**MOLDOVA EXPORT COACHING PROGRAM – APPLICATION FORM**

**Exporter’s Profile (EP)**

*ECP Application form 1 of 3*

Please complete in English **Confidential**

**Company name:**      

1.

|  |  |  |
| --- | --- | --- |
| Contact person | Mr  Mrs  Miss | |
| Last Name: | First Name: |
| Position within the company: | |
| Mobile phone: | |
| E-mail: | |
|  | | |
| Main Office address |  | |
| Postal code / City | |
| Country: | |
|  | | |
| Mailing address | same as office address  No  x Yes: | |
| Street / P.O. Box: | |
| Postal code / City: | |
| Country: | |
| Phone: | |
| Fax: | |
| E-mail: | |
| Website: | |
| Nearest airport / City: | |
| Distance in km: | |
| Travelling time: | |
|  | | |
| Production unit  address | Street: | |
| Postal code / City: | |
| Country: | |
| Nearest airport/City: | |
| Distance in km: | |
| Travelling time: | |
|  | | |
| Other production  unit | No  Yes | |
| Full address : | |

|  |  |  |
| --- | --- | --- |
| 2. | | |
| Established as: | producer | other, please specify: |
| trader / Exporter |
| agent |

|  |  |  |
| --- | --- | --- |
| 3. | | |
| Legal status: | Limited Liability Company (SRL) | other, please specify: |
| Joit Stock Company (SA) |
| Individual enterprise (ÎI, GȚ) |
| Co-operative (CÎ) |

|  |  |  |
| --- | --- | --- |
| 4. | | |
| Total nr. of  employees: |  | Established in year: |
| Permanent  Temporary | |

|  |  |  |
| --- | --- | --- |
| 5. | | |
| Branch offices  in Europe: | No | Yes 🡪 name, city, country: |
|  | |

|  |  |  |
| --- | --- | --- |
| 6. | | |
| Representatives and/or agents covering the European Union: | No | Yes 🡪 name, city, country: |
|  | |

|  |  |  |
| --- | --- | --- |
| 7. | | |
| 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: |

|  |  |  |
| --- | --- | --- |
| 8. | | |
| Products you want to export: | Production capacity/year: | Export capacity in EUR/year: | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 9. | | | | | |
| Did your company export to the EU during the past 3 years? | | | no  yes: please complete the following,  stating value in EUR per country/per year | | |
| Product details: | Year: | Country: | | Buyer’s name: | Value in EUR: |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 10. | | | | | |
| Did your company export to any other  (non-EU) country? | | | no  yes: please complete the following,  stating value in EUR per country/per year | | |
| Product details: | Year: | Country: | | Buyer’s name: | Value in EUR: |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |

|  |  |
| --- | --- |
| 11. | |
| Previous/current participation in CBI programmes and/or other European Import Promotion Organisations? | No  Yes: mention year, event and name of organisation: |

|  |  |  |
| --- | --- | --- |
| 12. | | |
| 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: |  |

|  |  |
| --- | --- |
| 13. | |
| This programme was brought to your attention through: | APEF Moldova Fruct  Other source Please, specify: |

|  |  |  |
| --- | --- | --- |
| 14. | | |
| Person submitting the above information: (Please note that incomplete forms will cause delay) | | |  |
| Name: | Function: | Date: |
|  |  |  |

**Supply Information Form (SIF)**

*ECP Application form 2 of 3*

Please complete in English **Confidential**

**Company name:**      

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | | | |
| **Product**  **Give a detailed description of the products you produce/grow (only if you do not have a product list available):** | | | |
| Products: | Variety: | Uniformity, grading: | Season(s)/Capacity |
|  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2. | | | | |  |
| **Packaging**  **Give a detailed description of the packaging materials used:** | | | | | |
| Product: | Packaging  Box/carton/crate: | Size of packaging: | Consumer packs: | Counts per carton or standard contents in kg: | |
|  |  |  |  |  | |

|  |  |
| --- | --- |
| 3. | |
| Manufacturing process | Please provide a list of your machinery / equipment  (if you have a list you may send this as a separate attachment): |
| Please list the testing equipment (if not yet in the list of equipment): |
| Testing is done:  in house  subcontracted  partly; please indicate which tests in house: |
| Which tests subcontracted: |
| Indicate which processes are subcontracted and to whom: |

|  |  |
| --- | --- |
| 4. | |
| Production capacity | Is your company capable to expand its production capacity? |
| - in the short run  Yes  No, specify: |
| - in the long run  Yes  No, specify: |

|  |  |
| --- | --- |
| 5. | |
| Transport | Indicate shipping possibilities and frequencies: |
| 6. | |
| Storage | Describe the storage system (e.g. pre-cooling, cooling, packaging, warehousing) and transport system for local, regional and/or export market: |

