Application Form Guinea Cocoa & Coffee

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

Instructions to fill out the application form electronically:

<https://www.easytechguides.com/electronically-fill-and-sign-pdf-forms-and-documents.html>

**\*answer required**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Company profile  1. | | | | | | | | |
| **Company name\*:** |  | | | | | | | |
| Contact person\*: | Mr | Initials: |  | | Surname: | | |  |
|  | Mrs | Function: |  | | |  | |  |
|  | Miss |  |  | | |  | |  |
| **Office address\*** |  | | | Production unit address | | | | |
| Street: |  | | | Street: | | |  | |
| Postal code / City: |  | | | Postal code / City: | | |  | |
| Country: |  | | | Country: | | |  | |
| Mailing address\* | same as office address  no:  yes: | | | Nearest airport/City: | | |  | |
| Street / P.O. Box: |  | | | | | | | |
| Postal code / City: |  | | | | | | | |
| Country: |  | | | | | | | |
| Phone: |  | | | | | | | |
| Fax: |  | | | | | | | |
| E-mail: |  | | | | | | | |
| Website: |  | | | | | | | |
| Nearest airport / City:  Distance in km:  Travelling time: |  | | | | | | | |
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**Company description\***

Please describe your company/cooperative in max. 100 words (please also add high resolution photos of your company/cooperative if available and your company logo)

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2. Established as**\***:  manufacturer/producer  agent

trader  other, please specify:

3. Legal status**\***:  private company  state-owned corp.

partnership  co-operative

union  other, please specify:

4. Established in year**\***:

|  |  |  |  |
| --- | --- | --- | --- |
| **Total no. of employees\*** |  |  | % of employees youth (18-24) |
| **Of which\*:** | Male | Female |  |
| Permanent |  |  |  |
| Temporary |  |  |  |
| Seasonal |  |  |  |

a. **Indirect**

*Indirect jobs represent all third party individuals that gain work/employment, thanks to your company, but that are not directly employed by you. You can think of the employees of your suppliers, or of transportation/packaging/logistics/input material/etc. companies which are in business with you.*

Male       (indirect)

Female       (indirect)

b. If **cooperative**, total nr. of members:      , of which total nr. of **registered** female members:

c. What ownership role do women play in your company/cooperative?

our company is owned by one or more women. Please indicate by how many women:

one or more women are members of our cooperative. Please indicate how many women:

c. What management role do women play in your company/cooperative?

the General Manager of our company/cooperative is a woman.

one or more women are in other management position or in the Board of Directors. Please specify the amount and positions:

other, please specify:

5. 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:

6. Products you want to export**\***: Production capacity in Production capacity in future

kg/year (now): kg/year (up to 3 years):

|  |  |  |
| --- | --- | --- |
| Product 1:  Variety (if known):  Process (if known):  Cupping Score (if known in case of coffee): |  |  |
| Product 2:  Variety (if known):  Process (if known):  Cupping Score (if known in case of coffee): |  |  |
| Product 3:  Variety (if known):  Process (if known):  Cupping Score (if known in case of coffee) |  |  |

7. Did your company export to Europe in the past 3 years?**\*** *The information you provide is for CBI internal use only and will be kept strictly confidential.*

no

yes: please complete the following, stating value in USD **per country/per year**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Product details | Year | Country | Buyer’s name | Value in USD |
|  |  |  |  |  |
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8. Did your company export to any other (non-EU) country in the past 3 years?**\*** *The information you provide is for CBI internal use only and will be kept strictly confidential.*

no

yes: please complete the following, stating value in USD **per country/per year**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Product details | Year | Country | Buyer’s name | Value in USD |
|  |  |  |  |  |
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9. Are any of your products produced under any **exclusive buyers’ contract\***?

no

yes If yes: mention product(s), buyers, country, expiry date:

Does this contract prohibit exporting your surplus to Europe?

no

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

10. Type of business relation you are looking for:

import  agency  contract manufacturing

private labelling  co-makership  joint venture technology

joint venture finance  other, please specify:

11. Do you have any experience (previous or current) of participation in development programmes (e.g. from USAID or ITC) related to **Export Promotion\***?

no

yes: mention year, event and name of organisation:

12. Please describe your **network** of other organisations (e.g. NGOs, coffee institutes, ministries) and nature of collaboration**\***:

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13. Please list your experience at cocoa or coffee **trade fairs** (max. 4) in the last 5 years:

|  |  |  |
| --- | --- | --- |
| Trade fair:  1.  2.  3.  4. | Role (exhibitor/visitor)  1.  2.  3.  4. | Year:  1.  2.  3.  4. |

14. Production process:

1. Please describe your **quality control** procedure (e.g. cupping, certificate of analysis):

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1. Does your company have an **internal control system** (ICS)? If yes, please describe.

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1. Does your company work together with **extension field workers**? If yes, please describe.

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1. Does your company already employ **climate-smart agriculture** measures (e.g. mulching, organic compost, shade trees)? If yes, please describe.

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15. Packaging

Describe and specify the packaging materials used (e.g. jute bags, vacuum, grain pnc):

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16. Corporate Social Responsibility

Please describe the CSR policy in your company, if you have one:

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1. Multi-Crop farming and other income

Does your company or do your members engage in multi-crop farming? If yes, which crop(s) and indicate approximate share of household income (%) per crop? Please also include percentage of other farm- and off farm activities that contribute to household income.

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1. Certification

Does your company hold any certification, for instance Organic or Fairtrade? If yes, please state which:

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1. This project was brought to your attention by**\***:

AGUIPEX

CONIFIC-G

ITC

CBI

Other, namely:

**Checklist of information**

In order to make a proper evaluation we would request you to send full information as indicated below (mark if enclosed):

Annual report incl. financial report (if available)

Extract from the trade register or equivalent

Business plan (if available)

Export plan (if available)

Organisation chart (if available)

Brochure/pictures/product data sheets (if available)

Thank you for filling out this form.

Only complete applications will be handled by CBI.

**Please send the completed application form including attachments for the Guinea Cocoa & Coffee project to the following e-mail address:** [**ingredients@cbi.eu**](mailto:ingredients@cbi.eu)**.**

**Subject: Guinea Cocoa & Coffee**

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

If you have any questions about the application, please send an e-mail to: [**ingredients@cbi.eu**](mailto:ingredients@cbi.eu)**.**

Please note: Deadline for application is 8 Feb 2021