

Export Trade Support Agreement Form

Please complete all sections.
Please note that all information provided on this form will be kept confidential.

Section 1 Company information

CTI ref:

Business name

Head office address

Companies House UK registration number (UK only)

Contact name

Position

Email

Phone

Web address

Current number of FTE employees

Please provide an overview of your business, including the sector(s) you work in.

Recruitment: how many new jobs are you planning to create and in what timescales?

What is your current annual company turnover? *Must not exceed €50m OR annual balance sheet not exceeding €43m.*

Does your business have any linked enterprises? *If so, please provide name(s) or shareholder(s) and % shareholding.*

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Section 2 Export information

Is your company currently exporting from Cornwall?

Yes No

If yes, what percentage of turnover are exports?

Which export markets is your company active in?

Canada USA South America

Europe Scandinavia Africa India

China Russia Middle East Asia

Asia Pacific Australasia

Which additional markets is your business interested in accessing?

Canada USA South America

Europe Scandinavia Africa India

China Russia Middle East Asia

Asia Pacific Australasia

If you have previously exported from Cornwall, what have been the main challenges that you've faced?

Internal barriers

Informational barriers

Human resource barriers

Financial barriers

Product and price barriers

Distribution, logistics and promotion barriers

External barriers

Procedural barriers

Governmental barriers

Customer and foreign competitor barriers

Business environment barriers

Tariff and non-tariff barriers

Other (please specify)

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Have you identified any events that would assist you to export further? If so, please specify.

What introductions would be most beneficial to your export strategy?

Other successful exporters

Government/public sector

Supply chain

Other (*please specify*)

What's your interest in this market?

Other (*please specify*)

What are your objectives for the mission?

Other (*please specify*)

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Section 3 PR & marketing

Upon completion of the Export Trade service, we will include your business in PR and marketing activity.

Please tick to confirm you are happy for us to do so

Confidentiality of information

Please see appendix 1 to read about our privacy policy. Please state below any information that may **not** be shared or that you consider confidential:

Get in touch

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Section 4 Declaration

State Aid

Please advise us now of any other De Minimis State Aid that your enterprise and any enterprises linked to it may have received during your current and previous two fiscal years, as we need to check that our support added to that previously received will not exceed the threshold of €200,000 over the last three fiscal years. *De Minimis* State Aid includes not only grants, but also assistance such as free or subsidised consultancy services, marketing advice etc. If you are in any doubt about whether previous assistance received classes as *De Minimis* State Aid, please include it.

I confirm that I have received the following *De Minimis* State Aid during the previous three fiscal years (i.e. current fiscal year and the previous two fiscal years):

Body providing the assistance/aid	Value of assistance (calculating the Gross Grant Equivalent)	Date of assistance

I confirm that the information contained within this form is accurate. I acknowledge that I am authorised to sign on behalf of the organisation named below.

I acknowledge that, if this declaration is incorrect my organisation shall become liable to pay the full price that would otherwise be payable in respect of the goods/services received.

I understand and accept the above terms and confirm that I have read the appendix.

Company _____

Date _____

Name _____

Signature _____

For Cornwall Trade & Investment

Eligibility

SME Yes No

CTI signature _____



Get in touch

web. cornwallti.com
email. info@cornwallti.com
phone. 01872 326727

CTI V1 20/03/19

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Appendix

Confidentiality of information

The Cornwall Trade & Investment Service is principally funded by the European Regional Development Fund (ERDF), which places certain obligations upon us as the service provider and on you, the business, as the beneficiary of the service.

Any information that you provide to Cornwall Trade & Investment and its staff regarding your business, its plans, finances, products and services will be held in the strictest confidence. By providing information to us, you are accepting and consenting to the practices described in the Cornwall Trade & Investment Privacy Policy.

We will advise you regarding the organisations that we believe will need to have access to such information to enable us and our business support partners in Cornwall to provide you with an appropriate level of service.

Monitoring and reporting on job creation

One objective of our service is to support businesses that wish to export from Cornwall.

Once you have accessed the Export & Trade Service, Cornwall Trade & Investment will request export data and full time employee data from you every 6 months. This information will be aggregated and anonymised prior to being included in our reporting to our funding partners. The identity of your individual employees will not feature in this reporting.

It is a requirement of our service provision that you supply this information, as we are required under the ERDF Programme to collect such data and this underpins our ability to continue to support your business as it develops in Cornwall.

Information sharing

As the body responsible for delivering the Cornwall Trade & Investment service, Cornwall Development Company will hold the information that you provide to us confidentially on its client relationship management system (CRM). We may share this information with our partner business support providers as appropriate to your circumstances and needs.

This is to ensure that you receive the very best and most relevant service from the business support network in Cornwall.

De Minimis State Aid considerations

Cornwall Trade & Investment support for your business is considered to be *De Minimis* State Aid.

Cornwall Trade & Investment and you, as the beneficiary, are required to keep a record of the time and related cost of providing support to you. We will issue you with a certificate stating the value of this support (which is free to you) based on the £83.33 hourly rate of Cornwall Trade & Investment staff and any agreed support to attend Trade Missions.

Similar requirements will be placed upon you by other business support providers and you will be responsible for keeping track of your total *De Minimis* State Aid benefit, which may not exceed €200,000 during a rolling period of three fiscal years under *De minimis* State Aid regulations.

For the purposes of the *De minimis* regulation, you must retain this letter for at least 10 years from the date on which the aid is granted and produce it on any request by the UK public authorities or the European Commission.



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CTIV1 20/03/19

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Company name

Address line 1

Address line 2

Postcode

Date

Dear _____

Cornwall Trade & Investment *De Minimis* State Aid

This is a standard letter that is sent to anyone who has received support via the provision of services of Cornwall Trade & Investment, as this is considered to be *De Minimis* State Aid. You will need to keep this letter for future reference.

In order to minimise distortion of competition, the European Commission sets limits on how much assistance can be given without its prior approval to organisations operating in a competitive market.

This letter sets out what is needed to ensure compliance with those limits. You should note carefully the requirements and the obligations.

Under EC Regulation 1407/2013 (*De Minimis* Aid Regulation) as published in the Official Journal of the European Union 24 December 2013¹, the support provided is *De Minimis* State Aid. There is a ceiling of €200,000 for all *De Minimis* State Aid provided to any one organisation over three fiscal year period (i.e. your current fiscal year and previous two fiscal years). Any *De Minimis* State Aid provided to you under this scheme will be relevant if you wish to apply, or have applied, for any other *De Minimis* State Aid.

The value of the aid under this scheme will be confirmed to you on completion of service and at the end of each financial year. The average amount of State Aid provided by Cornwall Trade and Investment is 12 hours at the value of £1,000. Any financial support to attend a Trade Mission will be confirmed ahead of booking and this will be added to the value of hours of support provided. Once the Cornwall Trade and Investment service is complete, we will send a letter confirming the total value of State Aid you have received in Euros based on the conversion rate at the time of signing the Export Trade Support Agreement Form.

You will need to declare this amount to any other aid awarding body who requests information from you on how much *De Minimis* State Aid you have received.

If you have any queries please discuss them with your Cornwall Trade & Investment contact.

Yours sincerely

Nicola Lloyd
Director of Trade & Investment

¹ Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 on the Functioning of the European Union to *De Minimis* State Aid, OJ L 352 24. 12, 13, p1.