

# Project Application Form

## Enterprise information

### Details:

Full enterprise name: \_\_\_\_\_ Registration number: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Name of Director: \_\_\_\_\_ Director's official position (if different): \_\_\_\_\_

Gender of Director: \_\_\_\_\_ Age of Director: \_\_\_\_\_

Year of establishment: \_\_\_\_\_ Annual turnover (EUR): \_\_\_\_\_

VAT/TAX ID (if applicable): \_\_\_\_\_

### Employees:

Total number of employees: \_\_\_\_\_ Number of female employees: \_\_\_\_\_

Industry: \_\_\_\_\_

Describe your business (its history, products, services, clients, volumes and main developments)

History of enterprise establishment (last 5-10 years):

Year	No. of employees	Annual turnover (EUR)	Significant milestones (privatisation, restructuring, implementation of industry standards, etc)

# Advice for Small Businesses in Albania

## Structure of ownership (distribution of shares or units in %):

Local % \_\_\_\_\_

Foreign % \_\_\_\_\_

Private % \_\_\_\_\_

Female % \_\_\_\_\_

## Product or services and their share of income:

\_\_\_\_\_ % \_\_\_\_\_

\_\_\_\_\_ % \_\_\_\_\_

\_\_\_\_\_ % \_\_\_\_\_

\_\_\_\_\_ % \_\_\_\_\_

Export \_\_\_\_\_ % \_\_\_\_\_

## Investments (please provide information on credits used by company):

Year	Name of credit institution	Amount (EUR)	Interest rate p.a.	Status (active, repaid, required)

## Project description

What are the issues you would like the project to address?

What kind of advice do you require?

What do you expect the project to achieve?

# Advice for Small Businesses in Albania

## Proposed consultant

(if you have a consultant for the work, please provide the company name, contact details, and the name of the person responsible for the project):

Expected start date: \_\_\_\_\_

## Employee responsible for project from your company:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Signed by:** \_\_\_\_\_

## How did you learn about us?

- |   |   |
|---|---|
| <input type="checkbox"/> Website                      | <input type="checkbox"/> Consultant       |
| <input type="checkbox"/> Previous client              | <input type="checkbox"/> Visibility event |
| <input type="checkbox"/> EBRD Resident Office         | <input type="checkbox"/> Our team         |
| <input type="checkbox"/> Other (please specify) _____ |   |

## Has your enterprise used a professional consultant before? If yes, please specify:

Exchange rate used to calculate the EUR values in this form: 1 EUR = \_\_\_\_\_

## Please include the following supporting documents in your application package:

- Project Application Form
- Copy of Registration Certificate
- Certificate of Ownership for majority shares (extract from Charter or Memorandum of Establishment)
- Copy of Annual Financial Statements for the previous TWO years (Income Statement, Cash Flow, Balance Sheet) stamped by company

Disclaimer: If you submit information or data ("Your Submissions") as part of this application, the EBRD will retain a copy of Your Submissions. The EBRD will keep Your Submissions confidential and will not intentionally disclose any of Your Submissions to any third parties unless it is required to do so by any applicable law.