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

# **1. General Information:**

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| --- | --- |
| 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: |  |
| We confirm that our application concerns the export of 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 that is useful to the Trade Service. | |
| With this application I consent that the contact details included in the application, will be forwarded to companies interested in cooperation. | |

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

|  |  |
| --- | --- |
| Number of employees: | Year of establishment: |
| Turnover (2020): €…………….. | Exports (2020): €………………..  Exporting countries (2020):………………. |

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

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

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**5. Please declare up to three countries/markets 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/All/948B1CA55EAD7C15C2257ECE004668A0?OpenDocument> **:**

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

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**7. 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:**

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

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**9. 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:**

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

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**11. 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.*

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

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**13. Other Comments:**

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| --- |
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The application form may be sent **by e-mail** at the following addresses:

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

\*: 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>

Representative’s signature: ………………………………………………………

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

Date: …………………………………………………………………………