



Application Form IT(O) Services Youth Ghana

CBI Business Export Coaching programme

Privacy

CBI handles your personal data as well as other sensitive information with the utmost care. Any data collected at this stage will be only used for the purpose of reviewing your application. For more details see [Privacy policy](#).

Instructions on how to fill out this application

- Please fill out this form digitally and in English (mandatory)
- Only completely and digitally filled in applications will be handled by CBI
- Help in filling out the application form electronically:
<https://www.easytechguides.com/electronically-fill-and-sign-pdf-forms-and-documents.html>
- Please send full information as indicated below (mark if enclosed):
 - ☐ Annual financial report
 - ☐ Organisation chart

The following documents might be requested at a later stage if your company is pre-selected for the programme:

- Letters signed by an accountant to confirm that at least 51% of the company is Ghanaian owned
- Certificate of fiscal and disciplinary background
- Registration form chamber of commerce
- Send your application by email to:
Email address: services@cbi.eu
Subject: Ghana IT Services Youth Application
- If you have any questions about the application, please send an email to: services@cbi.eu

Deadline for application

29 September 2025



Part 1 of 3: Company profile

1. Company name

Abbreviation (if applicable)

Established year

Website

Office address:

Street / P.O. Box

Postal code, city

Country

Phone 1

Phone 2

Email business

Mailing address:

☐ Same as office address

☐ If not:

Street / P.O. Box

Postal code, city

Country

Owner of company

☐ Male

☐ Female

Initials:

First Name:

Last Name:

Nationality:

E-mail:

(obligatory field) Age:

% of workdays of owner involved in the company:

CEO or Managing director of company

☐ Same as owner

☐ If not:

☐ Male

☐ Female

Initials:

First Name:

Last Name:

Nationality:

E-mail:



Number of years of CEO/MD in current business:

- ☐ Less than a year
☐ 1-3 years
☐ 4-10 years
☐ 11 years or more

% of workdays of CEO/MD involved in the company:

2. Legal status:

- ☐ LLC
☐ state-owned corp.

Number and names of Shareholders, and their %

Number of offices in Ghana, and where are they located?

Number of offices outside Ghana, and where are they located?

3. Total nr. of employees:

Number of female employees:
Number of women in management positions:
Number of employees younger than 30 years:
Number of non-Ghanian employees:
Number of customer facing sales reps:
Number of employees with Bachelor's degree:
Number of employees with Master's degree:

4. Line of business:

- ☐ Software development
☐ Vendor Related ERP Services
☐ Data processing, maintenance and analysis
☐ Consultancy
☐ AI/ML and Robotics
- ☐ (Cloud) managed services
☐ Other:

6. Total sales revenue (EUR)

Year	Local market	Total export
2022		
2021		
2020		

**7. Export details past 3 years**

Please complete the following, stating value in EUR **per country/per year**

Products/Services	Year	Country of destination	Value in EUR

8. With which vendors does your company have formal partnership agreements?

Vendor:	Since:
1.	
2.	
3.	
4.	
5.	

9. Do you have any experience (previous or current) of participation in development projects (e.g. from IPD, EU or USAID) related to Export Promotion?

- ☐ no
☐ yes: mention year, event/project and name of organisation:

10. Are you in a partnership or membership relation with organizations like NGO's, Chamber of Commerce, Sector Associations, Educational Institutes or comparable?

Organisation:	Since:
1.	
2.	
3.	
4.	
5.	

11. Does your enterprise hold any internationally recognised certification?

- ☐ No
☐ ISO 900x
☐ ISO 2700x
☐ CMMI
☐ Other:

Please submit a copy of your certification.



Part 2 of 3: Company Products & Services Offered

More information on your line of business

12. Software development:

Main technologies:

- 1.
- 2.
- 3.

13. Does your company offer own COTS (Commercial off the shelf products)?

- ☐ No
☐ Yes → **If yes, please describe**

14. Data processing, maintenance and analysis

Main technologies used / vendors partnering with:

- 1.
- 2.
- 3.

15. Consultancy

In which areas and disciplines does your company offer consultancy:

- 1.
- 2.
- 3.

16. (Cloud) managed services, infrastructure and security solutions

Main cloud providers your company partners with:

- 1.
- 2.
- 3.

