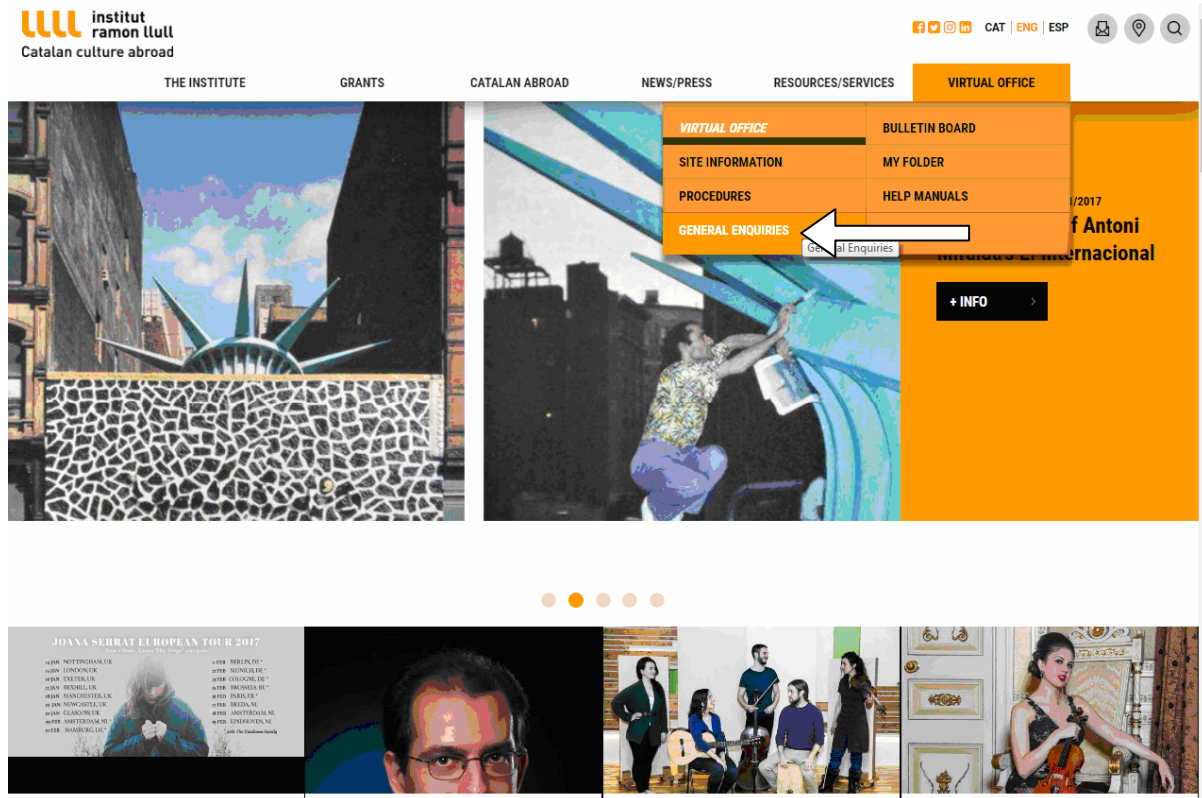


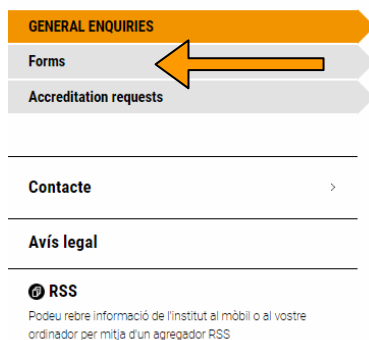


## GENERAL ENQUIRY PETITION FOR APPLICANTS WITHOUT FISCAL RESIDENCE IN SPAIN

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”.



### General Enquiries



Generic form to non-specific procedures

#### GENERAL ENQUIRIES

The generic application can be submitted at any time.  
The application form can be accompanied by a maximum of four documents related to the situation as outlined.  
Prior to the submission of the generic request, the applicant must verify that there are no procedures associated with the application to be submitted to the Virtual Office of the IRL. If there is a specific procedure, an application must be made following the indications of procedure.  
The computation of time, regarding the obligation of government to solve the request, is performed according to the provisions of the law of administrative procedure. In any case, if a petition is part of a process with specific deadlines, the terms that mark the corresponding procedure should be taken into account.  
The effective date of start of the calculation must be notified by the entity.  
The electronic registry entry date will be considered as valid for purposes of calculating deadlines.  
The official electronic registry date and time for the purposes of calculating deadlines is the official date and time of Catalonia.



3. Select the link to request a General Enquiry petition according whether you are a legal entity or a natural person.

## General Enquiries



### FORMS

#### Forms for entities with fiscal residence in Spain

A digital certificate or idCat Mobile identification that identifies the legal representative of the entity is required

#### Form for natural persons with fiscal residence in Spain.

A digital certificate or idCat Mobile identification is required

#### Form for entities without fiscal residence in Spain.

Accreditation required (username/password)

#### Form for natural persons without fiscal residence in Spain.

Accreditation required (username/password)

### GUIDE

Online grant application process using a generic petition(for procedures without specific form)

4. 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 >**



5. 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://oficinvirtual.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 >

6. You will receive a confirmation email shortly.
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.