|  |  |  |  |
| --- | --- | --- | --- |
| Doc No. |  | Reg No. |  |

\* Do not fill out this section.

**Application for “Incheon City Trade Support Center”**

* *Minimum requirements :Office in target country having more than two years work experiences with*

*Korean Sponsored organization and excessing US$100thousand turnover FY2019*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Company Profile** | | | | | | | |
| Company |  | President (ID No.) | | | | | ( - ) |
| Foundation date |  | Business registration No. | | | | |  |
| Website URL |  | No. of full-time employees | | | | |  |
| Tel. |  | Fax | | | | |  |
| Address | □□□-□□□ | | | | | | |
| Contact point | (Name) (Title)  (Tel) (E-mail) | | | | | | |
| Turnover (FY2019) | US$ | | Net Profit(FY2019) | | | US$ | |
| Turnover(FY2018) | US$ | | Net Profit(FY2018) | | | US$ | |
| Turnover(FY2017) | US$ | | Net Profit(FY2017) | | | US$ | |
| Office | * Own □ Rent | | No. of employees | | |  | |
| **2. Country and Services** (Select among the following options) | | | | | | | |
| Country |  | | | City |  | | |
| Services | ① Export support ② Local investment support (e.g. investment feasibility analysis) ③ Technical cooperation ④ Foreign investment promotion⑤ Procurement market penetration ⑥ Large distribution channel cooperation ⑦ Joint overseas business launch by product or market **⑧** Other (Please specify) | | | | | | |
| Industry  Sector | ① Metal and machinery ② Electrical and electronic ③ ICT (software)  ④ Textile and chemical (Fashion and Beauty) ⑤ Food ⑥ Bio and Medical equipment  ⑦ Construction, green, energy ⑧ Everyday consumables (Home appliance)  ⑨ Other (Please specify: ) | | | | | | |
| **3. Local support organization: Local branch or office**  (Please write about offices located in the above-mentioned Country No. 1) | | | | | | | |
| Organization (company) |  | | President | | |  | |
| Type | Corporation sole □ Joint venture □ Local subsidiary □  Liaison office □ Other ( ) □ | | | | | | |
| Foundation date |  | | No. of  full-time employees | | |  | |
| Address |  | | | | | | |
| Tel. |  | | URL | | |  | |
| Contact point | (Name) (Title)  (Tel) (E-mail) | | | | | | |
| I declare that the information contained in this application is complete, accurate and true. And hereby I submit this application for 2020 Overseas Incheon City Trade Support Center, Business Network. I give my consent for Incheon Technopark to use the above-mentioned information to check my credit records, if necessary regarding ITP’s relevant projects.  DD / MM / YY  President (Signature) | | | | | | | |
| Required documents: ① A copy of the overseas business plan (See the following pages, no more than 10 pages of A4 size) ② A copy of Business Registration Certificate ③ A copy of the financial statement FY2017-2019 | | | | | | | |

|  |
| --- |
| Overseas Business Plan |

**Ⅰ. Company Profile**

**1. President's Resume**

*\* Please describe president's work experience (companies, titles, periods), education (last school he/she graduated from), etc.*

**2. Company History and Business Performance**

**a. History**

**b. Business Performance Indicator**

(KRW for Korean firms, and USD for international firms)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Indicator | 2017 | 2018 | 2019 |
| 1 | Turnover |  |  |  |
| 2 | Net profit |  |  |  |

**3. Main Business Areas and Previous Projects**

*\* Please describe major projects the company has performed in the areas of market research, information dissemination, export consulting, trade, wholesale/retail, logistics, warehousing, manufacturing, PR, or brand development, etc.*

**4. Organization and Staff**

**a. Organization Chart** (diagrams that demonstrate the corporate structure and each team's functions)

**b. Staff** (\*Please skip this section if you do not have any staff members or office in Korea.)

(No. of people)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Category | Consulting | Administration | Sales | Technology | Other  (Translator, etc) | Total |
| Native(Domestic) |  |  |  |  |  |  |
| Korean  (Including Koreans with foreign nationality) |  |  |  |  |  |  |

*\* If a staff member covers multiple jobs, please check his/her main task*.

