



# Enterprise General Data Form [\_\_\_\_\_]

**Acronym** [\_\_\_\_\_]

**Legal Form** [\_\_\_\_\_] [\_\_\_\_\_] **Main Activity** [\_\_\_\_\_] [\_\_\_\_\_]  
Code Description Code Description

**Identification No.** [\_\_\_\_\_] **Main Region** [\_\_\_\_\_] [\_\_\_\_\_]  
Code Description Code Description

**Manager** [\_\_\_\_\_] **Established** [\_\_\_\_\_] **ID** [\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_]   
Year Country Sector Region Serial

**Mobile** [\_\_\_\_\_] **Type of Membership** [\_\_\_\_\_] **Main Contractor** [\_\_\_\_\_]   
[\_\_\_\_\_]

**Website** [\_\_\_\_\_] **Sub-Contractor** [\_\_\_\_\_]   
[\_\_\_\_\_]

**E-mail (1)** [\_\_\_\_\_] **E-mail (2)** [\_\_\_\_\_]

## Phone Numbers

[_____] Description	[_____] Number
[_____] Description	[_____] Number
[_____] Description	[_____] Number
[_____] Description	[_____] Number
[_____] Description	[_____] Number
[_____] Description	[_____] Number
[_____] Description	[_____] Number

## Logo



Description	Number
[ _____ ]	[ _____ ]
Description	Number

## Addresses

### Headquarters

Address \_\_\_\_\_

Area Code \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_

Country \_\_\_\_\_ Fax \_\_\_\_\_

Remarks \_\_\_\_\_

### Plant

Address \_\_\_\_\_

Area Code \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_

Country \_\_\_\_\_ Fax \_\_\_\_\_

Remarks \_\_\_\_\_

### Postal address

Address \_\_\_\_\_

P.O. Box \_\_\_\_\_

City \_\_\_\_\_

Country \_\_\_\_\_

Remarks \_\_\_\_\_

### Delivery address

Address \_\_\_\_\_

Area Code \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_

Country \_\_\_\_\_ Fax \_\_\_\_\_

Remarks \_\_\_\_\_

## Enterprise Contacts

Full Name	Direct Line	Mobile	E-mail	Remarks
Title	Fax	Phone		
[ _____ ]	[ _____ ]	[ _____ ]	[ _____ ]	[ _____ ]
[ _____ ]	[ _____ ]	[ _____ ]	[ _____ ]	[ _____ ]
[ _____ ]	[ _____ ]	[ _____ ]	[ _____ ]	[ _____ ]
[ _____ ]	[ _____ ]	[ _____ ]	[ _____ ]	[ _____ ]



[ ] [ ] [ ] [ ] [ ]

[ ] [ ] [ ] [ ] [ ]

[ ] [ ] [ ] [ ] [ ]

[ ] [ ] [ ] [ ] [ ]

***Business Data***

**Employment**

*Management* [ ]

*Engineers* [ ]

*Technicians* [ ]

*Clerical* [ ]

*Workers* [ ]

*Others* [ ]

*Total* [ ]

*Reference year* [ ]

**Financial Data**

*Total Investment* [ ]

*Registered Capital* [ ]

*Currency* [ ]

**Main Export Markets**

*Exporter* [ ] [ ] [ ] [ ]

Code Description

[ ] [ ] [ ] [ ]

[ ] [ ] [ ] [ ]

[ ] [ ] [ ] [ ]

[ ] [ ] [ ] [ ]

**Plant Shutdown**

[ ] [ ]

From To



<i>Annual Turnover</i>	[ _____ ]	[ _____ ]	[ _____ ]
<i>Export/Turnover</i>	[ _____ ] %		
<i>Total Area</i>	[ _____ ] m <sup>2</sup>	[ _____ ]	[ _____ ]
<i>Covered Area</i>	[ _____ ] m <sup>2</sup>		
<i>Installed Power</i>	[ _____ ] kW	[ _____ ]	[ _____ ]
<i>Source of information</i>	[ _____ ]		

## References

[ _____ ]	[ _____ ]	[ _____ / _____ ]
Enterprise Name	City	Code Country
[ _____ ]	[ _____ ]	[ _____ ]
[ _____ ]	[ _____ ]	[ _____ ]
[ _____ ]	[ _____ ]	[ _____ ]
[ _____ ]	[ _____ ]	[ _____ ]
[ _____ ]	[ _____ ]	[ _____ ]
[ _____ ]	[ _____ ]	[ _____ ]

