**Application form**

**CBI Project Olive oil**

***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*

**Company name:**

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

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| **2.** | |
| Are you willing to provide CBI with financial data from your company in this application form? Are you willing to provide CBI on a yearly basis with your export revenue and employment data, for analysis purposes? | Yes  No  IF 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 aggregated project results. The data related to individual companies will not be published. | |

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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  No  IF 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. Do you agree to this condition? | Yes  No  IF 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  No  IF 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  No  IF NO – END OF APPLICATION |

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| **7.** | | |
| Established as: | Manufacturer/producer/processor | 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.** | | |
| Branche offices  in Europe: | No | Yes 🡪 name, city, country: |

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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.** | | | | | | |
| Products you have produced for olive/you will produce and indicate which quantities have been exported (HS Code nrs if known, quantities in metric tons): | 2018 | | 2019 | | 2020 (expected) | |
| Products | Production | Export | Production | Export | Product capacity | Export capacity |
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| **13.** | | | |
| 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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| **14.** | | | |
| 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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| **15.** | | | |
| Are any of your products manufactured under an agreement which prohibits exporting to Europe? | | No  Yes If yes: mention product(s), ‘licensers’, country, expiry date: | |

**16. Do you have a legal permit to export?**  Yes  No

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| **17.** | | | |
| 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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| 18. | | | |
| 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: | |  |

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| **19.** | |
| This programme was brought to your attention by: | JOPEA  Syndicates  Other source; please, specify: |

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

**Company name:**      

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| 1. | | | | |
| **Give an overview of the main products you process (e.g. extra-virgin olive oil, organic)** | | | | |
| Product name | Type of olive oil used | HS Code  (if available) | Year that you started processing | # of months per year you can process |
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| Other: |  |  |  |  |

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| 2. | | |
| **Give an overview of other main products you produce /export including.**  *In case you do not have any production yourself, you may skip this question.* | | |
| Product name | Production (tons) in 2019 | Export (in tons) in 2019 |
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| 4. | | | | | | | | | | | | |
| **Give an overview, per product, of the quantities you have processed / you will process 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** | | **2018** | | | | **2019** | | | **2020 (expected)** | | | |
| Product name | | Production  (tons) | | Export  (tons) | | Production  (tons) | Export  (tons) | | Production capacity | Export  capacity | | |
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| **5.** | | | | | | | | | | | |
| **Packaging**  **Give a detailed description of the packaging materials used:** | | | | | | | | | | | |
| Type of Product: | Type of Packaging:  Carton and Plastic / Tin / Other | | | | Size of packaging: | | | Available in country (yes/ no) | | | |
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| **6.** | | | |
| **Processing capacity**  First provide us with specific details on your olive oil processing plant (if applicable).  Secondly please provide a list of your other machinery / equipment and the year of purchase (if you have a list you may send this as a separate attachment): | | | |
| Type of Product: | Type of machinery / equipment | Type of production process | Year of purchase |
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| Type of Product: | Type of machinery / equipment | Type of production process | Year of purchase |
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**7.** Indicate which processes are subcontracted and to whom:

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| 8. | |
| **What is your installed processing capacity?** |  |
| **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: |

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| **9.** | |
| Transport | Indicate if you experience difficulties in shipping your products: |

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| **10.** | |
| **Storage**  Describe the storage system (packaging, warehousing) and transport system for local, regional and/or export market per product: | |
| Type of product | Describe storage system |
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| **11.** | |
| Organic production | To what extent is your company involved in organic production:  Our production is not organic and we have no short-term plan in that direction  Our production is not organic, but we have concrete plans to start organic production  Our production is 100% organic  Our production is partly organic (please indicate per product % organic/% non-organic): |
|  | In case you have concrete short-term plans to start or extend organic production, please provide detailed information on:  Product intended for organic production: |
|  | In case (part of) your products are organically produced, to what extent is the growing and/or processing certified?  Processing is certified by:  (please provide copy of certificate)  Processing is not yet certified. (indicate expected time of certification and provide the name of certification that you intend to use for certification). |

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| **12.** | | |
| **Certification**  **Does your company have any other certifications (for example in the field of sustainable or social issues like GlobalGAP, Fair trade)?** | | |
| Certification: | Yes/No: | Valid until: |
| Organic |  |  |
| Fair Trade |  |  |
| HACCP |  |  |
| BRC |  |  |
| GlobalGAP |  |  |
| NRC |  |  |
| FSC2000 |  |  |
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***Part 3 of 3: Export Audit Form (EAF)***

**Company name:**      

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| 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 | Total revenue | Export revenue | Current ratio | Net profit margin | Solvability |
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| **2.** | |
| Does your enterprise work according to a written business plan? | Yes, Please submit a copy of your business plan  No |

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| **3.** | |
| 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? |
| 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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| **4.** | |
| Did your enterprise add improved or new products to its product line during the past three years? | Yes  No  Please elaborate: |

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| --- | --- |
| 5. |  |
| Does your enterprise have a CSR policy in place or are you willing to develop CSR policy? | Yes  No  Please elaborate: |
|  | |
| 6. |  |
| Does your enterprise hold any internationally recognized quality- or safety certification, such as ISO, HACCP, Global GAP or BRL for example? | Yes, specify:  No |

|  |  |
| --- | --- |
| **7.** | |
| 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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| **8.** | |
| **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: |

|  |  |
| --- | --- |
| **9.** | |
| **How many of these employees speak the English language?** | No. Of employees: |

|  |  |
| --- | --- |
| **10.** | |
| **Does your enterprise have an export budget to finance export promotion?** | Yes  No |
|  | |
| **11**. | |
| Do you have a loan from a bank or another financial institution? | Yes  No |
| Would your enterprise currently meet the requirements (in terms of adequate cash flow, reputation, profitability, etc.) to obtain a new loan from a bank/financial institution? | Yes  No |

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| --- | --- | --- | --- |
| **12.** | | | |
| **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 |
|  |  |  |
|  |  |  |
|  |  |  |
| Yes, we visited (indicate trade fairs and years) | | |
| Year | Trade Fair | City, Country |
|  |  |  |
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|  |  |  |
| No | | |
|  | | | |
| **13.** | | | |
| Is your enterprise registered with any Business Support organisation(s), sector association(s), or similar organisation(s)? | Yes,  Please indicate which organisation(s)  No | | |

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| **14.** | |
| Are your products exported by third parties, for instance local traders? | Yes, please mention the percentage and name  No |

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| **15.** | |
| 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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| --- | --- |
| **16.** | |
| 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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| **17.** | |
| 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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| **18.** | |
| 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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| **19.** | |
| **Is your enterprise’s sales staff capable of negotiating contracts/business terms in the international arena?** | Yes  No |

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| --- | --- | --- |
| 20. | | |
| 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 olive oil

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 by e-mail. Deadline for sending in your application is: 15 October 2020

**ADDRESSES** FOR SENDING YOUR APPLICATION:

**By e-mail:**

**agriculture@cbi.eu**

Subject: Olive Oil Application

(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

**15 October 2020**