

Instruction for Filling the Company Profile

Instruction for Page no.1
What is the name of the company ?
What is the full postal address 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 factory address 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 CEO/MD/top executive , concerned contact person
When did you establish your company?
Year of actual commencement of production?
Total Area and covered area mention in sq.mt.
Total no of shifts company operates
Total capital investment at the time of establish or last year
Export ratio with respect to turnover
Industrial License No./ Date
Industrial Registration No./ Date
Details of number of employees
Patent : 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
License : A business arrangement in which one company gives another company permission to manufacture its product for a specified payment
Label : A business arrangement in which one company gives another company permission to use label to its product / process manufactured for a specified payment
Approvals : 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 international languages your company knows?
What are the types of certificates your company have obtained! like ISO 9000, QS, TS
What are the engineering software used by the company?

Instruction for Page no.2
Name of your major clients ?
Client belong to which country?
Client belong to which city ?
List of countries which you are exporting your products / process
Name of the exporting country
Observation by visiting engineer about the level of quality management system 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 environment management system in progress, if the company possess the ISO 14000 certificate, in that case you can leave it blank give your answer asYES / NO
Investment for last three years
Turnover for last three years
Export turn over for last three years
Are you looking for any Joint Venture ?
Percentage Distribution of Equity, Manpower and Sale
Local, GCC, Arab, Asian, Others and Total
Eg: 60%+10%+10%+10%+10% = 100% Total
Do you already have Joint Venture? Please provide the details!
What kind of assistance you seek from our us ?
Equity Participation : A loan in which the lender obtains or has the right to obtain an ownership interest in the project being financed.
Long term loan : A loan for Machineries, equipment, real estate and working capital that's paid off like a mortgage for between one year and ten years
Marketing assistance : are you interested in any marketing assistance for us? if yes how!
Franchising : 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
Distribution :It is the process of moving a product from its manufacturing source to its customers
License Agreement : 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.
Know-how : knowledge of how to do something well; technical skill
Subcontracting : ability to manufacture product or process as per the specification of buyer
Technical assistance : 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
Comparative Advantage : In a nut shell can you brief your company strength, like in which are you very strong.
Which sector 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 products manufactured by your company?
What are its specification ?
What is the quantity ? Annual, Monthly or Per day etc.,
Units like Tons/year, Gallons/ month
What is your Design Capacity for production?
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 raw materials used by the company ?
What are its specification ?
What is the quantity ? Annual, Monthly or Per day etc.,
Units like Tons/year, Gallons/ month
From which country do you source your raw material?
Please enclose the catalogue
Which are the catalogued products 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 subcontracting
What are its specification ?
What is the quantity ? Annual, Monthly or Per day etc.,
Units like Tons/year, Gallons/ month
What is the production process ? 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 machineries installed in your company?
Name of the machine
What are its specification ?
How many such machines do you have ?
What are the Testing, Measuring and Control Equipments 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 ?
Energy consumption and Expenses for electricity Gas and water
For previous years either the Value, Quantity or Units
The company data collected by and filled by
Name of the person who visited and collected the data
Visitors observation and Date of Visit

