## PRIVATE COMPANY APPLICATION FORM

**Description:**

An applicant company should attach the form below as a supplement to the ordinary Application Form.

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| ***[Embassy of Finland in country N]*** | Please read and complete this form with all due care. If any information or required attachment is missing, your application may be rejected. Instructions and the required attachment forms are available on the *[Embassy's]* website.  Fill in all applicable fields in English and return the original **signed** application, including attachments, to the *[Embassy of Finland]*. |

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| **1. APPLICANT** | 1.1 Is this your first Business Partnership Support application for this project?:  Yes  No, please indicate previous application registration number/numbers: | | | | | |
|  | 1.2 Company / Organisation full legal name: | | | | | |
|  | 1.3 Address: | | | | 1.4 P.O. Box: | |
|  | 1.5 Postal Code: | | 1.6 City: | | 1.7 Country: | |
|  | 1.8 Telephone number: | | 1.9 Fax number: | | | |
|  | 1.10 Website address: | | 1.11 E-mail address: | | | |
|  | 1.12 Name of contact person: | | 1.13 Title: | | | |
|  | 1.14 Contact person’s area of responsibility: | | | | | |
|  | 1.15 Contact telephone number: | | 1.16 E-mail address: | | | |
|  | 1.17 Name and phone number of contact person responsible for social and environmental issues (if different from contact person above): | | | | | |
| **2. LEGAL STATUS** | 2.1 Business registration number or equivalent: | | 2.2. Country registered in: | | 2.3 Year of establishment: | |
|  | 2.4 Form of ownership or legal structure: | | | | | |
|  | General partnership  Limited partnership  Limited company  Public limited company | | Cooperative  Association or foundation  Other: | | | |
|  | 2.5 Ownership structure: | | | | | |
|  | Owner(s) % share | | Owner(s) % share | | | |
|  | 1. |  | 6. | | |  |
|  | 2. |  | 7. | | |  |
|  | 3. |  | 8. | | |  |
|  | 4. |  | 9. | | |  |
|  | 5. |  | 10. | | |  |
|  | If company owners include companies, please also provide their full ownership structures below (you can provide a separate annex if preferred): | | | | | |
|  | 2.6 Company structure:  If the company is part of a group, please provide group ownership structure below (you can provide a separate annex if preferred):    Please also provide your company’s possible ownership (% share) in other companies: | | | | | |
| **3. BUSINESS / ACTIVITY** | 3.1 Main economic or other activity of applicant: | | | | | |
|  | 3.2 Main products: | | | | | |
|  | 3.3 Main markets: | | | | | |
|  | 3.4 Main international activities (type, country, years): | | | | | |
|  | 3.5 Year(s) in business:        year(s) | | | 3.6 Number of employees: | | |
|  | 3.7 Previous full-year turnover (BIRR): | | | 3.8 Previous full-year end total assets (BIRR): | | |
|  | 3.9 Size of the company; number of employees | | | | | |
|  | 3.10 Business sector / industry of applicant: | | | | | |
|  | Agriculture and food processing  Chemicals  Construction  Crafts  Educational services  Electrical engineering  Electronics  Energy  Environment  Fishery and fish products  Health and pharmaceutical  Information and communication technology | | Manufacturing engineering and machinery  Metal and industry engineering  Mining  Packaging and materials  Research and innovation  Rubber and plastics  Services  Textiles and clothing  Tourism  Transportation  Forestry, wood and paper  Other: | | | |
| **4. PROJECT SUMMARY** | 4.1 Project name: | | | | | |
|  | 4.2 Project location (country/is, regions, towns): | | | | | |
|  | 4.3 Type of project:  Exporting from a developing country to Finland  Establishing a joint venture in a developing country  Establishing a subsidiary company in a developing country  Production or other activity involving transfer of know-how or technology  Pilot project related to Finnish environmental technology  Corporate social responsibility project, specify  Other long-term partnership, specify: | | | | | |
|  | 4.4 Short project description (complete project description to be submitted as an attachment) | | | | | |
|  | 4.5 Describe the background of the project (rationale): | | | | | |
|  | 4.6 Describe the principal purpose and/or objectives of the project: | | | | | |
|  | 4.7 Estimated project size (estimated turnover, assets, number of employees etc.): | | | | | |
|  | 4.8 Estimated total required investment (euros) for the implementation of the entire project: | | | | | |
|  | 4.9 Preliminary financing plan for the entire project investment mentioned above: | | | | | |
|  | 4.10 Estimate the duration of the project: | | | | | |
|  | 4.11 Provide a timetable estimation for the project and its key phases: | | | | | |
|  | 4.12 What results do you expect to receive during the project? (max 100 characters per result):  1.  2.  3. | | | | | |
|  | 4.13 Describe the main activities planned during the project to achieve the above mentioned results: | | | | | |
|  | 4.14 Describe any possible risks and threats that could jeopardize the success of the project: | | | | | |
|  | 4.15 Describe the main economic and social developmental effects of this project for the region where it will be located: | | | | | |
|  | 4.16 Describe any social and environmental impacts or other major considerations of the project:  a) social impacts:  b) environmental impacts: | | | | | |
