

Company Profile - Questionnaire

This questionnaire is the basis for a preliminary analysis and a tool to find business partners in Switzerland and the European Union.

The data on this questionnaire are used for publication in the SIPPO bulletin and on our SIPPO Website (www.sippo.ch) and will be forwarded to potential business partners if requested.

1. Company

- 1.1 Name _____
 Address _____
 City _____
 Country _____
 Phone _____
 Fax _____
 Email _____
 Website _____
- 1.2 Contact person, position _____
- 1.3 Personal company email of the contact person _____
- 1.4 Total number of employees: _____ In Administration _____ In Production _____
- 1.5 Year of foundation of company _____
- 1.6 Main products _____

2 Legal Structure / References

- 2.1 Please specify the ownership structure of your company, (main shareholder, branch of other company, joint venture, subsidiaries, etc) please give detailed information.

- 2.2 Bank references (names and addresses)

- 2.3 Are you registered with any export promotion organisation, chamber of commerce, industrial or commercial association (names and addresses)?

2.4 Has your company participated (or are now participating) in any export promotion activity (please specify)?

3 Product and services

3.1 Which are your major products / product lines and/or services which you offer, please explain in detail?

What percentage of your production is in-house and how much is out-sourced?

In-house production:

Business	% of Subcontracting	% under License	% other, pls. indicate

3.2 Are any of your products manufactured under a license agreement or patent? If yes, please specify the licensor (country), expiry date of the agreement. Does this license agreement prohibits exporting to Europe?

3.3 What are the major advantages of your products compared to the products of your competitors?

3.4 Do you have your own (research and) development department in-house? (please specify)

4 Market

4.1 Please state your company's turnover of last year and indicate the portion of export. Please split below the turnover made in the export into the different countries

TotalUSD 100 % year _____
 ExportUSD %

Country of export	Amount in USD	% of turnover	Year	Begin of exporting
-------------------	---------------	---------------	------	--------------------

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

4.2 If you have already exported to Switzerland please provide details (products sold, sales volume, addresses of the customers, ,...)

4.3 Have you participated at any exhibitions, trade fairs, etc. (please specify)?

5 Technology

5.1 What is the status of the technology used in your company, the machinery equipment, how old is the major part of your technological equipment?

5.2 How are your processes organized and operated (please specify in which fields you are aiming towards ISO and QS certifications, are you already certified, ...)?

6 Attachments

Please attach to this questionnaire available information (one copy only) about your company such as:

company brochures	<input type="checkbox"/>	catalogues	<input type="checkbox"/>
business plan	<input type="checkbox"/>	price lists	<input type="checkbox"/>
product information	<input type="checkbox"/>	terms and conditions	<input type="checkbox"/>
pictures of products	<input type="checkbox"/>	others_____	<input type="checkbox"/>

Please indicate below in which languages your catalogues and pricelists are available

Remarks:

Date : _____ Place: _____

Signature: _____

Please return this questionnaire and related material to
SIPPO Swiss Import Promotion Programme
Stampfenbachstrasse 85
8035 Zürich
Fax 0041 1 365 52 02
Email info@sippo.ch
Website www.sippo.ch