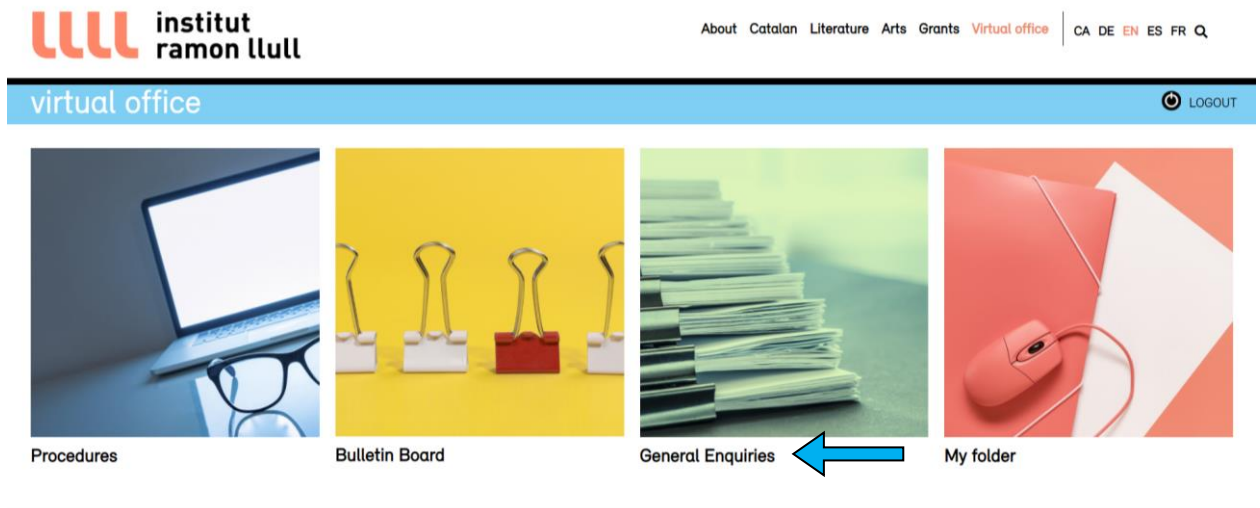
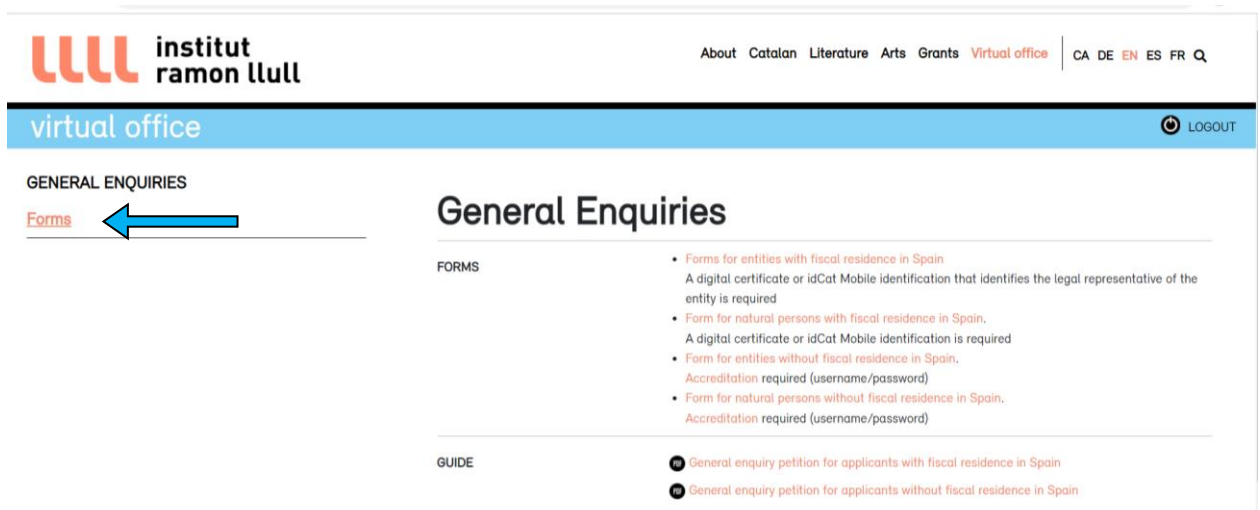


GENERAL ENQUIRY PETITION FOR APPLICANTS WITHOUT FISCAL RESIDENCE IN SPAIN

1. In order to start an application process for non-specific procedures you must use a General Enquiry petition online form.



