



Application form

Ex-Change vzw

Version 02 – 01/07/2009

1. Content

1. Content.....	2
2. Applicant – General information.....	3
3. Applicant – Product & Company information	3
4. Applicant – History & Objectives	4
5. Requested Assistance	5
6. Assistance details	6

2. Applicant – General information

Company/ Organisation	
Registered name	
Country	
Physical Address	
Phone	
E-mail	
Website	
Date of Registration	
Registration Number	<i>Please attach a copy of the registration document (if available)</i>
Contact details (person(s) to be contacted for extra questions regarding the content of the request)	
First Name	
Surname	
Position	
Phone	

3. Applicant – Product & Company information

Sector / Sub-sector	
Main products/activities	
Total investment value (in local currency)	
Annual turnover last year (in local currency)	
Export share (%) if applicable	
Number of employees	
Company structure	<i>Please attach an organisational chart (not too detailed)</i>

4. Applicant – History & Objectives

<p>Describe briefly the history and evolution of the company/organisation – what is the background (family business or new) etc.</p>	
<p>Describe briefly (in 1 sentence) what the vision is of the company/organisation</p>	
<p>Describe briefly (in 1 sentence) what the mission is of the company/organisation (what is the business activity and why).</p>	
<p>What are the main goals, objectives the company/organisation wants to achieve (mention only 3):</p>	
<p>Mention max 3 (internal) strengths of the company/organisation:</p>	
<p>Mention max 3 (internal) weaknesses of the company/organisation:</p>	
<p>Mention max 3 (external) opportunities for the further development of the company/organisation:</p>	
<p>Mention max 3 (external) threats for the further development of the company/organisation:</p>	

<p>Prioritize in which areas (mentioned above) the company/organisation might need external assistance:</p>	
---	--

5. Requested Assistance

<p>In which of the prioritized areas would the company/organisation like Ex-Change to assist in?</p>	
<p>Which are the deliverables the company/organisation wants at the end of the intervention by Ex-Change?</p>	
<p>What are the long term results the company/organisation wants to achieve through the Ex-Change assistance?</p>	
<p>What should be the main area of competence of the Ex-Change expert (general management, financial, marketing...?) who will assist you?</p>	
<p>What other skills, knowledge or experience should the Ex-Change expert have?</p>	
<p>Did you already receive assistance from Ex-Change - if yes when was that?</p>	
<p>Do you receive in this area assistance from other organisations or support facilities – if yes please mention</p>	
<p>Do you receive in another area assistance from other organisations or support facilities – if yes please mention</p>	

6. Assistance details

When would you like the assignment to start?	
For how long do you want the expert to be available?	
Who will work alongside the Ex-Change expert?	
What is the position of the person who will work alongside the Ex-Change expert?	
Which language does this person speak? (English, French, other)	
What type of accommodation would be provided for the Ex-Change volunteer (indicate)	
Which is the nearest suitable airport to the location where the Ex-Change expert has to work?	
How far is this from where the Ex-Change expert will work?	

The applicant is aware of the commitments regarding a possible intervention by Ex-Change. The applicant can and will take care of the local accommodation, all meals (or per diem) and local transport for the duration of his/her stay.

Date:

Signature:

Send the application form without attachments to: saskia@northsouthconsulting.nl

After receiving your application we will contact you as soon as possible.

To attach (if available):

- Copy of registration form
- Copy of balance sheet of last year
- Organisational chart (not too detailed)
- Other relevant information