## Information for Partnership

Preferred Countries

Financial

Commercial

Comparative Advantages



[\_\_\_\_/\_\_\_\_]  Equity Participation  Marketing Agreement [\_\_\_\_\_]

[\_\_\_\_/\_\_\_\_]  Long Term Loan  Franchising [\_\_\_\_\_]

**Language Abilities**

Distribution

**Required Sectors**

[\_\_\_\_/\_\_\_\_] **Technological** **Production** [\_\_\_\_\_]

[\_\_\_\_/\_\_\_\_]  License Agreement  Sub-Contracting [\_\_\_\_\_]

[\_\_\_\_/\_\_\_\_]  Know-how  Technical Assistance [\_\_\_\_\_]

**Other Information** [\_\_\_\_\_]

***Activity Sectors (ISIC)***

Code (ISIC 4 digits)	Description	Details	Quantity	Code	Units
[____]	[_____]	[_____]	[_____]	[____/____]	[_____]
[____]	[_____]	[_____]	[_____]	[____/____]	[_____]
[____]	[_____]	[_____]	[_____]	[____/____]	[_____]
[____]	[_____]	[_____]	[_____]	[____/____]	[_____]
[____]	[_____]	[_____]	[_____]	[____/____]	[_____]
[____]	[_____]	[_____]	[_____]	[____/____]	[_____]









[ \_\_\_\_\_ ] [ \_\_\_\_\_ ] [ \_\_\_\_\_ ] [ \_\_\_/\_\_\_/\_\_\_ ] [ \_\_\_/\_\_\_/\_\_\_ ]

[ \_\_\_\_\_ ] [ \_\_\_\_\_ ] [ \_\_\_\_\_ ] [ \_\_\_/\_\_\_/\_\_\_ ] [ \_\_\_/\_\_\_/\_\_\_ ]

***Patents***

***Approvals***

***Quality Labels***

[ _____ ]	[ _____ ]	[ _____ ]
Patents / Licences	Approvals	Label
[ _____ ]	[ _____ ]	[ _____ ]
[ _____ ]	[ _____ ]	[ _____ ]
[ _____ ]	[ _____ ]	[ _____ ]

***Competitive Advantages***

***Assistance***

- Idle Capacity*
- Equipment*
- Low Cost Production*
- Skilled labour*
- Technically Competent*
- High Quality Production*
- Advanced Technology*
- Performance Productivity*
- Timely Delivery*

- Equipment*
- Accessories and Tools*
- Raw Material*
- Managerial Training*
- Labour Training*
- Technology*
- Quality Management*
- Financial Support*
- International Marketing*

***Other Advantages*** [ \_\_\_\_\_ ]      ***Other Assistance*** [ \_\_\_\_\_ ]



## Quality Management and Environmental Issues

### Quality

### Environment

Rating  
0 to 3

Quality Management

%

<input type="checkbox"/>	Control of specifications, design and projects	<input type="checkbox"/>
<input type="checkbox"/>	Control of measurement, testing and	<input type="checkbox"/>
<input type="checkbox"/>	Control of raw materials	<input type="checkbox"/>
<input type="checkbox"/>	Control of products/conformity with standards	<input type="checkbox"/>
<input type="checkbox"/>	Product verification status (inspection and	<input type="checkbox"/>
<input type="checkbox"/>	Control of after-sales service	
<input type="checkbox"/>	Training and quality improvement	

Pollutant discharge permit/environment license according to National Standards?

Compliance with pollutant discharge limits specified in the permit?

Water control equipment installed in the plant ?

Air pollution control equipment installed at the plant ?

Arrangements for disposal of solid and hazardous wastes?

Pollution prevention/cleaner production assessment implemented in the plant?

Attempts to market any product as green products (eco - labels)?

Environmental Management System (ISO 14000) set-up at the plant?

