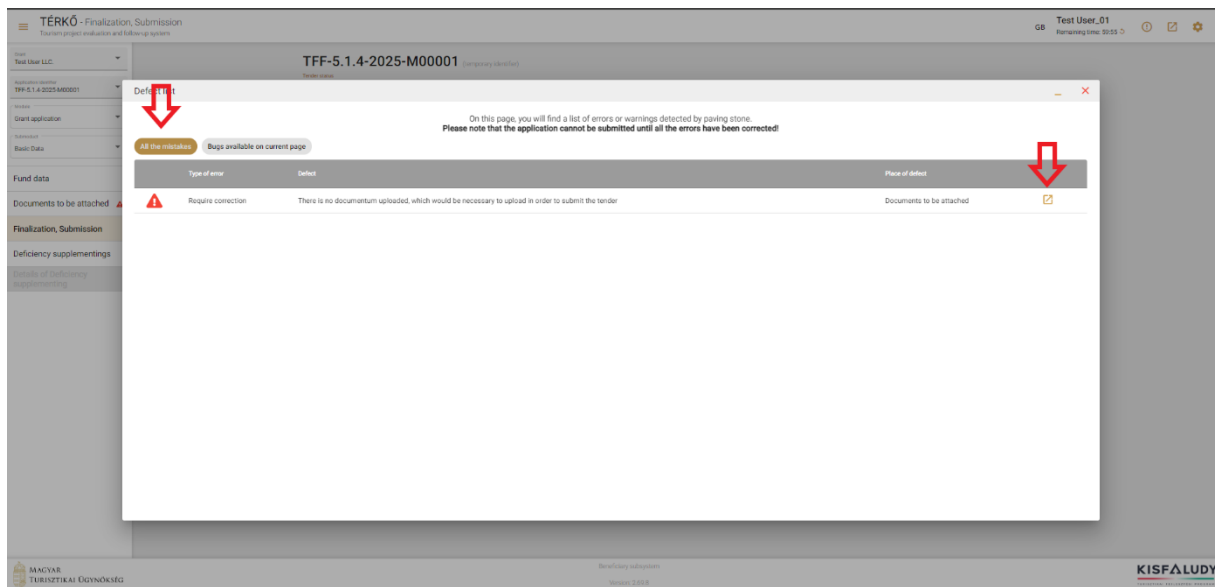
By clicking the "Finalization, Submission" menu item, the application finalization page will appear.