|  | 4.17 List any relevant previous studies (business, market, legal etc.) or research related to this project: | | | | | |
|  | 4.18 Other relevant project information: | | | | | |
|  | 4.19 Previous experience of similar projects: | | | | | |
|  | 4.20 Have you applied for the Funds for Local Cooperation (FLCs) previously, or for any other support from other organizations, institutions or instances for this project? : | | | | | |
|  | Yes  If yes please provide details (registration number etc.): | | No | | | |
|  | Please note that by signing this application you accept that FLCs may share relevant information with other public organisations. | | | | | |
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| **5. PROJECT PARTNER** | 5.1 Have you already identified a partner(s) for this project? : | | | | |
|  | Yes, please provide details below | No, please identify what type of partner you will need by filling in sections 5.9 – 5.11. | | | |
|  | 5.2 Name of main partner, (if several partners please provide contact information on a separate attachment): | | | | |
|  | 5.3 Partner address: | 5.4 City: | | 5.5 Country: | |
|  | 5.6 Telephone number: | 5.7 Website address: | | | |
|  | 5.8 Partner ownership and/or legal structure: | | | | |
|  | 5.9 Role of partner(s) in this project: | | | | |
|  | 5.10 Responsibilities of partner(s) in this project: | | | | |
|  | 5.11 Other information on partner: | | | | |
| **6. PROJECT EXPENSES**  **(during the project set-up phase and capacity building phase)** | 6.1 Phase(s) of project for which you are requesting financial support:  Partner identification  Pre-feasibility study  Feasibility study  Business plan  Social and environmental impact assessment (EIA)  Employee training  Expert services for capacity building of the target country company/partner  Planning and other technical assistance in piloting projects related to Finnish environmental technology  Implementation of a corporate social responsibility project | | | | |
|  | 6.2 Explain why FLC funding is required for the project: | | | | |
|  | 6.3 Estimate the total project set-up phase and/or capacity building phase expenses:        euros | | | | |
|  | 6.4 Are you expecting to cover/share the above estimated project expenses with any other actor/instance?: | | | | |
|  | Yes, provide details: | | No | | |
|  | 6.5 Specify the financing/funding plan for above mentioned total project expenses: | | | | |
|  | 6.6 Please specify as accurately as possible the estimated expenses related to the project.  Fill in the separately provided excel-sheet (Attachment to Application – Budgeted project expenses.xls) for a complete estimation of expenses and use the section below as a summary of total expenses. | | | | |
|  | **Project phases for which requesting support** | | | | **Total cost (EUR)** |
|  | 1. Partner identification | | | |  |
|  | 2. Pre-feasibility study | | | |  |
|  | 3. Feasibility study | | | |  |
|  | 4. Business plan | | | |  |
|  | 5. Social and environmental impact assessment (EIA) | | | |  |
|  | 6. Employee training | | | |  |
|  | 7. Expert services for capacity building | | | |  |
|  | 8.Planning and other technical assistance in piloting projects related to  Finnish environmental technology | | | |  |
|  | 9. Implementation of a corporate social responsibility project | | | |  |
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|  | **TOTAL EXPENSES (EUR)** | | | |  |
|  |  | | | | |

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| **7. ATTACH- MENTS** | The following attachments should be submitted together with this form (list attachments below):  1.  Duly signed undertaking stating that the applicant will ensure that the project will comply with local regulations; required international social and environmental standards; as well as anticorruption and money laundry rules.  2.  Complete project description complementing section 4.4.  3.  If available, a separate business plan to complement the information provided in section 4.  4.  Budgeted total project expenses submitted on separately provided excel-sheet (in addition to summary in section 6).  5.  Estimates on the environmental and social effects of the project.  6.  Copy of business registration documents or other equivalent registration authority document of applicant.  7.  Copy of audited financial statements and accounts for the previous two financial periods of the applicant if available.  8. |

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| I, the undersigned, being the person responsible in the applicant organisation for the action, certify that the information given in this application is correct and accurate.  The applicant and undersigned agrees that the following information contained in this form may be made public for reporting purposes: name of the applicant, business sector, amount of support granted, name and target country of the project, short project description, social and environmental category of the project and developmental effect classification of the project. Disclosure of information may also be required under applicable law or by relevant authorities.  The applicant and undersigned agrees that FLC may share relevant information provided in this application with public organisations providing internationalization support and/or financing (if no, tick the box):  No | |
|  | Title or position: |
| Name: | Date and place: |