**(Please complete and send your application in electronic form)**

# **1. General Information:**

|  |  |
| --- | --- |
| Company Name: |  |
| Name of Authorized Representative of the company\*: |  |
| Company Registration Number: |  |
| Address: |  |
| City and Postal Code: |  |
| Telephone and Fax: |  |
| Email Address: |  |
| Web Page Address: |  |
| Please tick all boxes below |  |
| I confirm that our application is for the export of Cypriot products/services. Beneficiaries for Export Helpdesk assistance are legal entities (Cypriot Enterprises) that produce and/or are trading Cypriot products/services. | |
| I consent to receiving informational messages from the Ministry of Energy, Commerce and Industry and questionnaires in relation to information concerning the company, exports and other general information about inquiries from abroad, events organized by the Ministry or other Organisations etc that is useful to the Trade Service and the applicant. | |
| With this application I consent that the contact details included in the application and contacts that will be forwarded in the future by the company to the Ministry as part of the promotion of the products and services of the company can be forwarded by the Ministry or/and the Cyprus Trade Centres to companies interested in cooperation. | |

**2. Other information about the company:**

|  |  |
| --- | --- |
| Number of employees:  2021: ………………. 2022: ……………… | Year of establishment: ……………………. |
| Turnover (2021): €……………..  Turnover (2022): €…………….. | Exports (2021): €………………..  Exports (2022): €……………….. |
| Exporting countries 2021:  Exporting countries 2022: | |

**3. Sector of Company’s Activity: Manufacturing / Trading / Services:**

|  |
| --- |
|  |

**4. Products, services provided: Please record your products/services and customs codes (eight-digit HS codes) of the products you wish to export:**

|  |
| --- |
|  |

**5. How extensive is your current domestic sales outreach?**

 Selling to the whole of Cyprus

 Selling locally and regionally

 Has online shop

 Selling to local customers only

**6. How do you sell and distribute your products in the domestic market:**

 Use combination of own sales force and regional distributors

 Use of regional distributors only

 Use of own sales force only

No sales/distribution network

Trade of both industrial and agricultural products implies and requires all of the following:

-the products for trade must bear the trade name/brand of the company registered with the Registrar of Companies and the name and address of the company. In the case of businesses operating in the processing and marketing of agricultural products and foodstuffs, the name of the person responsible for the food business must also be indicated, in accordance with the provisions of Regulation (EU) No 1169/2011 on the provision of food information to consumers.

-For businesses engaged in trade of products, a detailed description concerning the activities of the business and the rate of change of products in Cyprus is needed. For this purpose, a relevant Certificate from the Auditors of the Company should be submitted as to the calculated percentage of the added value of the products in Cyprus.

The Ministry of Energy, Commerce and Industry, in the context of its efforts to promote the Cypriot products and services abroad as well as for the purposes of informing Cypriot companies regarding foreign markets, it mediates between Cypriot companies and the Ministry's Trade Centres abroad in order to better coordinate efforts to find importers/partners for Cypriot companies in the countries covered by the Trade Centres as well as to find potential partners for certain products and services in other countries not covered by the Trade Centres.

**7. Please declare up to three countries (not Trade Centres) - by order of priority that you wish to promote your exports of products and services. The list of countries covered by the Export Help Desk is posted on the Trade Service website below:** <http://www.meci.gov.cy/meci/trade/ts.nsf/ts05_en/ts05_en?OpenDocument>

|  |
| --- |
|  |

**8. Please state the reasons you have selected the above three countries/markets:**

|  |
| --- |
|  |

**9. Please indicate whether you have already made efforts to access foreign markets in the past or if you have explored the markets you are interested in exporting. Also, indicate if you have already contacted the EHD in the past and for which markets you were given assistance/information:**

|  |
| --- |
|  |

**10. Please indicate whether your company's managers or staff have experience in export activity:**

|  |
| --- |
|  |

**11. Please indicate whether your products or services have a specific competitive advantage in order to be promoted in foreign markets, including awards that your products and services won and/or any Certifications given from International Organizations:**