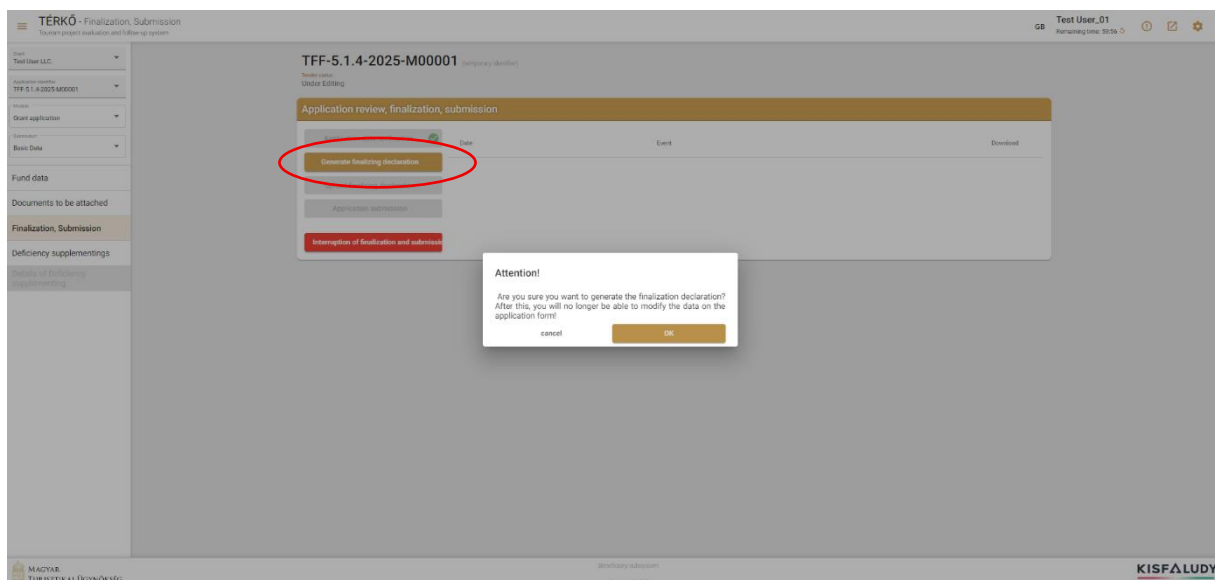
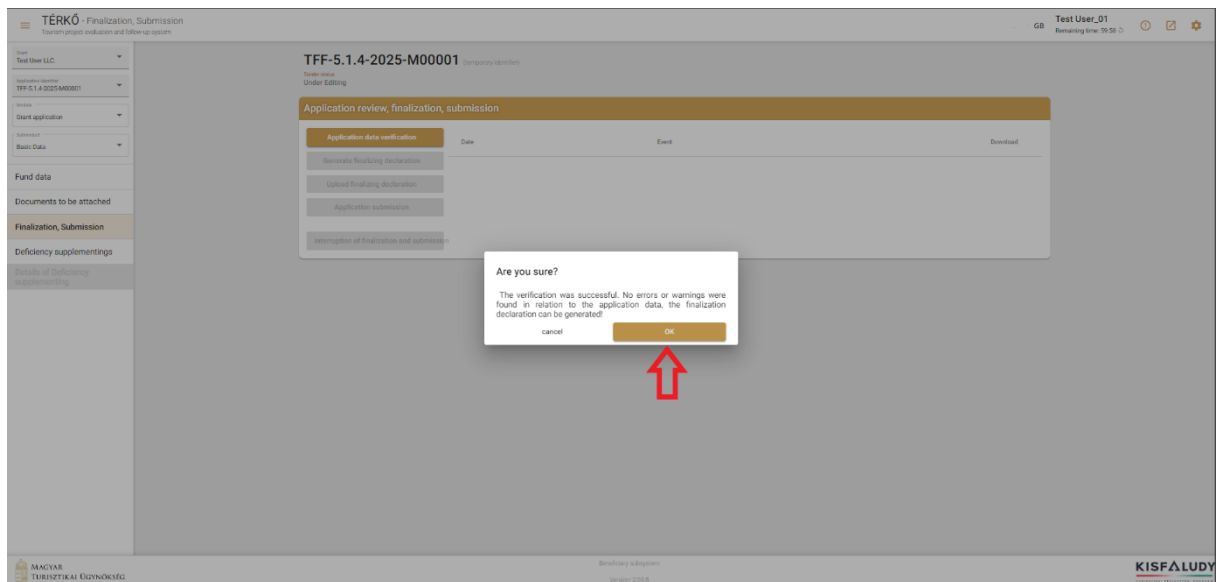
If any deficiencies are found in the application data, the following error message will appear:



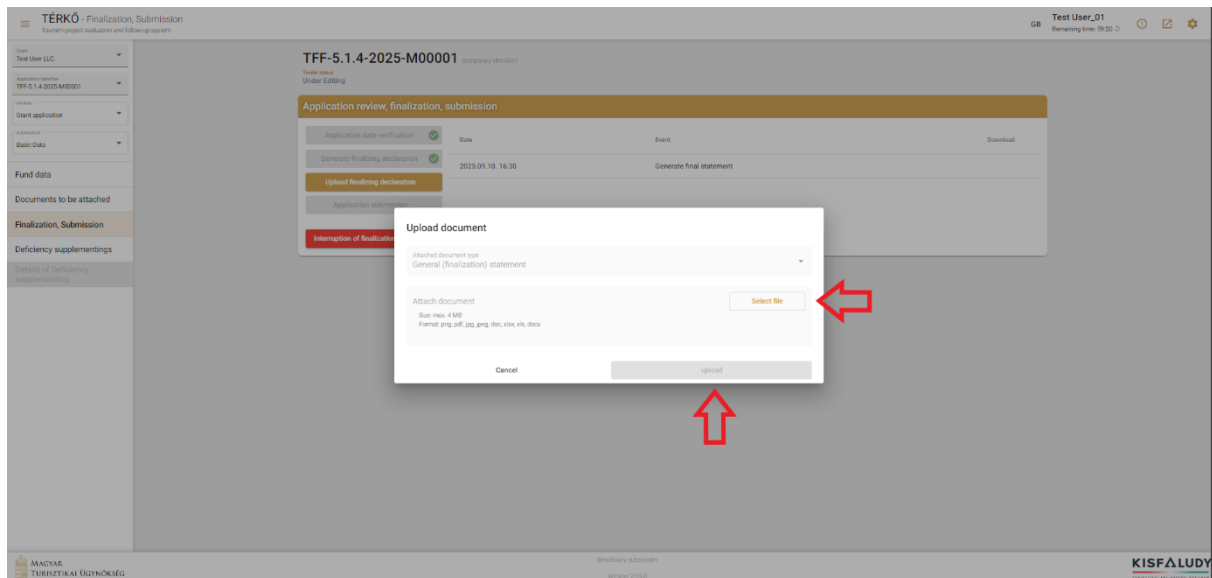
By clicking the "Open Error List" button, you need to select the "all errors" button on the following screen. This will display the items to be corrected in the application, for which the small  icon at the end of the rows will navigate you to the page containing the error.



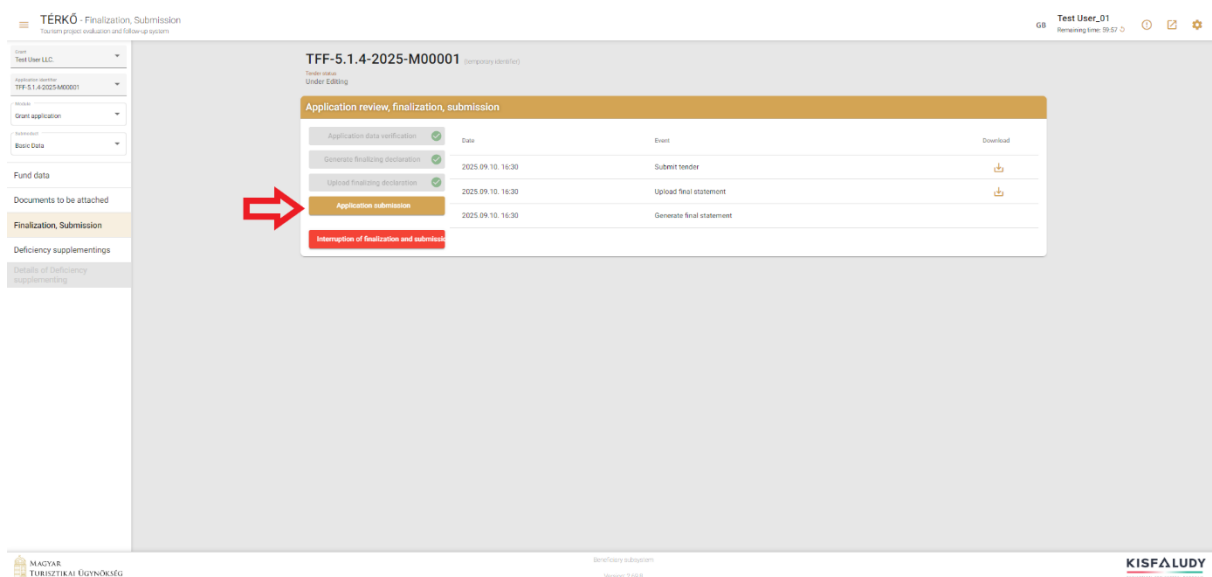
If there are no points to be corrected on the application form, the submission can be started as follows:



After generating the general declaration that finalizes the application, the application basic data cannot be modified, and the system warns of this in the form of a pop-up window. If you wish to make changes to the application data after generation, it is possible to interrupt the submission before submitting the finalizing declaration using the 'Interruption of finalization and submission' button.



