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

# **1. General Information:**

|  |  |
| --- | --- |
| Name of Enterprise:  **(Company or Business Name)** |  |
| Name of Authorized Representative of the enterprise\*: |  |
| Enterprise number and date of registration (HE or EE) at the Companies’ Registrar: |  |
| Address: | Web Page Address: |
| City and Postal Code: | Telephone and Fax: |
| Email 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 enterprise, 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 enterprise to the Ministry as part of the promotion of the products and services of the enterprise can be forwarded by the Ministry or/and the Cyprus Trade Centres to companies interested in cooperation. | |

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

|  |  |
| --- | --- |
| Number of employees:  2024: ………………. 2023: ……………… | Number of employees today: |
| Turnover (2023): €……………..  Turnover (2022): €…………….. | Exports (2023): €………………..  Exports (2022): €……………….. |
| Exporting countries 2023:  Exporting countries 2022: | |

**Sector of Enterprise’s Activity: Manufacturing / Trading / Services. Please write in detail your sector of activity:**

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

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**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

**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

**3. Questions regarding the Enterprises’ exports readiness**

**3.1 Does your enterprise have enough production capacity to meet local and export market demand?**

Yes  No 

**3.2 Does your enterprise have the sufficient financial resources to export in other markets?**

Yes  No 

**3.3 Does your enterprise have business plan and has it** **conducted an export-focused SWOT analysis?**

Yes  No 

**3.4 Does your enterprise have undertaken research or have sufficient information of the export market and the competitors (ex-product quality, restrictions, regulations, market share, etc)?**

Yes  No 

**3.5 Has your enterprise done detailed research into the cost and obligations involved in getting your product to target market?**

Yes  No 

**3.6 Please indicate whether you have studied logistics issues related to your intention to export:**

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**3.7** **Does your company have a staff dedicated and has the knowledge, the capability to deal and handle the extra demand associated with exporting?**

Yes  No 

**3.8. Please indicate whether the managers of your enterprise have experience in export activity:**

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**3.9** **Are your staff willing to travel abroad to international trade shows and meet potential partners?**

Yes  No 

**3.10 Do your products/services have specific competitive advantages?**

Yes  No 

Please specify:

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| --- |
|  |

**3.11** **Have your products/services received any awards?**

Yes  No 

Please specify:

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| --- |
|  |

**3.12** **Can you adapt your packaging (labelling and/or promotional materials) for your target market?**

Yes  No 

Please specify:

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| --- |
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**3.13 Is your company willing to send samples of company’s product to potential business partners?**

Yes  No 

Please specify:

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**3.14 Is your promotional material available in the language of your target markets? (Business cards, brochures, websites, ext)**

Yes  No 

Please specify:

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**3.15 Do you have the capacity and resources to provide after-sales support and service in your target market?**

Yes  No 

Please specify:

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**3.16 Does your enterprise have already business partner (local representative/distributor/ agent) in the export market that can support your export efforts?**

Yes  No 

**3.17 Have you studied the Regulations in foreign markets that interest you? Please keep the following EU website which has useful information for companies wishing to export:** [**https://trade.ec.europa.eu/access-to-markets/en/content**](https://trade.ec.europa.eu/access-to-markets/en/content)

***Please provide detailed data such as tariff and non-tariff import barriers (barriers to trade) in the countries, need for religious certification (e.g. halal / kosher), etc.***

Yes  No 

Please specify:

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**3.18 Please indicate whether your enterprise has informational material available about its products/services and in which languages.**

|  |
| --- |
| Please also indicate if your enterprise is willing to send brochures to Cyprus Trade Centers and/or directly to potential importers to promote your products/services: |

**3.19 Is your enterprise willing and have the needed resources (financing, staff, etc) to participate in international trade shows?**

Yes  No 

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

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**3.20 Does your enterprise hire a freight forwarder or customs broker for exports?**

Yes  No 

**4.0 Questions regarding the company's interest in foreign markets:**

**4.1 Please declare up to three countries (not Trade Centres) - by order of priority that you wish to promote your exports of products and services.**

**Disclaimer:** We reserve and are not bound for any dispute or damage that may arise from possible cooperation with companies recommended by the Trade Centers and the Trade Service, including foreseeable or unforeseeable risks and/or damages and/or any damaging factors regarding its purpose. We recommend that before any cooperation, you do an investigation of the company's creditworthiness/reliability and solvency of the business.

**The list of countries covered by the Export Helpdesk is posted on the Trade Service website below:** [www.trade.gov.cy/en/sections/trade-centers-and-export-helpdesk/trade-centers/trade-centres-cyprus](http://www.trade.gov.cy/en/sections/trade-centers-and-export-helpdesk/trade-centers/trade-centres-cyprus)

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

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**4.2 Interest to be provided with a list of addresses of potential importers in countries that are not covered by Trade Centers. If you are interested in countries that are not covered by the Trade Centers you can specify 1 country and the reasons you have chosen that market in detail. It is noted that the EHD may provide information on importers of certain products and services in certain countries by drawing information from various databases available at the Trade Service. In the event that it is not possible to provide information about your products and services for the countries you have selected, you will be informed accordingly. Disclaimer: Please see point 4.1**

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**4.3 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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| --- |
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**5. Other Comments (Please also let us know the source of your information about the EHD)**

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| --- |
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**6. Access to Third Country Markets**

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| --- |
| 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).** |

**Please note:** 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 Enterprise 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 only 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 Enterprise 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.