|  |  |
| --- | --- |
| 7. | |
| 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: |
| Area suitable for organic production: |
| Area under conversion: |
| Estimated timing of first organic crop: |
| Expected yield (kg): |
| In case (part of) your products are organically produced, to what extent is the growing and/or processing certified?  Growing is certified by:  (please provide copy of certificate)  Growing is not yet certified. (indicate expected time of certification and provide the name of certification that you intend to use for certification).  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). |
| To what extent are your familiar with regulations regarding Maximum Residue Levels (MRLs):  Unknown  We have heard about it, but we need more information  We are familiar with the regulations regarding MRLs. |

|  |  |  |
| --- | --- | --- |
| 8. | | |
| **Certification**  **Does your company have any other certifications in the field of sustainable or social issues, e.g. GlobalGAP, Fair trade?** | | |
| Certification: | Yes/No: | Valid until: |
| GlobalGAP |  |  |
| HACCP |  |  |
| BRC |  |  |
| Organic |  |  |
| Social / sustainability |  |  |
| Other: | | |

**All questions answered?**

**Kindly note that incomplete forms will delay the application procedure.**

**CBI Export Audit Form (EAF)**

*ECP Application form 3 of 3*

Please complete in English **Confidential**

**Company name:**

|  |  |
| --- | --- |
| 1. | |
| Does your enterprise work according to a written business plan? | Yes  Please submit a copy of your business plan  No |

|  |  |
| --- | --- |
| 2. | |
| Did your enterprise generate export turnover during the past three years? | Yes  No |

|  |  |
| --- | --- |
| 3. | |
| Did your enterprise add improved or new products to its product line during the past three years? | Yes  No |

|  |  |
| --- | --- |
| 4. | |
| Did your enterprise conduct or outsource any product innovation-related research during the past year? | Yes  No |

|  |  |
| --- | --- |
| 5. | |
| Does your enterprise have its own R&D (Research & Development) division? | Yes  No |

|  |  |
| --- | --- |
| 6. | |
| 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 |

|  |  |
| --- | --- |
| 7. | |
| Does your enterprise hold any internationally recognized quality- or safety certification, such as ISO, HACCP, Global GAP or BRC for example? | Yes  No |

|  |  |
| --- | --- |
| 8. | |
| 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 |

|  |  |
| --- | --- |
| 9. | |
| 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: |

|  |  |
| --- | --- |
| 10. | |
| Does your enterprise have an export budget to finance export promotion? | Yes  No |

|  |  |
| --- | --- |
| 11. | |
| 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 |

|  |  |
| --- | --- |
| 12. | |
| 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 |

|  |  |
| --- | --- |
| 13. | |
| 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 |

|  |  |
| --- | --- |
| 14. | |
| Does your enterprise employ the services of specialized external advisors (other than CBI) in respect of drafting and realising your export intentions? | Yes  No |

|  |  |
| --- | --- |
| 15. | |
| 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 |

|  |  |
| --- | --- |
| 16. | |
| Is your enterprise registered with or member of any Business Support organisation (Association, Chamber of Commerce)? | Yes,  Please indicate which organisation(s)  No |
| 17. | |
| Does your enterprise have a written export plan? | Yes, Please submit a copy of same  No Please answer the following questions: |
| Why do you intend to export to the EU? |
| What are your expectations of exporting to the EU (specify countries, potential clients, products and expected turnover for the next three years)? |
| What activities are planned to realize these expectations? |

|  |  |
| --- | --- |
| 18. | |
| 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 |

|  |  |
| --- | --- |
| 19. | |
| How many of your sales personnel write and speak the English language? | Number of employes: |

|  |  |
| --- | --- |
| 20. | |
| 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 |

|  |  |
| --- | --- |
| 21. | |
| **Is your enterprise’s sales staff capable of negotiating contracts/business terms in the international arena?** | Yes  No |

All questions answered?

Kindly note that incomplete forms will delay the application procedure.

**CHECKLIST OF INFORMATION**

To be sent for application to Moldova ECP Programme

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

Only complete applications will be handled. 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 1: completed **Exporters’ Profile**

Application FORM 2: completed **Supply Information Form**

Application FORM 3: completed **Export Audit Form**

brochure/catalogue/photographs/product data sheets

copy of any internationally recognised quality- or safety certification, e.g. GlobalGAP, HACCP, BRC, Fair Trade (if available)

annual report (if available)

organisation chart

Business plan (if available)

Export plan (if available).

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

**ADDRESSES** FOR SENDING YOUR APPLICATION:

**By mail:** APEF „Moldova Fruct”, Str. Sfatul Țării, nr. 61, Chișinău, Republica Moldova, MD-2004

**By e-mail:** [acojocaru@moldovafruct.md](mailto:acojocaru@moldovafruct.md); moldovafruct@yahoo.com

(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)