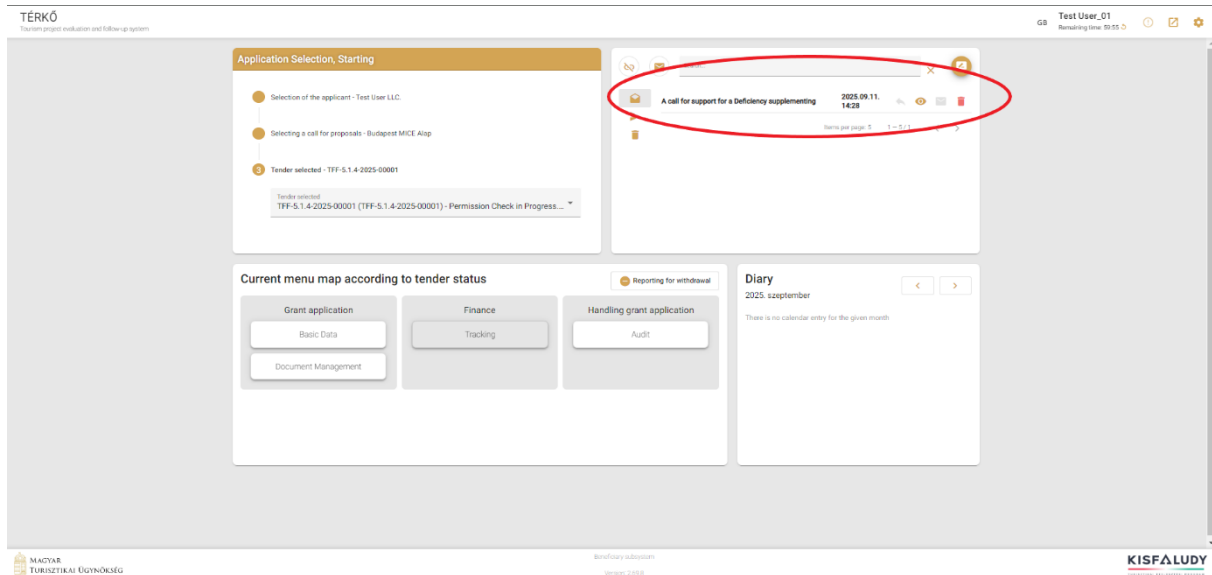
After downloading the finalization declaration, please print it out and sign it in a manner that is legally binding for the company. The signed finalization declaration, i.e., the "General Declaration," can then be uploaded by clicking the "Upload finalizing declaration" button shown above.



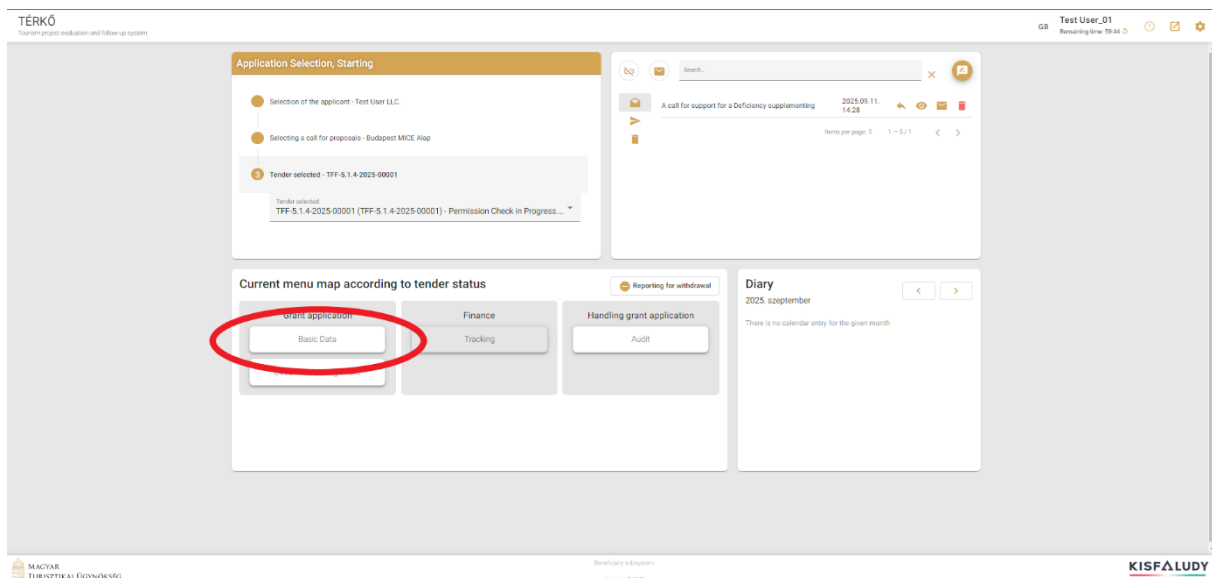
After this, the application can be submitted by pressing the "Application submission" button.

