



**Centre for the Promotion of
Imports from developing countries**

CBI Home Textiles ECP 2007-2012

"Bringing your Home Textiles to the EU market"

Company Profile: your company name

Introduction:

Please introduce your company in a few lines/ bullet points. Make sure you are specific and clear in description of your products, services and specialization and how you want to be seen/ identified in the EU market.

1. General Information:

Name of the Organization :

Year of Establishment :

Established as : manufacturer/ producer/ exporter/agent

Type of Manufacturer : CM- CMT- FOB- Full export/ RMG

Legal Status of the Organization : Private company/partnership/state-owned/cooperative/ joint venture

Managing Director :

E-mail address/ internet :

Factory Address :

Factory Location; number of units and addresses :

Branch offices in Europe :

Representatives or agents in EU :

Are any of your products made Under license agreements? :

Previous or current participation

In programmes of CBI/ other EU

Import Promotion organizations :

Terms of delivery :

Terms of payment :

Advising Bank :

2. Technical Information :

Floor Space :

Departments in house : f.i. sample/ merchandising/ washing/ embroidery/ cutting/ pattern etc.

Number of production lines :

Number of permanent employees :

Number of temporary staff :

Type/ Nature of Product :

Product Class : define category and segment

6. Section Wise Manpower

Please customize for your factory

Name of Section	English Speaking	Total
1. Factory Administration		
2. Factory Management		
3. HRD		
4. Design Department		
5. Merchandising Section		
6. Commercial Section		
7. Accounts Section		
8. Store		
9. Time Section		
10. Cutting Section		
11. Sewing Section/ assembly lines		
12. Quality		
13. Finishing Section		
14. Maintenance		
15. Security		
GRAND TOTAL OF MANPOWER =		

7. Pattern/ Cutting Section

Plotter/ Gerber/ Lectra system

Marker type/ grading :

Method of fabric inspection :

Cutting tables :

8. Sewing Section and Automates in Details:

Production System : f.i. Assembled system

Total Line : f.i. 03

Total Machine in Each Line : f.i. 07

List of Machineries : See Annex A; please also list specialty machines:

f.i. embroidery or piece dying facilities

Please fill in if applicable

9. Sewing Factors

	Sewing Quality	
	Daily Finishing Capacity	
	Folding System	
	Finishing Quality System	
	Pre-Final Audit	Yes / No

10. Compliance:

SL NO	Issues Of Compliance	
01	Internal Compliance Team	Yes / No
02	Recruitment Policy	Yes / No
03	Record Policy	Yes / No
04	Code Of Conduct	Yes / No, Certificates:
05	Health & Hygiene	Yes / No, Standards:
06	Factory Environment (Safety Facilities)	Yes / No, Which?
07	Bar Coding	Yes / No
08	Packaging	Please describe:

11. Minimum order and average lead times:

Terms of delivery: FOB/ CNF/ CIF/ DDU/ or other

Terms of Payment: CAD/ LC or list any other

12. Financial Data

Basic financial data covering a span of the past three years: What was your enterprise's current ratio (current assets as a percentage of current liabilities), net profit margin (profit before interest as percentage of turnover) and solvability (own capital as percentage of total assets)?

Year	Current ratio	Net profit margin	Solvability

13. Business Plan

Does your enterprise work according to a written business plan?

Yes → Please submit a copy of your business plan

No

14. New Products

Did your enterprise add improved or new products to its product line during the past three years?

Yes

No

15. R&D

Did your enterprise conduct or outsource any product innovation-related research during the past year?

Yes

No

16. Quality Assurance System

Quality assurance systems (for example Total Quality Management) serve as a guarantee for constant quality. Does your enterprise employ any documented quality assurance system?

Yes

No

17. Market Requirements

Are you aware of relevant market requirements in Europe in the field of environment, health, safety and social issues, which apply to your export products?

Yes

No

18. Export Budget

Does your enterprise have an export budget to finance export promotion?

Yes

No

19. Capital

Suppose your enterprise had to borrow capital. Would your enterprise currently meet the requirements (in terms of adequate cash flow, reputation, profitability, etc.) to obtain borrowed capital (loans) from a bank/financial institution?

Yes

No

20. Export Stimulation

Did your enterprise gather information as to whether your country's government stimulates export of your particular product(s) (for instance via granting subsidies, training, tax credits, etc.)?

Yes

No

21. Trade Agreements

Did your enterprise gather information as to whether your country maintains international trade agreements that are relevant for the export of your products?

Yes

No

22. External Advisors

Does your enterprise employ the services of specialized external advisors (other than CBI) in respect of drafting and realizing your export intentions?

Yes

No

23. Trade Fair Participation

Did your enterprise visit or exhibit in any international trade fairs during the past three years?

Yes, as an exhibitor → Please indicate which trade fairs: _____

Yes, as a visitor → Please indicate which trade fairs: _____

No

24. Business Support Organisations

Is your enterprise registered with any Business Support organization(s) or similar organization(s)?

Yes → Please indicate which organization(s) _____

No

25. Export Plan

Does your enterprise have a written export plan?

Yes → Please submit a copy of same

No → Please answer the following questions:

Why do you intend to export to the EU?

What are your expectations of exporting to the EU (specify countries, potential clients, products and expected turnover for the next three years)?

What activities are planned to realize these expectations?

26. Willingness to Invest

Is your enterprise willing to invest in product or process adaptations to be able to match international market requirements, such as specific customer demands or international environmental conditions?

Yes

No

27. Experience in Europe, the US and Canada

Does your enterprise employ staff whose background includes study or working experience in Europe, the US or Canada?

- Yes, study
- Yes, less than 1 year of working experience
- Yes, more than 1 year of working experience
- No

28. Negotiation Capability

Is your enterprise's sales staff capable of negotiating contracts/business terms in the international arena?

- Yes
- No

Person submitting the above information:

Name:

Function/ position in company:

Date:

CHECKLIST OF INFORMATION TO BE SENT FOR APPLICATION FOR THE CBI PROGRAMME ON Home Textiles.

Please note that only complete applications will be handled by CBI. In order to make a proper evaluation of the possibilities of your company we would request you to send full information as indicated below: (mark if enclosed):

- completed company profile
- brochure/catalogue/photographs/product data sheets
- price list /trade offer
- copy of any internationally recognised quality- or safety certification, e.g. ISO, QS or CE (if available)
- annual report (if available)
- organisation chart (if available)
- business plan (if available)
- export plan (if available).
- recent production samples (max. 3 pieces)

The application can be sent by e-mail / fax, original documents by (express) mail / courier service

ADDRESSES FOR SENDING YOUR APPLICATION AND SAMPLES:

By courier: CBI
ECP Home Textiles

Beurs -WTC, 5th Floor
Beursplein 37
3011 AA ROTTERDAM
The Netherlands

By fax : +31-10-4114081
By e-mail : AHeutink@cbi.eu/ cbi@cbi.eu

Programme manager : Mr. Arne Heutink