

## Instruction for Filling the Company Profile

Instruction for Page no.1
What is the <b>name of the company</b> ?
What is the full <b>postal address</b> of your Head quarters or main office
What is the Postal code and Name of the city
Name of the Country
What is the country code & area code for telephone?
Phone and Fax Number, you can enter Multiple Phone no. inside the box
If main office and <b>factory address</b> are same then write same as above
What is the Postal code and Name of the city
Details of the person you have interview
Name of <b>CEO/MD/top executive</b> , concerned contact person
When did you <b>establish</b> your company?
<b>Year of actual commencement of production?</b>
Total Area and covered area mention in <b>sq.mt.</b>
Total no of <b>shifts</b> company operates
Total <b>capital investment</b> at the time of establish or last year
<b>Export ratio</b> with respect to turnover
<b>Industrial License No./ Date</b>
<b>Industrial Registration No./ Date</b>
Details of <b>number of employees</b>
<b>Patent</b> : An official license from the government giving one person or business the right to make and sell a particular article and to prevent others from doing the same
<b>License</b> : A business arrangement in which one company gives another company permission to manufacture its product for a specified payment
<b>Label</b> : A business arrangement in which one company gives another company permission to use label to its product / process manufactured for a specified payment
<b>Approvals</b> : A business arrangement in which one company gives another company gives formal permission / approval to manufacture its product / process for a specified payment or the company have obtained formal permission from government to manufacture the product / process.
Which are the <b>international languages</b> your company knows?
What are the types of <b>certificates</b> your company have obtained! like ISO 9000, QS, TS
What are the <b>engineering software</b> used by the company?

Instruction for Page no.2
Name of your <b>major clients</b> ?
Client belong to which country?
Client belong to which city ?
List of countries which you are exporting your products / process
Name of the <b>exporting country</b>
Observation by visiting engineer about the level of <b>quality management system</b> in progress, if the company possess the ISO 9000 certificate, in that case you can leave it blankin % only
Observation by visiting engineer about the level of <b>environment management system</b> in progress, if the company possess the ISO 14000 certificate, in that case you can leave it blank give your answer asYES / NO
<b>Investment</b> for last three years
<b>Turnover</b> for last three years
<b>Export turn</b> over for last three years
Are you looking for any <b>Joint Venture</b> ?
<b>Percentage Distribution of Equity, Manpower and Sale</b>
<b>Local, GCC, Arab, Asian, Others and Total</b>
<b>Eg: 60%+10%+10%+10%+10% = 100% Total</b>
Do you already have Joint Venture? Please provide the details!
What kind of assistance you seek from our us ?
<b>Equity Participation</b> : A loan in which the lender obtains or has the right to obtain an ownership interest in the project being financed.
<b>Long term loan</b> : A loan for Machineries, equipment, real estate and working capital that's paid off like a mortgage for between one year and ten years
<b>Marketing assistance</b> : are you interested in any marketing assistance for us? if yes how!
<b>Franchising</b> : Arrangement where one party (the franchiser) grants another party (the franchisee) the right to use its trademark or trade-name as well as certain business systems and processes, to produce and market a good or service according to certain specifications
<b>Distribution</b> :It is the process of moving a product from its manufacturing source to its customers
<b>License Agreement</b> : A contract by which a domestic company (the licensor) allows a foreign company (the licensee) to market its products in a foreign country in return for royalties, fees, or other forms of compensation.
<b>Know- how</b> : knowledge of how to do something well; technical skill
<b>Subcontracting</b> : ability to manufacture product or process as per the specification of buyer
<b>Technical assistance</b> : do you seek any type of technical assistance like hi-tech technology, modern technology, machine technology etc.,



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Instruction for Page no.3
<b>Comparative Advantage</b> : In a nut shell can you brief your company strength, like in which are you very strong.
Which <b>sector</b> you belong to ?
Give brief description about sector?
What is the quantity ? Annual, Monthly or Per day etc.,
Units like Tons/year, Gallons/ month
what are the <b>products manufactured</b> by your company?
What are its specification ?
What is the quantity ? Annual, Monthly or Per day etc.,
Units like Tons/year, Gallons/ month
<b>What is your Design Capacity for production?</b>
The product / process which you are manufacturing in your company are in the form of FINISHED / SEMI FINISHED / RAW MATERIAL / SUB ASSEMBLY / SERVICE / OTHERS
What are the major <b>raw materials</b> used by the company ?
What are its specification ?
What is the quantity ? Annual, Monthly or Per day etc.,
Units like Tons/year, Gallons/ month
<b>From which country do you source your raw material?</b>
Please enclose the catalogue
Which are the <b>catalogued products</b> manufactured ?
What are its specification ?
What is the quantity ? Annual, Monthly or Per day etc.,
Units like Tons/year, Gallons/ month

Instruction for Page no. 4
Which are the products you have given for <b>subcontracting</b>
What are its specification ?
What is the quantity ? Annual, Monthly or Per day etc.,
Units like Tons/year, Gallons/ month
What is the <b>production process</b> ? Like Designing, Hot rolling, Pressing, Heat treatment, grinding
What are its specification ?
What is the quantity ? Annual, Monthly or Per day etc.,
Units like Tons/year, Gallons/ month
What are the major <b>machineries</b> installed in your company?
Name of the machine
What are its specification ?
How many such machines do you have ?
What are the <b>Testing, Measuring and Control Equipments</b> do you have?
Name of the Testing, Measuring and Control Equipments
Specification like Max. capacity, Model No. Make, Manufacturer
How many such equipments do you have ?
<b>Energy consumption and Expenses for electricity Gas and water</b>
<b>For previous years either the Value, Quantity or Units</b>
The company <b>data collected</b> by and filled by .....
Name of the person who visited and collected the data
Visitors observation and Date of Visit

