**QUESTIONNAIRE FORM**

**In order to assess your facility, we kindly request you to complete the following questionnaire, preferably using the Word document as it is. After completion and signature, please send it back to us by e-mail.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Company details** | | | | | | |
| **1** | **Full style name**  Registration number | |  | | | |
| **2** | VAT/ Tax No. | |  | | | |
| **3** | **Registration address**  Mailing address | |  | | | |
| **4** | Tel | |  | | | |
| **5** | Email | |  | | | |
| **6** | Website | |  | | | |
| **7** | Contact person(s)  Position  Contact phone and E-mail | |  | | | |
| **8** | **Is company member of a Group? Which?** | |  | | | |
| **9** | Shareholders’ equity | |  | | | |
| **10** | **Company shareholders**  (share 25% ownership or more)  Full name  Date of birth (Incorporation)  Country of Residence (Incorporation)  Passport No, date of expiry  Affiliated companies | |  | | | |
| **11** | **CEO/ Director**  Full name  Date of birth  Country of Residence  Passport No, date of expiry  Affiliated companies | |  | | | |
| **12** | **Who is authorized to issue invoices?**  First name, last name **specimen signature** | |  | | | |
| **13** | **When was the company founded?** | |  | | | |
| **14** | **Number of employees**  Staff  Outsourcing and Outstaffing | |  | | | |
| **15** | **Annual production**  Product stocks | |  | | | |
| **16** | **Storage facility**  Address | |  | | | |
| **17** | Number of years in Business | |  | | | |
| **18** | Is company ISO certified,  advise reference number | |  | | | |
| **19** | Other Licenses or certifications | |  | | | |
| **20** | **Primary Business Activity:** | | | | | |
| **21** | **Commodities & annual turnover in USD and tonnage:** | | | | | |
| **22** | **Please advise at least 3 main customers including contact details:** | | | | | |
| **23** | **Description of Company activity:** | | | | | |
|  |  | | | | | |
| 1. **Bank information** | | | | | | |
| **24** | **Please advise your bank details** | | | | | |
| **A** | Bank name and address | | |  | | |
| **C** | IBAN | | |  | | |
| **D** | SWIFT | | |  | | |
| **25** | Please advise banks, which accepted receipts issued by your company in the past | | |  | | |
|  | | | | | | |
| 1. **Other information** | | | | | | |
| **26** | Mentions about the company in the news | | |  | | |
| **27** | Social media company | | |  | | |
| **28** | Is company member in any organization? Which? | | |  | | |
| **29** | **Litigation history**  won cases, number and volume  bad cases, quantity and volume | | |  | | |
|  |  | | |  | | |
| 1. **Financial indicators, for the last three years, USD or EUR** | | | | | | |
| **30** | **Income statement, EUR** | Y | | | Y | Y |
| Income |  | | |  |  |
| COGS |  | | |  |  |
| Income before Taxes |  | | |  |  |
| Net Profit (Loss) |  | | |  |  |
| **31** | **Balance statement, EUR** |  | | | | |
| Assets |  | | |  |  |
| Non-current assets |  | | |  |  |
| Goods |  | | |  |  |
| Debtors |  | | |  |  |
| Cash |  | | |  |  |
| Liability & Equity |  | | |  |  |
| Capital |  | | |  |  |
| Retained earnings |  | | |  |  |
| Accounts payable |  | | |  |  |
| buyers |  | | |  |  |
| suppliers |  | | |  |  |
| employees |  | | |  |  |
| taxes |  | | |  |  |

|  |  |
| --- | --- |
| 1. **Documents** | |
| **Please attach copies of following docs to this questionnaire** | |
| I | Latest balance sheet, income and cash statement, audit report |
| II | Company registry |
| III | Confirmation letter of bank details from your bank |
| IV | Passport copy of company shareholders and other authorized signatures mentioned under point 12 |
|  | Questionnaire completed on: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Declaration**  **I/ we hereby confirm that the information and materials provided in this document as well as its attachments are accurate and up to date.**  **…………………………………………….**  (signature & stamp)  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  (name & title) |