17. Other services and/or products:

Please describe technology and methodology behind this:

18. Does your company offer off-the-shelf solutions or platform subscriptions? If yes, please describe:

19. Data processing, maintenance, analysis, Artificial Intelligence, Machine Learning: Main technologies used / vendors partnering with:



20. Your company's operations, practices and delivery processes:

Time/Material:	Y	N	
Project responsibility/ turn key delivery:	Y	N	
Agile development:	Y	N	
CI/CD:	Y	N	
DevOps:	Y	N	
Quality Assurance in place:	Y	N	
AI and/or ML integrated in your company's operations:	Y	N	
Service & support in place / Service Level Agreements:	Y	N	
Is your company aware of the GDPR requirements in the EU	Y	N	(about data governance)

Part 3 of 3: Export Audit form

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

- ☐ Yes → please submit a copy of your business plan
- ☐ No

22. Does your enterprise work according to a written export plan?

- ☐ Yes → please submit a copy of your business plan
- ☐ No → please answer the following questions:

a. What is the main reason you intend to export?

b. What are your expectations of exporting (specify countries, potential clients, products/services and expected sales revenue)?

c. What activities are planned to realise these expectations?

23. Is your enterprise aware of relevant international market requirements in the field of environment, health, safety and social issues, which apply to your export products?

- ☐ No
- ☐ Yes → If yes, please answer the question below.

a. In what way does your enterprise address these topics (environment, health, data security and social issues)?



b. Does your enterprise for instance have a policy or code of conduct with respect to these topics?

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

- ☐ Yes
☐ No

25. Does your enterprise have a CSR policy in place or are you willing to develop CSR policy (on topics like child labour, forced labour, human rights, fair labour practices, health & safety, environment, corruption, responsibility in the supply chain (see the ISO26000 guideline)?

- ☐ Yes, our company has a CSR policy in place
☐ No, not yet but we are willing to implement
☐ No, we are not willing to implement

26. Are your products and services also sold and exported by third parties, for instance agents?

- ☐ Yes → please mention the percentage and name:
☐ No

27. Did your enterprise gather information as to whether your country's government stimulates the export of your particular product(s) and services (for instance via granting subsidies, training, tax credits, etc.)?

- ☐ Yes
☐ No

28. Is your company registered with any Business Support organisation(s), sector association(s), or similar organisation(s)?

- ☐ No
☐ Yes → please indicate which organisation(s)
-

29. Is your company's sales staff experienced in negotiating contracts/business terms in the international arena?

- ☐ Yes
☐ No

Youth employment commitment

30. Do you currently offer internships or entry-level positions to young professionals (age 18–30)?

- ☐ Yes → How many in the past 12 months?
☐ No



31. Are you willing to provide internships or entry-level roles for first-time job seekers as part of this program?

- ☐ Yes
☐ No
☐ Maybe. Please explain:

32. In what ways do you currently support the development of junior IT staff?

(E.g., mentoring, on-the-job training, career progression plans)

33. Statement of Intent

Our company is committed to contributing to youth employment in Ghana's IT sector:

Strongly Disagree ☐ Disagree ☐ Neutral ☐ Agree ☐ Strongly agree ☐

We are willing to invest in the growth and skills development of junior team members

Strongly Disagree ☐ Disagree ☐ Neutral ☐ Agree ☐ Strongly agree ☐

Collaboration and community engagement

34. Have you previously participated in sector events, networks, or collaborative projects?

- ☐ No
☐ Yes → Please describe briefly:

35. Are you willing to actively participate in a Community of Practice to exchange knowledge and best practices with other companies?

- ☐ Yes
☐ No
☐ Maybe. Please explain:



36. What would you find most valuable in such a peer-learning environment?

(E.g., HR practices, export strategy, funding opportunities)

37. Why do you want to join this program? What do you hope to achieve?

(max 150 words)

38. What kind of support would help your company grow and create more opportunities for young people?

39. Do you have a dedicated person or team that can lead this process internally?

(e.g., marketing/export or HR/youth engagement)

- ☐ Yes
☐ No
☐ Not yet, but we're open to assigning one

40. Do you give CBI your consent to the recording and processing of your data for CBI data system, files, so we can inform you on possible new CBI activities and on the availability of new EU market studies on our website www.cbi.eu? (CBI will always ask your consent in the case we want to share any of your company's data with a third party.)

41. Do you give CBI your consent to take photos of your organization and staff during CBI events/activities and to use them on our website, social media, brochures, flyers? (CBI will always ask your consent in the case we want to share any of your company's data with a third party.)

- ☐ Yes
☐ No

I herewith declare that all information provided above by me is true and correct.

- ➔ **Deadline for submission is 29 September 2025**
- ➔ **Please note that incomplete forms will cause delay!**
- ➔ **Please note that it is mandatory that the CEO or the Managing Director signs this document!**



Name:
Position:
Date:

Signature / Digital Signature: