**Application form**

**CBI Project Fresh Fruit and Vegetables Lebanon**

***Part 1 of 3: Exporter’s profile***

**NB Please fill in this form digitally and in English! Confidential!**

*Please note that any information provided by your company to CBI will be kept strictly confidential*

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| **1.** |
| Company name |  |
| Contact person | [ ]  Mr [ ]  Mrs [ ]  Miss |
| First name:  | Surname:  |
| Function: |
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| Office address | Street:  |
| Postal code / City:  |
| Country:  |
|  |
| Mailing address | [ ]  Same as office address. If not: please fill in the fields below |
| Street / P.O. Box:  |
| Postal code / City:  |
| Country:  |
| Phone:  |
| Fax:  |
| E-mail:  |
| Website:  |
| Distance in km to Beirut:  |
| Travelling time to Beirut:  |
|  |
| Production unit address | [ ]  Same as office address. If not: please fill in the fields below |
| Street:  |
| Postal code / City:  |
| Country:  |
| Distance in km to Beirut:  |
| Travelling time to Beirut:  |
|  |
| Other production unit | [ ]  No [ ]  Yes |
| Street:  |
| Postal code / City:  |
| Country:  |
| Distance in km to Beirut:  |
| Travelling time to Beirut:  |

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| **2.** |
| Are you willing to provide CBI with financial data from your company on a yearly basis (revenue, gross/net profits), for analysis purposes? | [ ]  Yes[ ]  NoIF NO – END OF APPLICATION |
| CBI collects this information from participating companies. This data is aggregated and cannot be traced back to individual companies. It is used for analysis purposes and to present the results CBI achieves with its interventions. |

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| **3.** |
| As part of this program you will be required to make investments as suggested by CBI, to develop your company in business. Are you willing to make these investments? | [ ]  Yes[ ]  NoIF NO – END OF APPLICATION |

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| **4.** |
| Sustainability is at the core of the program. This requires investments in time, finances and human resources. This is a non-negotiable part of the program. Do you agree to this condition? | [ ]  Yes[ ]  NoIF NO – END OF APPLICATION |

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| **5.** |
| Are you committed to invest time to (further) implement CSR best practices within your organisation and follow CSR-training seminars? | [ ]  Yes[ ]  NoIF NO – END OF APPLICATION |

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| **6.** |
| Is there a person in a management position within the company that is committed to actively participate in ALL CBI training and peer training seminars (this will be the contact person in the company that will be coached)? | [ ]  Yes[ ]  NoIF NO – END OF APPLICATION |

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| **7.** |
| Established as: | [ ]  Manufacturer/producer | [ ]  Other, please specify: |
| [ ]  Trader |
| [ ]  Agent |

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| **8.** |
| Legal status: | [ ]  Private company | [ ]  Other, please specify: |
| [ ]  Partnership |
| [ ]  State-owned corp. |
| [ ]  Co-operative |

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| **9.** |
| Total number of employees: | [ ]  Permanent employees, total nr.: | of which female, total nr.:  |
| [ ]  Seasonal employees, total nr.:  | of which female, total nr.: |

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| **10.** |
| Representatives and/or agents covering the European Union: | [ ]  No | [ ]  Yes 🡪 name, city, country:  |
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| **11.** |
| Parent company: | [ ]  No | [ ]  Yes 🡪 name, city, country:  |
| Subsidiaries: | [ ]  No | [ ]  Yes 🡪 name, city, country:  |
| Foreign ownership: | [ ]  No | [ ]  Yes 🡪 percentage, name, city, country:  |
| Joint ventures: | [ ]  No | [ ]  Yes 🡪 name, city, country:  |

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| **12.** |
| Do you produce fruits and/or vegetables? | [ ]  Yes |
| [ ]  No, but we have strong relationships with our producers/farms |
| [ ]  No, we are a trading house |
| [ ]  No, other:  |

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| **13.** |
| Did you participate in previous/current projects of CBI and/or other European Export Promotion Organisations? | [ ]  No[ ]  Yes: mention year, event and name of organisation:  |

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| **14.** |
| This programme was brought to your attention by: | [ ]  One of the four Lebanese Chambers of Commerce, namely: [ ]  RMF[ ]  Other source; please, specify:  |

***Part 2 of 3: Supply Information Form (SIF)***

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| 15. |
| **Give an overview of the main products you produce, including acreage and number of crops per year.** *In case you do not have any production yourself, please fill in the products that you source and you can skip columns 4 and 5.* |
| Product name | Plant species(scientific name) | HS Code(if available) | Acreage(hectares) | Harvest period |
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| 16. |
| **Give an overview, per product, of the quantities you have produced / you will produce and indicate which quantities you have exported (quantities in metric tons):** *In case you do not have any production yourself, please fill in the quantities you source at ‘Production’, also in metric tons. Also specify your exports.* |
| **Year** | **2017** | **2018** | **2019 (Expected)** |
| Product name | Production(tons) | Export(tons) | Production(tons) | Export(tons) | Production capacity | Export capacity |
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| **17.** |
| Did your company export to any EU country in the past 3 years? | [ ]  No[ ]  Yes: please complete the following, stating value in EUR per country/per year |
| Product name | Year | Country | Value in EUR: |
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| **18.** |
| Did your company export to any non-EU country in the past 3 years? | [ ]  No[ ]  Yes: please complete the following, stating value in EUR per country/per year |
| Product name | Year | Country | Value in EUR: |
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| 19. |
| **Upscaling Production Is your company capable to expand its production capacity?** | In the short run:[ ]  yes[ ]  no, specify:  |
| In the long run:[ ]  yes[ ]  no, specify:  |

