

1. Company name :
 Contact person Last name
 Mr. Mrs. Miss
 Function
 Initials
Office address **Mailing address**
 Address Address
 Postal code/City Postal code/City
 Province/state Province/state
 Country Country
 Phone E-mail address
 Fax Internet address
 Nearest airport city
 Distance km
 Travelling time
Production Unit 1 **Production Unit 2**
 Address Address
 Postal code/City Postal code/City
 Nearest airport city
 city
 Distance Km
 Travelling time

2. Established as	<input type="checkbox"/>	Manufacturer/producer	<input type="checkbox"/>	Exporter	<input type="checkbox"/>	Export Agent	<input type="checkbox"/>	Service org.	<input type="checkbox"/>	Other	<input type="checkbox"/>
3. Legal status	<input type="checkbox"/>	Private company	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	State-owned corp	<input type="checkbox"/>	Cooperative	<input type="checkbox"/>	Other	<input type="checkbox"/>

4. Established in year: _____ Total no. of permanent employees: _____ Total no. of temporary staff: _____

5. Branch offices in Europe (city/country): _____

6. Representatives and/or agents covering the EU: _____

7. Parent company: (name, city, country): _____
 Subsidiaries: (name, city, country): _____
 Foreign ownership (.....%, name, city, country): _____
 Joint ventures: (name, city, country): _____

8. Products/services that you (want to) export:	Production capacity / year:	Export capacity / year	Harmonized System (H.S.) Code no. (If known)

9. Exports to the EU (last 3 years) <input type="checkbox"/> Yes <input type="checkbox"/> No, if yes:			Tel. Nr.	Products/services
Year(s)	Value EUR	Buyer		

Page 2 application form

10. Exports to other countries during the past 3 years

Products/services description	Year	Country (not region)	Value EUR

11. Are any of your products manufactured under licence agreement? Yes | No

If yes, mention product(s), "licensors"/country, expiry date: Yes No

Does this agreement prohibit exporting to Europe?

If yes, mention product(s) countries, expiry date

12. Previous or current participation in programmes of CBI and/or other European Import Promotion Organizations

Year	Event	Name Import Promotion Organization:

13. Type of relation sought:

- Import Agency Contract manufacturing Co-maker ship Private labelling Joint venture technology Joint venture finance
-

14. Person submitting the above information:

Name:

Function:

Date:

November 2005

**Export Development Programme on Pipe and Process Equipment
Export audit form**

Company name: _____

1. Basic financial data covering a span of the past three years: What was your enterprise's current ratio (current assets as a percentage of current liabilities), net profit margin (profit before interest as percentage of turnover) and solvability (own capital as percentage of total assets)?

Year	Current ratio	Net profit margin	Solvability

2. Does your enterprise work according to a written business plan?

Yes → Please submit a copy of your business plan
 No

3. Did your enterprise generate export turnover during the past three years?

Yes
 No

4. Did your enterprise add improved or new products to its product line during the past three years?

Yes
 No

5. Did your enterprise conduct or outsource any product innovation-related research during the past year?

Yes
 No

6. Does your enterprise have its own R&D (Research & Development) division?

Yes

No

7. Quality assurance systems (for example Total Quality Management) serve as a guarantee for constant quality. Does your enterprise employ any documented quality assurance system?

Yes

No

8. Does your enterprise hold any internationally recognized quality- or safety certification, such as ISO, HACCP or CE for example?

Yes → Please submit a copy of same

In progress

No

9. Does your enterprise have any Western-European, Canadian, American (USA), Australian or Japanese multinationals located in your own country as customers?

Yes → Please mention the names of these multinationals:

No

10. Are you aware of relevant market requirements in Europe in the field of environment, health, safety and social issues, which apply to your export products?

Yes

No

11. How many of your enterprise's employees are involved in export management and administrative processing of export contracts on a daily basis?

No. of employees ...

12. Does your enterprise have an export budget to finance export promotion?
- Yes
- No
13. Suppose your enterprise had to borrow capital. Would your enterprise currently meet the requirements (in terms of adequate cash flow, reputation, profitability, etc.) to obtain borrowed capital (loans) from a bank/financial institution?
- Yes
- No
14. Did your enterprise gather information as to whether your country's government stimulates export of your particular product(s) (for instance via granting subsidies, training, tax credits, etc.)?
- Yes
- No
15. Did your enterprise gather information as to whether your country maintains international trade agreements that are relevant for the export of your products?
- Yes
- No
16. Does your enterprise employ the services of specialized external advisors (other than CBI) in respect of drafting and realizing your export intentions?
- Yes
- No
17. Did your enterprise visit or exhibit in any international trade fairs during the past three years?
- Yes, as an exhibitor → Please indicate which trade fairs
- Yes, as a visitor → Please indicate which trade fairs
- No

18. Is your enterprise registered with any Business Support organization(s) or similar organization(s)?

Yes → Please indicate which organization(s) _____

No

19. Does your enterprise have a written export plan?

Yes → Please submit a copy of same

No → Please answer the following questions:

a. Why do you intend to export to the EU?

b. What are your expectations of exporting to the EU (specify countries, potential clients, products and expected turnover for the next three years)?

c. What activities are planned to realize these expectations?

20. Is your enterprise willing to invest in product or process adaptations to be able to match international market requirements, such as specific customer demands or international environmental conditions?

Yes

No

21. How many of your sales personnel write and speak the English language?

Number of employees ...

22. Does your enterprise employ staff whose background includes study or working experience in Europe, the US or Canada?

Yes, study

Yes, less than 1 year of working experience

Yes, more than 1 year of working experience

No

23. Is your enterprise's sales staff capable of negotiating contracts/business terms in the international arena?

Yes

No

November 2005

CHECKLIST OF INFORMATION TO BE SENT FOR APPLICATION FOR THE CBI PROGRAMME ON PIPE AND PROCESS EQUIPMENT

Please note that only complete applications will be handled by CBI. In order to make a proper evaluation of the possibilities of your company we would request you to send full information as indicated below:(mark if enclosed):

- completed exporters' company profile
- completed Export Audit Form
- supply information form if requested
- brochure/catalogue/photographs/product data sheets
- Price list /trade offer
- copy of any internationally recognised quality- or safety certification, e.g. ISO, or CE (if available)
- annual report (if available)
- organisation chart (if available)
- Business plan (if available)
- Export plan (if available).

The application can be sent by e-mail / fax, original documents by (express)mail / courier service

ADDRESSES FOR SENDING YOUR APPLICATION:

By mail	: CBI	By courier:	CBI
	EDP Pipe and Process Equipment		EDP Pipe and Process Equipment
	P.O. Box 30.009		Beurs WTC, 5th Floor
	3001 DA ROTTERDAM		Beursplein 37
	The Netherlands		3011 AA ROTTERDAM
			The Netherlands
			(phone + 31 (0)10 2013423/ 64)

By fax : +31-10-4114081

By e-mail : cdieleman@cbi.nl / cbi@cbi.nl

(Please see to it that in your e-mail your complete company details are mentioned: name of your organisation and complete address, including phone, fax, email number)

Programme manager : Cor Dieleman