|  |
| --- |
|  |

**12. Please indicate if you are interested regarding information on potential importers or/and informational kiosks in the countries/markets you wish to promote the export of your products and services.**

a) Potential importers

|  |
| --- |
|  |

b) I would like to be informed about possible participation at Informational kiosks

organized by the Cyprus Trade Centres abroad

|  |
| --- |
|  |

**13. Please indicate whether you have promotional material regarding your products and services available. Please indicate the languages your leaflets/brochures are available.**

|  |
| --- |
| Please also indicate whether you are willing to send free samples and brochures of your company to our Trade Centres or/and directly to importers for the promotion of your products/services: ……………………………………………………………… |

**14. Please indicate at which exhibitions you have taken part in the last two years:**

|  |
| --- |
|  |

**15. Have you studied regulations in the foreign markets that you are interested in? if you are interested in exporting outside the EU, please visit the following EU website for useful information:**

<https://trade.ec.europa.eu/access-to-markets/en/content/>

*Please take into consideration useful data such as tariff and non-tariff barriers to trade in countries of interest, the need for religious related certification (e.g. halal/kosher) etc.*

|  |
| --- |
|  |

**16. Please indicate whether you have taken into consideration logistics issues related to your intention to export:**

|  |
| --- |
|  |

**17. Other Comments (Please also let us know the source of your information about the EHD)**

|  |
| --- |
|  |

**18. Access to Third Country Markets**

|  |
| --- |
| Παρακαλώ όπως ενημερώσετε το Export Helpdesk για τυχόν δυσκολίες που έχετε αντιμετωπίσει μέσα στο τρέχον έτος σε ότι αφορά την πρόσβαση των προϊόντων και υπηρεσιών σας σε χώρες εκτός ΕΕ. Π.χ τυχόν υψηλούς εισαγωγικούς δασμούς και μη δασμολογικά εμπόδια. Παρακαλώ όπως δώσετε όσο το δυνατόν περισσότερες λεπτομέρειες για τις δυσκολίες που έχετε αντιμετωπίσει και σε ποιες χώρες. Σημειώνεται ότι η Υπηρεσία Εμπορίου έχει επαφή με την Επιτροπή Πρόσβασης στην Αγορά της ΕΕ και μπορεί να ενημερώνει την εν λόγω Επιτροπή για καταβολή προσπαθειών επίλυσης τέτοιων θεμάτων μελλοντικά. **Please report any difficulties you may have faced during the current year while trying to exports your products and services to Third Countries (ie High import duties, non-tariff measures imposed by Third Countries). (Please answer this question in either Greek or English).** |

The application form must be sent together with the following certificates:

1. Copy of the Certificate of Incorporation of the company from the **Registrar of Companies. (Only for applicants that apply to the Export Helpdesk for the first time).**

2. In the case of companies engaged in the trading of industrial and/or agricultural products, a Certificate from the Auditors of the company stating the calculated percentage of the value added of the products in Cyprus must be submitted to the Ministry.

* The application form with the above Certificates must be sent **by e-mail** to the following addresses:

[epitsillidou@meci.gov.cy](mailto:epitsillidou@meci.gov.cy), [akaramanis@meci.gov.cy](mailto:akaramanis@meci.gov.cy), [lkarkoti@meci.gov.cy](mailto:lkarkoti@meci.gov.cy)

All applications that are submitted to the Ministry **until the 31st of October** will beconsidered as applications of the current year. Applications that are submitted **between the 1st of November and 31st of December**, will be considered and answered during the next year.

\*: The Trade Service collects your personal information solely to the extent necessary to examine your application or the application of the company in which you are the Legal Representative. Your information is not used for any other unexpected purpose. Please note that if required in the context of the performance of the Office's work, your personal data may be shared with the operator and/or another competent authority or body if necessary. Please also note that you have the right to access and object to the processing of such data. If you wish to exercise any of the rights you have in relation to your personal data, please submit a written request to [ts@meci.gov.cy](mailto:ts@meci.gov.cy). You can find information about how we process your personal data, on our website <http://www.meci.gov.cy/meci/trade/ts.nsf/privacy-statement_gr/privacy-statement_gr?OpenDocument>. Having read the above, by submitting this form I authorize the Trade Service of of the Ministry of Energy, Commerce and Industry to use my personal data contained in this form as well as in the attached documents, for the sole purpose of investigating the application for which they are submitted.

 I have read and I agree with the Trade Service Privacy Statement posted on the link <http://www.meci.gov.cy/meci/trade/ts.nsf/privacy-statement_en/privacy-statement_en?OpenDocument>

Company’s Authorized Representative’s signature: ………………………………………Date: ………………

 Company stamp: ……………………………………………………………….*....................................................*

**ANNEX I**

**RESPONSIBILITY DECLARATION**

**AUTHORIZATION FOR PERSONAL DATA PROCESS**

I……………………………………………………………………………………………with I.D. number ……………………………, authorized representative of the company …………………………………………………………………………………, with Registration Number ………………………….., in view of the request for assistance from the Export Help Desk of the Trade Service of the Ministry of Energy, Commerce and Industry to the company I represent, I declare responsibly today ……/.…../..……, that (note √ in the appropriate box):

 I authorize the Trade Service of the Ministry of Energy, Commerce and Industry to process my personal data solely for the completion of the subject matter of the application.

 I have read and I agree with the Trade Service Privacy Statement posted on the link :

<http://www.meci.gov.cy/meci/trade/ts.nsf/privacy-statement_gr/privacy-statement_gr?OpenDocument>

Representatives signature: ………………………………………………………

Name of representative: …………………………………………………………….

Date: …………………………………………………………………………

**ANNEX II**

**RESPONSIBILITY DECLARATION**

I,.................................................................................................I.D…………………………………….................................. legally representing the Company ............................................................................................ with registration number ............................................. in view of the request for Export Helpdesk assistance to the company I represent from the **Ministry of Energy, Commerce and Industry.**

**I responsibly declare this day ......./....../......., that:** For the company I represent or any other person or entity that is part of the same business, (select the one that applies):

**(a) Does not exist**

**Exists**

a final conviction by a court of law for fraud, deceit and/or any other offence committed in connection with any grant scheme of the Ministry of Energy, Commerce and Industry and/or other Competent Authorities.

**(b) Does not exist**

**Exists**

a final conviction by the Competent Authority of the Ministry of Energy, Commerce and Industry regarding the exclusion of the Company for a period of up to 3 years from any of the Ministry's grant Schemes and/or for taking legal action.

Signature of legal representative: ...............................................................

Date: ...............................................................

Community competition rules, including State aid rules, concern only aid to "undertakings". The term 'undertaking' is understood to mean an economic unit, even if, from a legal point of view, the economic unit consists of more than one natural or legal person. Therefore, where the applicant is part of an economic unit which consists of more than one legal or natural person, this written declaration should relate to the de minimis aid received by the economic unit to which it belongs, i.e. the 'undertaking', as a whole. For the purposes of Regulation (EU) 1408/2013 and Regulation (EU) 1407/2013, the ceilings set out in Article 3(2) relate to a 'single undertaking'. A single undertaking includes all undertakings which have at least one of the following relationships with each other: (a) an undertaking holds a majority of the voting rights of the shares or companies of another undertaking; (b) an undertaking has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of another undertaking; (c) an undertaking has the right to exercise a dominant influence over another undertaking by virtue of a contract entered into with that undertaking or by virtue of a clause in its statutes; (d) an undertaking has the right to exercise a dominant influence over another undertaking by virtue of a contract entered into with that undertaking or by virtue of a clause in its statutes; (e) an undertaking has the right to exercise a dominant influence over another undertaking by virtue of a contract entered into with that undertaking or by virtue of a clause in its statutes. An undertaking which has any of the relationships referred to in points (a) to (d) with one or more other undertakings shall also be regarded as a single undertaking.