2. Choose the option “Forms” and select the link to request a General Enquiry petition according whether you are a legal entity or a natural person.



3. Fill in the application form.

Step 1 of 3: Applicant

Applicant

First name: *

Last name: *

NIF/NIE: *

Address: *

Postal Code: *

Province:

--

City:

--

Telephone 1: *

E-mail address: *

Website:

Next >

Step 2: Reason for the request

Subject:

Presentation:

Request:

Reception Area: *

--

< Previous

Next >

4. Upload the following documentation as pdf files “Direct grant application form” and “Budget”, that you must have previously filled out.

Step 3: Authorizations

Electronic notifications

☐ I accept that I will be notified electronically of the administrative procedures related to this application. The alert (which shall not have any legal effects) for this notification shall be sent to the email address and mobile telephone (optional) indicated below.

Email:

Mobile (optional):

The Institut Ramon Llull shall send an alert to the electronic device and/or email address specified by the interested party in order to inform them that a notification has been made available on the Institut Ramon Llull's electronic bulletin board. Failure to send this alert shall not prevent the notification from being considered fully valid.

☐ I do not accept that I will be notified electronically of the administrative procedures related to this application.

In accordance with the provisions of Article 42 of the Common Administrative Procedure for Public Administrations Act (Law 39/2015 of 1 October), all paper-based notifications must be made available to the interested party via the electronic bulletin board of the administration in question, so that the interested party can voluntarily access the content of said notification.

Consequently, the Institut Ramon Llull will send an alert to the electronic device and/or email address specified by the interested party in order to inform them that a notification has been made available on the Institut Ramon Llull's electronic bulletin board. Failure to send this alert shall not prevent the notification from being fully valid.

Reminder:

Electronic notifications must be viewed on the Institut Ramon Llull's virtual office (<http://oficinavirtual.llull.cat/ov/>). They can be accessed via a digital certificate or a single-use, automatically generated password. Check the virtual office to see which certificates are accepted. Beginning on the date the notification alert is sent, you shall have 10 calendar days in which to access it. The notification shall be considered as delivered from the moment its contents are accessed. The procedure shall be considered as completed and proceedings shall then continue.

Consent to receiving additional information

Do you want to be informed about IRL other activities?: *

☐ Yes
☐ No

< Previous Next >

Attached documents:

Maximum size of each file is 10 MB

Allowed file types: pdf

To submit an excel file, create a pdf version of the document including all sheets, by choosing the option "Entire workbook" when printing to the pdf file.

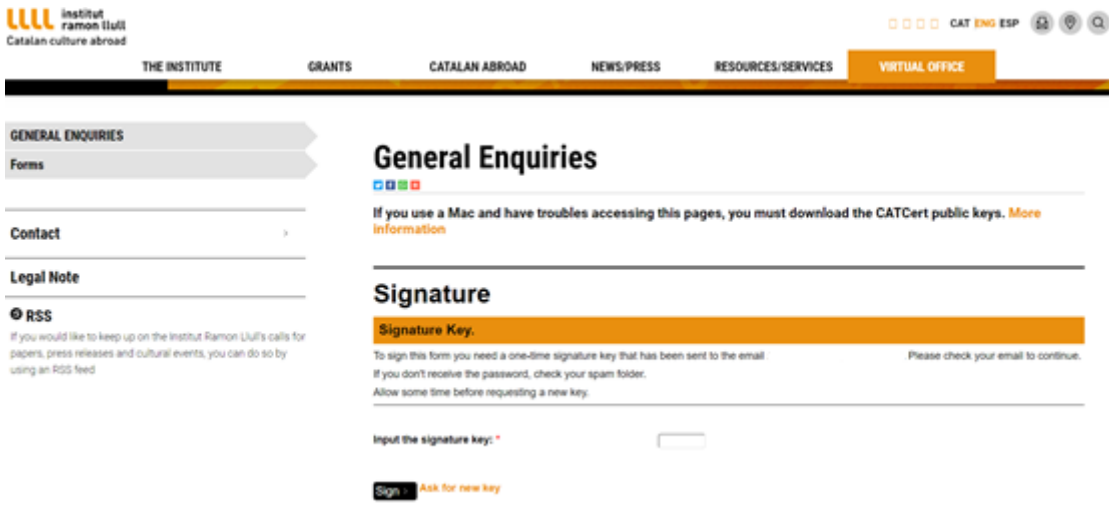
Documentation accrediting the personality of the natural person submitting the application (passport, etc).