***Part 3 of 3: Export Audit Form (EAF)***

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| **20.** |
| **Basic financial data covering a span of the past three years; what was your enterprise’s export turnover, your enterprise’s domestic turnover, your enterprise’s profit before taxes at the end of the financial year?** |
| Year | Export Turnover  | Domestic Turnover  | Profit before taxes  | Book-keeping system  |
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| **21.** |
| Does your enterprise work according to a written business plan?  | [ ]  Yes, Please submit a copy of your business plan[ ]  No |

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| **22.** |
| Does your enterprise work according to a written export plan?  | [ ]  Yes, Please submit a copy of your export plan[ ]  No, please answer the following questions: |
| 1. What is the main reason you intend to export?
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| 1. What are your expectations of exporting (specify countries, potential clients, products and expected turnover)?
 |
| 1. What activities are planned to realise these expectations?
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| **23.** |
| **Does your enterprise hold any internationally recognised quality- or safety certification?** | [ ]  Yes, GlobalGAP |
| [ ]  Yes, HACCP |
| [ ]  Yes, ISO |
| [ ]  Yes, other: |
| [ ]  In progress: |
| [ ]  No |

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| **24.** |
| 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?  | [ ]  Yes; please answer the question below[ ]  No |
| In what way does your enterprise address these topics (environment, health, safety and social issues)? Does your enterprise for instance have a policy or code of conduct with respect to these topics? |

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| **25.** |
| **Does your enterprise hold any certifications in the fields of sustainability or social issues?** | [ ]  Yes, GlobalGAP-Grasp |
| [ ]  Yes, Rainforest Alliance |
| [ ]  Yes, UTZ Certified |
| [ ]  Yes, Fair Trade |
| [ ]  Yes, other:  |
| [ ]  In progress: |
| [ ]  No |

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| **26.** |
| **To what extent is your company involved in (certified) organic production?** | [ ]  Our production is 100% organic |
| [ ]  Our production is partly organic:% organic: % not organic:  |
| [ ]  Our production is not organic, but we have concrete plans to start organic production |
| [ ]  Our production is not organic and we have no short-term plans in that direction |

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| **27.** |
| **How many of your enterprise’s employees are involved in export management and administrative processing of export contracts on a daily basis?** |  |

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| **28.** |
| **How many of these employees speak the English language?** |  |

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| **29.** |
| **Does your enterprise have an export budget to finance export promotion?** | [ ]  Yes[ ]  No |

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| **30.** |
| **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 |

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| **31.** |
| **Did your enterprise visit or exhibit in any international trade fairs during the past three years?** | [ ]  Yes, we exhibited at (indicate trade fairs and years)  |
| Year | Trade Fair | City, Country |
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| [ ]  Yes, we visited (indicate trade fairs and years) |
| Year | Trade Fair | City, Country |
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| [ ]  No |

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| **32.** |
| **Is your enterprise a member of one of the Chambers of Commerce, Industry and Agriculture (CCIA) in Lebanon or another organisation(s)?** | [ ]  Yes, CCIA |
| [ ]  Yes, other, namely  |
| [ ]  No |

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| **33.** |
| Are your products exported by third parties, for instance local traders? | [ ]  Yes, please mention the percentage and name[ ]  No |

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| **34.** |
| Did your enterprise gather information as to whether your country’s government stimulates the export of your particular product(s) (for instance via granting subsidies, training, tax credits, etc.)? | [ ]  Yes [ ]  No |

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| **35.** |
| 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 |

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| **36.** |
| Does your enterprise employ the services of specialised external advisors (other than CBI) in respect of drafting and realising your export intentions? | [ ]  Yes [ ]  No |

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| **37.** |
| Does your enterprise employ staff whose background includes study or working experience in Europe, the US or Canada? | [ ]  Yes, study[ ]  Yes, less than one year of working experience [ ]  Yes, more than one year of working experience[ ]  No |

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| **38.** |
| **Is your enterprise’s sales staff capable of negotiating contracts/business terms in the international arena?** | [ ]  Yes[ ]  No  |

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| 39. |
| Person submitting the above information: (Please note that incomplete forms will cause delay)I, herewith declare that all informationprovided above by me is true and correct |
| Name: | Function: | Date: |
|       |       |       |

All questions answered?

Kindly note that incomplete forms will delay the application procedure.

**CHECKLIST OF INFORMATION**

To be sent for application for CBI’s Business Export Coaching FFV Lebanon.

Please note that any information provided by your company to CBI will be kept strictly confidential.

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):

[ ]  Application form – part 1: completed **Exporter’s Profile.**

[ ]  Application form – part 2: completed **Supply Information Form.**

[ ]  Application form – part 3: completed **Export Audit Form**.

[ ]  Brochure/catalogue/photographs/product data sheets including product images and export (local) pricelist

[ ]  Copy of any internationally recognised quality- or safety certification, e.g. CE or ISO (if available).

[ ]  Annual report (if available).

[ ]  Organisation chart (if available)

[ ]  Business plan (if available).

[ ]  Export plan (if available).

The application can be sent preferably by e-mail, or (express)mail / courier service. Deadline for sending in your application is: 15th December 2019

**ADDRESSES** FOR SENDING YOUR APPLICATION:

**By e-mail:** Miriam Jaddour

agriculture@cbi.eu
Subject: FFV Lebanon Application

**By mail:** CBI

 FFV Lebanon

P.O. Box 93144

2509 AL Den Haag

The Netherlands

+31 (0)88 60 24365

(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, e-mail address)

Please Note: Deadline for application is

**15th December 2019**