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

**1.** Copy of the Certificate of Registration of the Company or the Business Name from the **Registrar of Companies. (Only for applicants that apply to the Export Helpdesk for the first time).**

**2.** In the case of enterprises engaged only 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.

**3**. The two Annexes at the end of this application form

* 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), [keleftheriadou@meci.gov.cy](mailto:keleftheriadou@meci.gov.cy)

All applications that are submitted to the Ministry **until the 15th of September** will beconsidered as applications of the current year. Applications that are submitted **between the 16th of September 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 [www.trade.gov.cy/gr/αναφορικά-με-την-ιστοσελίδα/προστασία-προσωπικών-δεδομένων](http://www.trade.gov.cy/gr/αναφορικά-με-την-ιστοσελίδα/προστασία-προσωπικών-δεδομένων) . 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 [www.trade.gov.cy/gr/αναφορικά-με-την-ιστοσελίδα/προστασία-προσωπικών-δεδομένων](http://www.trade.gov.cy/gr/αναφορικά-με-την-ιστοσελίδα/προστασία-προσωπικών-δεδομένων)

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

 Enterprise stamp: ……………………………………………………………….*....................................................*

**ANNEX I - RESPONSIBLE DECLARATION**

**AUTHORIZATION FOR PERSONAL DATA PROCESS, STATUS OF ENTERPRISE**

I………………………………………………with I.D. number ……………………………, authorized representative of the enterprise …………………………………, with Registration Number ………………………….., in view of the request for assistance from the Export Helpdesk of the Trade Service of the Ministry of Energy, Commerce and Industry to the company/business name 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 [www.trade.gov.cy/gr/αναφορικά-με-την-ιστοσελίδα/προστασία-προσωπικών-δεδομένων](http://www.trade.gov.cy/gr/αναφορικά-με-την-ιστοσελίδα/προστασία-προσωπικών-δεδομένων)

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

**(a) Does not exist E 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 or/and Business Name for a period of up to 3 years from any of the Ministry's grant Schemes and/or for taking legal action.

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

 Enterprise stamp: ……………………………………………………………….*....................................................*

**ANNEX ΙΙ: ΥΠΕΥΘΥΝΗ ΔΗΛΩΣΗ**

Εγώ ο/η …….……………………………………………………………………………… Α.Δ.Τ. …………… κατά νόμον εκπρόσωπος της επιχείρησης..……………………………… με αριθμό εγγραφής ……………………..……..……….. ενόψει της αίτησης για παροχή βοήθειας από το Export Helpdesk του οποίου η Αρμόδια Αρχή είναι το ΥπουργείοΕνέργειας, Εμπορίου και Βιομηχανίας στην εταιρεία που εκπροσωπώ:

**Δηλώνω υπεύθυνα σήμερα …../…/……, ότι** (σημειώστε √ στο κατάλληλο τετραγωνάκι):

η επιχείρηση που εκπροσωπώ, δεν θα παρουσιάσει/προβάλει στις ιστοσελίδες της και στις εμπορικές εκθέσεις προϊόντα με την ονομασία «Χαλλούμι/ Halloumi / Hellim», ή με ονομασία παρόμοια με αυτήν.

η επιχείρηση που εκπροσωπώ, θα παρουσιάσει/προβάλει στις ιστοσελίδες της και στις εμπορικές εκθέσεις προϊόντα και προωθητικό υλικό (π.χ. διαφημιστικά έντυπα, αφίσες, διαφημιστικά φιλμάκια) με την ονομασία «Χαλλούμι/ Halloumi / Hellim», τα οποία παράγονται αποκλειστικά και μόνο στη βάση της πιστής εφαρμογής των προνοιών του Εκτελεστικού Κανονισμού (ΕΕ) 2021/591 της Επιτροπής της 12ης Απριλίου 2021 για την καταχώριση ονομασίας στο μητρώο των προστατευόμενων ονομασιών προέλευσης και των προστατευόμενων γεωγραφικών ενδείξεων [«Χαλλούμι» (Halloumi)/«Hellim» (ΠΟΠ)] και των προνοιών του Διατάγματος ΚΔΠ 377/2022, ως εκάστοτε τροποποιείται ή αντικαθίσταται.

η επιχείρηση που εκπροσωπώ, παράγει η ίδια τα προϊόντα που φέρουν την ονομασία «Χαλλούμι-/ Halloumi / Hellim» σύμφωνα με τις απαιτούμενες προδιαγραφές, ως αναφέρονται πιο πάνω.

η επιχείρηση που εκπροσωπώ **ΔΕΝ** παράγει η ίδια τα προϊόντα που φέρουν την ονομασία «Χαλλούμι-/ Halloumi / Hellim» σύμφωνα με τις απαιτούμενες προδιαγραφές ως αναφέρονται πιο πάνω, αλλά προμηθεύεται αυτά από πιστοποιημένο παραγωγό και συγκεκριμένα από ……………………………………………………………………………………………………………

Υποβάλλεται αντίγραφο του πιστοποιητικού από τον Φορέα Ελέγχου Bureau Veritas Hellas M.A.E. σχετικά με τη συμμόρφωση του παραγωγού των προϊόντων με τις απαιτούμενες προδιαγραφές της ΠΟΠ «Χαλλούμι» (Halloumi)/«Hellim»

Υποβάλλεται αντίγραφο του πιστοποιητικού χρήσης των Πιστοποιούντων Εμπορικών Σημάτων «ΧΑΛΛΟΥΜΙ HALLOUMI» (Αρ. Σημάτων 36765 και 36766) ιδιοκτησίας του Υπουργείου Ενέργειας, Εμπορίου και Βιομηχανίας.

Υπογραφή εκπροσώπου:……………… Όνομα εκπροσώπου:…………………..Ημερομ: ………