



Intake Form Matchmaking Facility

The Intake Form needs to be completed by applicant companies in order to apply for the Matchmaking Facility.

Country:		
Company information		
Company Name		
Name of company director	<input type="checkbox"/> Mr / <input type="checkbox"/> Mrs	
Contact Person	<input type="checkbox"/> Mr / <input type="checkbox"/> Mrs	
Position of contact person		
Mobile phone number		
E-mail address		
Visiting address		
Postal code and city		
Telephone number		
Company website		
Established in (country and year)		
Registration number with Chamber of Commerce		
Ownership structure	<input type="checkbox"/> PLC	<input type="checkbox"/> Ltd <input type="checkbox"/> Other:
In what languages is your company able to communicate with possible Dutch partners?		
Is a company brochure available? Please send the latest digital copy as an attachment to this form.	<input type="checkbox"/> yes	<input type="checkbox"/> no

Business related information	
<i>History</i>	
Please describe the most relevant developments within your company.	
<i>Organisation</i>	
Please describe the organisational structure of your company.	
<i>Company's activities</i>	
Please describe your company's activities.	
Kind of product/service	Production volume (weight, pieces, % turnover)
Please indicate in which business sector your company is active:	
<input type="checkbox"/> Agriculture <input type="checkbox"/> Energy/environment <input type="checkbox"/> Industry <input type="checkbox"/> Tourism <input type="checkbox"/> Transport/infrastructure <input type="checkbox"/> Other:	



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Please give a general description of your company's main clients.						
<i>Financial information</i>						
	2005		2006		2007	
Turnover in EUROS	€		€		€	
Net profits in EUROS	€		€		€	
Audited annual reports and accounts available Please send the latest digital copy as an attachment to this form.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> yes	<input type="checkbox"/> no
Number of permanent employees						
Average number of temporary employees (if any)						

Type of business relation wanted with Dutch company		
A. Joint project in your country (investment)	<input type="checkbox"/> yes, please fill in section A	<input type="checkbox"/> no
B. Export to the Netherlands / EU / Non-EU	<input type="checkbox"/> yes, please fill in section B	<input type="checkbox"/> no
C. Import from the Netherlands	<input type="checkbox"/> yes, please fill in section C	<input type="checkbox"/> no
D. Transfer of expertise/knowledge/experience	<input type="checkbox"/> yes, please fill in section D	<input type="checkbox"/> no
E. Other	<input type="checkbox"/> yes, please fill in section E	<input type="checkbox"/> no

Section A: Joint project in your country (investment)
Please describe the proposed joint project.
What documents do you have available to support the proposed project (market study, feasibility study, business plan)? Please send these document(s) in digital format as an attachment to this form.
Please describe the objective(s) of the proposed project.
Please describe the kind of activities to be developed.
Please describe the operational plan of the proposed project.
Please describe the location of the project.
Does the project mean an expansion of your current business or undertaking new business activities?
Please describe the advantages of the joint project for the Dutch company. a. b. c. d.
Please describe the required profile of your future Dutch partner.
Please describe the role of the Dutch partner in the proposed project.



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Please describe any previous experience your company has of joint projects in general and of Dutch companies in particular.			
Kind of project	Total project investment	Country	Name company
<i>Total investment needed in EUROS</i>			
Detailed description of investment needed	Investment in EUROS	Proposed financier	
	€		
	€		
	€		
	€		
How do you intend to finance your contribution?			

Section B: Desired exports to the Netherlands / EU / Non EU

Please describe in as much detail as possible the kind of product(s) you want to export to the Netherlands / EU / Non EU.

Please describe in as much detail as possible the specifications of the product(s) you want to export to the Netherlands / EU / Non EU.

Please describe in as much detail as possible the unique selling points of the product(s) you want to export to the Netherlands / EU / Non EU.

Please describe in as much detail as possible the certification and quality assurance marks of the product(s) you want to export to the Netherlands / EU / Non EU.

Please describe in as much detail as possible the quantity of the product(s) you want to export to the Netherlands / EU / Non EU.

Please describe the required profile of your future Dutch partner.

Please describe any previous experience your company has of exporting in general and to the Netherlands in particular.

Kind of product	Volume of export	Country	Name of company

Please indicate transportation costs (per piece, in weight or in volume).

Section C: Desired import from the Netherlands

Please describe in as much detail as possible the kind of product(s) you want to import from the Netherlands.



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Please describe in as much detail as possible the specifications of the product(s) you want to import from the Netherlands.			
Please describe in as much detail as possible the quantity of product(s) you want to import from the Netherlands.			
Please describe the required profile of your future Dutch partner.			
Please describe any previous experiences your company has of importing in general and from the Netherlands in particular.			
Kind of product	Volume of import	Country	Name of company
Please describe how you intend to finance imports from the Netherlands.			

Section D: Transfer of expertise / knowledge / experience			
Statement of the problem or issue		Expertise needed	
Please describe any previous experience your company has of transferring of expertise/knowledge/experience in general and from the Netherlands in particular.			
Kind of experience	Total time involved	Country	Company/organisation

Section E: Other
Please describe what other type of business relationship you would like to have with a Dutch partner.
Please describe the required profile of your future Dutch partner.

GENERAL		
Are you familiar with the OECD guidelines for multinational corporations and are you willing to apply them, to the best of your ability, in your company? (www.oecd.org)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Will you follow ILO principles and rights? (www.ilo.org)	<input type="checkbox"/> yes	<input type="checkbox"/> no
We reserve the right to forward (parts of) your application to other companies/organisations in the Netherlands which are active in the field of development cooperation or international business.		

SUMMARY
Please summarise your application in a maximum of 100 words.



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I hereby certify that I have completed this form truthfully:

Place

Date

Note

Please make sure that the intake form is completed in as much detail as possible and a market study, feasibility study, business plan, annual report and/or company brochure are attached, if available.