**c. Staff by Career Level (full-time employees only)**

(No. of people)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Category | Less than  1 year | 1~3 years | 3~5 years | More than  5 years | Total |
| Native |  |  |  |  |  |
| Korean |  |  |  |  |  |

*\* The number of outside contractors via human resource outsourcing is \_\_\_\_\_person\_, and they account for \_\_\_\_\_\_% of the company's total workforce.*

**5. Facility**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Size | Ownership | | Type of Facility | | | |
| own | rent | Office | Showroom | Warehouse | Other |
| ㎡ |  |  |  |  |  |  |

*\* Please attach the photo(s) of the facility.*

**Ⅱ. Business Experiences**

**1. Local Partners and Cooperation Records**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Organization  /Company  (location) | Contract Point  (name, title) | Specialized In | Joint Projects and Results Since 2017 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*\* You may skip this section if your company has no cooperation history*

**2. Clients for Consulting Services Since 2012**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Company  (president) | Consulting Fee | Contingent Fee  (percentage or amount) | Key Services | Project Results |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*\* For the Key Services box, please choose one of the following services and write down the number in the box: ① export support ② local investment support (investment feasibility analysis, etc.) ③ technical cooperation ④ foreign investment promotion ⑤ procurement market penetration ⑥ large distribution channel cooperation ⑦ joint overseas business launch by product or market.*

*\* In the Project Results, please write down specific numbers such as export volumes and investment amounts, or the local subsidiary your company has helped set up in the relevant country.*

|  |
| --- |
| *\* Please describe your company's major successful projects (You may attach relevant documents)* |

**3. Major Events which Your Company Participated or Organized since 2017**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | Event Profile | | | | Services Provided | Results |
| Event Title | Hosted by | No. of your clients participating in the event | Remuneration  fee |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

*\* Please fill in the boxes, only if your company assisted at least five firms to participate in each event, in cooperation with industry unions/associations or public export promotion agencies. The Major Events include business meetings, export road shows, and international trade fairs.*

|  |
| --- |
| *\* Please describe your company's major successful projects (You may attach relevant documents*) |

**4. Business Experiences with Delegation from Incheon City since 2017**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | Event Profile | | | | Services Provided | Results |
| Event Title | Hosted by | No. of your clients participating in the event | Remuneration  fee |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

*\* Please fill in the boxes, only if your company assisted at least five firms to participate in each event, in cooperation with industry unions/associations or public export promotion agencies. The Major Events include business meetings, export road shows, and international trade fairs.*

|  |
| --- |
| *\* Please describe your company's major successful projects (You may attach relevant documents)* |

**Ⅲ. SME(Small and Medium sized Enterprises) Exporters Supporting Plan**

**1. Services Available by Service Area**

*\* Please elaborate work processes for your company to provide clients with services.*

*\* Please describe how your company would manage each project, conduct follow-up, and calculate service fees.*

|  |  |
| --- | --- |
| Business Area | Operation |
| Trade Delegation | - Buyer matching and meeting, Market Trend seminar, etc. |
| Global challenger | - Supporting one person oversea trade meeting  - Arrange buyer meeting including reservation, etc. |
| Buyer Meeting | - Inbound buyer meeting with invitation and arrangement |
| Others | - Follow-Up Management (contact buyer, web meeting, etc.)  - Trade support plan  - Cooperation between Incheon City and Your City |

**2. Staff Assignment Plan for Incheon Trade Support Center (Overseas Business Network) Projects**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Name (title) | Specialty | Work Experience  (firms he/she supported and  services he/she provided, etc.) | Remarks |
|  |  |  |  |  |
|  |  |  |  |  |

*\* In the Remarks box, please specify if the staff member resides in or outside your country, if he/she is an in-house worker or outside contractor, and if he/she is a Korean or non-Korean national.*

*\* Please attach the staff member's resume.*

**3. Product Category which Your Company Serves**

*\* Please specify industry and product category your company would be able to serve (and why you particularly selected the industry and product category).*

*※ ex) Information and Communications Technology (software) -- cyber security programs; or Electrical/Electronics -- TV and other consumer electronics products, K-Beauty and Cosmetic, Food, etc.*

**Ⅳ. Proposal for Cooperation with Incheon Technopark, if you have**

*※ ex) Organize K-Beauty show and operate test market collecting customer’s voice, etc.*