## 7. Issuing a Deficiency Supplement

If the Funder finds deficiencies in the submitted application, it will notify the applicant in the form of a deficiency supplement through the system. In this case, the request will appear as an internal message:



The deficiency supplement can be accessed as follows:



After selecting the application, by clicking the "Basic data" button on the menu map that appears, the application's basic data page becomes accessible. Here, you can navigate to the deficiency supplements page by clicking on the "Deficiency supplementings" item in the side menu bar.

Test User LLC

Application identifier

TFF-5.1.4-2025-00001

Project

Grant application

Submission

Basic data

Fund data

Documents to be attached

Finalization, Submission

Deficiency supplementings

Details of deficiency supplementing

TFF-5.1.4-2025-00001

Trade name

Permission Check in Progress. Deficiency Submission Required

Applicant's data

Test User LLC.

Company form code

08234567

Tax number

12345 67890

Registered country

United Kingdom

Tax number

NW1 6XE

Country code

GB

Address

London

Trade name

Baker

Phone number

42

Phone number

42

WIT submission

Validate

Foreign Headquarters

Application's data

Application's number

TFF-5.1.4-2025-00001

Beginning of the project

2025. 08. 21.

End of the project

2026. 09. 24.

Description of the project

London is a city full of contrasts, where historic buildings stand beside modern glass towers, and quiet parks hide just around the corner from busy streets. Every day thousands of people travel across the Underground, heading to work, school, or simply exploring. The mix of cultures, traditions, and ideas gives the city a unique rhythm that never seems to slow down.

Date of the submission

2025. 09. 10.

Date of creation of the application PDF

2025. 09. 10.

Eligible activities

Eligible activities

Small event

Financial data

MAJYAR TUDOMÁSIKAI ÖNKÖNYVÉ

Beneficiary submission

Version: 2.0.0

KISFALUDY

TÉRKÖ - Deficiency supplementings

Project evaluation and follow-up system

Test User LLC

Application identifier

TFF-5.1.4-2025-00001

Project

Grant application

Submission

Basic data

Fund data

Documents to be attached

Finalization, Submission

Deficiency supplementings

Details of deficiency supplementing

TFF-5.1.4-2025-00001

Trade name

Permission Check in Progress. Deficiency Submission Required

Deficiency supplementing

Gap number

Status

AB

Date of submission (from)

Date of submission (until)

The subject

Eligibility, Advance payment request, Sett...

Deadline for submission (from)

Deadline for submission (until)

Clear conditions

Search

Gap number

Status

The subject

Submission deadline

Receipt date

Calculated date for delivery

Submission date

1

Sent out

Eligibility

-

-

2025.09.18. 23:59

-

Items per page: 10


1 - 10 / 1

MAJYAR TUDOMÁSIKAI ÖNKÖNYVÉ

Beneficiary submission

Version: 2.0.0

KISFALUDY

By clicking the  icon at the end of the row, the deficiency supplement can be received. Before receiving it, the points listed in the deficiency supplement cannot be corrected; it is only possible to fulfill them after the supplement has been received.



The supplement can also be received by opening it and clicking the button at the bottom of the page.