+ Add files...

Your details will be entered into the file *Registre d'entrada*, created by the Institut Ramon Llull for the purpose of leaving proof of incoming and outgoing documents. You may exercise your rights of access, rectification, opposition to processing, and cancellation at any time by writing to the Institut Ramon Llull (Diagonal, 373, Barcelona).

Reload > Send >

5. Introduce the one-time signature that has been sent to your email.



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THE INSTITUTE GRANTS CATALAN ABROAD NEWS/PRESS RESOURCES/SERVICES **VIRTUAL OFFICE**

GENERAL ENQUIRIES
Forms

Contact

Legal Note

RSS
If you would like to keep up on the Institut Ramon Llull's calls for papers, press releases and cultural events, you can do so by using an RSS feed

General Enquiries

If you use a Mac and have troubles accessing this pages, you must download the CATCert public keys. [More information](#)

Signature

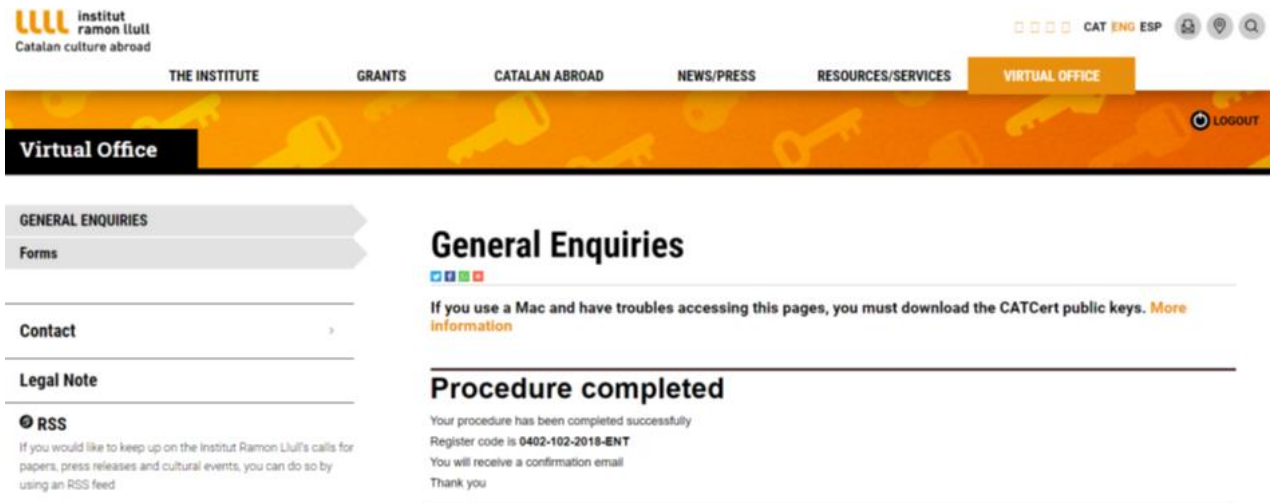
Signature Key.

To sign this form you need a one-time signature key that has been sent to the email. Please check your email to continue.
If you don't receive the password, check your spam folder.
Allow some time before requesting a new key.

Input the signature key: *

Sign [Ask for new key](#)

6. You will receive a confirmation email shortly.



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THE INSTITUTE GRANTS CATALAN ABROAD NEWS/PRESS RESOURCES/SERVICES **VIRTUAL OFFICE**

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Procedure completed

Your procedure has been completed successfully
Register code is **0402-102-2018-ENT**
You will receive a confirmation email
Thank you

7. You can access the application files or upload additional documentation from the Electronic Office homepage using the same identification (username and password) as in the application form.