### Additional Details

<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Code</i>	<i>Detail</i>	<i>Description</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>



[\_\_\_\_\_/\_\_\_\_\_] [\_\_\_\_\_]

***Manufacturing Process (EEC-B)***

***Characteristics***

***Accessories***

*Machinery* [\_\_\_\_\_] [\_\_\_\_\_] [\_\_\_\_\_]

*Manufacturer* [\_\_\_\_\_] [\_\_\_\_\_] [\_\_\_\_\_]

*Type* [\_\_\_\_\_] [\_\_\_\_\_] [\_\_\_\_\_]

*Model* [\_\_\_\_\_] [\_\_\_\_\_] [\_\_\_\_\_]

*Origin* [\_\_\_\_\_] [\_\_\_\_\_] [\_\_\_\_\_]

*Date* [\_\_\_\_\_] [\_\_\_\_\_] [\_\_\_\_\_]

*Conditions* [\_\_\_\_\_] [\_\_\_\_\_] [\_\_\_\_\_]

*Utilisation* [\_\_\_\_\_] [\_\_\_\_\_] [\_\_\_\_\_]

*Operators* [\_\_\_\_\_] [\_\_\_\_\_] [\_\_\_\_\_]

*Units* [\_\_\_\_\_] [\_\_\_\_\_] [\_\_\_\_\_]

*Shifts* [\_\_\_\_\_] [\_\_\_\_\_] [\_\_\_\_\_]

*Machinery* [\_\_\_\_\_] [\_\_\_\_\_] [\_\_\_\_\_]

*Manufacturer* [\_\_\_\_\_] [\_\_\_\_\_] [\_\_\_\_\_]

*Type* [\_\_\_\_\_] [\_\_\_\_\_] [\_\_\_\_\_]

*Model* [\_\_\_\_\_] [\_\_\_\_\_] [\_\_\_\_\_]

*Origin* [\_\_\_\_\_] [\_\_\_\_\_] [\_\_\_\_\_]



*Date* [ \_\_\_\_\_ ] [ \_\_\_\_\_ ] [ \_\_\_\_\_ ]

*Condition* [ \_\_\_\_\_ ] [ \_\_\_\_\_ ] [ \_\_\_\_\_ ]

*Utilisation* [ \_\_\_\_\_ ] [ \_\_\_\_\_ ] [ \_\_\_\_\_ ]

*Operators* [ \_\_\_\_\_ ] [ \_\_\_\_\_ ] [ \_\_\_\_\_ ]

*Units* [ \_\_\_\_\_ ] [ \_\_\_\_\_ ] [ \_\_\_\_\_ ]

*Shifts* [ \_\_\_\_\_ ] [ \_\_\_\_\_ ] [ \_\_\_\_\_ ]

## ***Membership***

<i>Member</i>	[ _____ ]	<i>Payments Details</i>	[ _____ ] [ ____/____/____ ]
<i>Confidentiality</i>	[ _____ ]		Amount Date
<i>Membership Fee</i>	[ _____ ]		[ _____ ] [ ____/____/____ ]
<i>Registration Date</i>	[ ____/____/____ ]		[ _____ ] [ ____/____/____ ]
			[ _____ ] [ ____/____/____ ]
			[ _____ ] [ ____/____/____ ]

## ***Visiting Officer Remarks***

<u><i>Management</i></u>		<u><i>Means of production</i></u>	
<i>Technology Know-how</i>	[ _____ ]	<i>Equipment</i>	[ _____ ]



*Marketing* [ ]  
*Design Development* [ ]  
*Organisation Methods* [ ]  
*Index 1* [ ]

**Production Management**

*Supplies* [ ]  
*Storage* [ ]  
*Technicians* [ ]  
*Supervision* [ ]  
*Index 2* [ ]

*Layout* [ ]  
*Maintenance* [ ]  
*Material handling* [ ]  
*Index 3* [ ]

**Others**

*Documentation* [ ]  
*Catalogues* [ ]

*Others 1* \_\_\_\_\_

*Others 2* \_\_\_\_\_

## ***History***

[ ]/[ ]/[ ]	[ ]	[ ]	[ ]	[ ]
Date	Time	Settled by	Type	Remarks
[ ]/[ ]/[ ]	[ ]	[ ]	[ ]	[ ]
[ ]/[ ]/[ ]	[ ]	[ ]	[ ]	[ ]
[ ]/[ ]/[ ]	[ ]	[ ]	[ ]	[ ]
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