**TFF-5.1.4-2025-00001**

Order status: Permission Check in Progress. Deficiency Submission Required

**Details**

Deficiency supplementing number	The subject	Deficiency supplementing status	Submission deadline
1	Eligibility	Sent out	N/A

Posting date: 2025.09.11. 14:28 | Calculated date for defect: 2025.09.18. 23:59 | Request date: N/A | Submission date: N/A


**Deficiency supplementing criteria**

Control aspects	Justification	FR no.	Affected screen
[09] - 09_Based on the submitted declaration, the applicant is eligible to receive de minimis aid.	The person who signed the document is not consistent with the individual on record in the company's data.	FR	<a href="#">Documents to be attached</a>
[11] - 11_The Articles of Association / document certifying registration has been submitted in full electronically.	The uploaded document is in an unsupported format.	FR	<a href="#">Documents to be attached</a>

Buttons: Receipt, Request for extension, Submission

Please note that during the deficiency supplementation process, only documents can be supplemented. The request must specify the reason for the extension as well as the requested time period. If there is a data entry error, you can make a statement in the form of a signed request regarding the correct data, based on which the Funder will modify the data.

If necessary, the time available for submitting the deficiency supplement can be extended by clicking the "Request for extension" button at the bottom of the page. Once the deficiency supplement has been completed and the necessary documents have been uploaded to the

small  icon, the deficiency supplement submission can begin by clicking the "submission" button.

**TFF-5.1.4-2025-00001**

Order status: Permission Check in Progress. Deficiency Submission Required

**Details**

Deficiency supplementing number	The subject	Deficiency supplementing status	Submission deadline
1	Eligibility	is taken over	2025-09-18

Posting date: 2025.09.11. 14:28 | Calculated date for defect: 2025.09.18. 23:59 | Request date: 2025.09.11. 14:48 | Submission date: N/A

**Deficiency supplementing criteria**

Control aspects	Justification	FR no.	Affected screen
[09] - 09_Based on the submitted declaration, the applicant is eligible to receive de minimis aid.	The person who signed the document is not consistent with the individual on record in the company's data.	FR	<a href="#">Documents to be attached</a>
[11] - 11_The Articles of Association / document certifying registration has been submitted in full electronically.	The uploaded document is in an unsupported format.	FR	<a href="#">Documents to be attached</a>

Buttons: Receipt, Request for extension, Submission

**TFF-5.1.4-2025-00001**

Test User Ltd.

Grant application

Basic Data

Fund data

Documents to be attached

**Finalization, Submission**

Deficiency supplementings

Details of Deficiency supplementing

## TFF-5.1.4-2025-00001

Information: Permission Check in Progress. Deficiency Submission Required

Application review, finalization, submission			
Application data verification	Date	Event	Download
Generate finalizing declaration	2025.09.10. 16:31	Submit tender	
Upload finalizing declaration	2025.09.10. 16:30	Submit tender	
Application submission	2025.09.10. 16:30	Upload final statement	
Interpretation of finalization and submission	2025.09.10. 16:30	Generate final statement	

**User:** Test User LLC

---

**Application number:** TFF-5.1.4-2025-00001

---

**Status:** Grant application

---

**Submitted:**

---

**Basic Data**

---

Fund data

---

Documents to be attached

---

**Finalization, Submission**

---

Deficiency supplementings

---


Details of Deficiency supplementing

## TFF-5.1.4-2025-00001

Under review  
Permission Check in Progress

**Application review, finalization, submission**

Application data verification	Date	Event	Download
Generate finalizing declaration	2025.09.11. 14:56	Submit tender	
Upload finalizing declaration	2025.09.11. 14:56	Submit tender	
Application submission	2025.09.11. 14:56	Submit tender	
Interim report of finalization and submission	2025.09.11. 14:56	Submit tender	
	2025.09.11. 14:56	Submit tender	
	2025.09.11. 14:56	Submit tender	
	2025.09.11. 14:56	Upload final statement	
	2025.09.11. 14:56	Generate final statement	
	2025.09.10. 16:31	Submit tender	
	2025.09.10. 16:30	Submit tender	
	2025.09.10. 16:30	Upload final statement	
	2025.09.10. 16:30	Generate final statement	



The user receives notification about compliance with eligibility and professional criteria at their registered email address. The applicant receives a separate notification about the funding decision.