

Expression of Interest Form

For Manufacturing and Internationally Traded Service businesses employing greater than 10 and less than 50 with international ambition.



LocalEnterprise.ie

Pre-Start

Start

Grow

Expression of Interest Form for LEO Businesses with International ambition

Local Enterprise Offices [LEOs] work with micro and small businesses to drive further growth ensuring that they can realise their ambitions.

LEO financial supports are available to Manufacturing and Internationally Traded Services Businesses employing more than 10 and less than 50 full time employees with international ambition.

This form enables us to assess how best to support your company develop and increase market share internationally.

Please note: This is not an application form.

The provision of complete and accurate information will ensure your **Expression of Interest** is processed in a timely manner. To complete this form you will need to hand current financial data for your business including details of previous grants if applicable.

To engage with this process please return this form supported by the following documentation:

1. **Latest Audited Unabridged Financial Statements & Management accounts [within the past 6 months]**
2. **Diagram Showing structure of Company / Group Structure (if applicable) / Org Chart (if applicable)** *[A group structure is created when a company (directly or indirectly) owns one or more other company. Please refer to the EU User guide to the SME Definition for further information.]
3. **Business Plan (Where prepared and readily available)**

Please return this form and all documentation to your relevant LEO.

Important Information

Your company must employ greater than 10 and less than 50 full time employees in Ireland.

* Required (mandatory question)

Section 1: **Applicant Details**

1. Registered Company Name*

2. Business Name or Trading as *

3. Company Registration Office Number [CRO] *

4. Year of Incorporation *

5. Principal Business of the Company *

6. Company Address *

7. Eircode *

8. Contact Number *

9. Name of Contact/Title/Role *

10. Website Address

11. Is the Premises: *

Owned

Leased [from unrelated 3rd party]

Other

12. Please indicate the term and the remaining time on the Lease *

13. Please detail any significant investments in the business within the last 3 years *

14. Please detail estimated investment needed to scale business and include potential sources of funding *

15. De Minimis Declaration – previous state support [if any]

Has the business or any of its promoters previously received any other State Supports or EU supports from any other agencies [such as LEADER, FLAG, Bord Bia, Intertrade etc.] ?

Yes

No

16. Please provide details including **date**, the **amount** and **purpose** of the support

De Minimis Aid	Agency	Amount €	Date
Type of aid approved (for example, training / innovation voucher / seed capital / feasibility / capital / employment / Trading Online Voucher Grant / Ireland's Best Young Entrepreneur Investment funding or other grants)			
Total			

17. Is this company part of a group structure *

Yes

No

18. Is your company Irish owned and headquartered in the Republic of Ireland? *

Yes

No

Section 2: Key Financials

Sales of manufactured goods and services produced by your company for Export market[s], i.e. sales to companies/ private individuals not resident in Ireland.*

*An export is where an Irish company invoices a customer directly in a market outside of Ireland.

Please Note: For an overseas contract you should only include the value returned to Ireland and exclude the value of materials or labour cost etc. which arose abroad.

19. Key Financials

	Previous Year End Total	Current Year Total	Projected Year End Total
Total Sales			
Export Sales			
EBITDA			
R&D Expenditure			

20. Please confirm number of months for Current sales figures *

Section 3: **Employment Details**

Full time employees are defined as those working minimum 37.5 hours per week. Please include directors/owners.

21. Employment Details - Current Year *

	Number of staff at time of application (including owner)
Full time (Female)	
Full time (Male)	
Part time (Female)	
Part time (Male)	

Section 4: **Company Overview**

22. Please describe your business activities providing details of all products manufactured and/or services produced in-house and those that are outsourced

23. Please state what products and/or services you are currently exporting both Direct and Indirect

Indirect exporting - where a company sells to an intermediary in its own country. This intermediary then in turn sells the goods/services to the international market.

24. Please give details of your top 3 customers overseas and values of each contract billed/invoiced Overseas annually [if applicable]

Please include details: **Top 3 existing (actual) Export Markets** and **Percentage % of Turnover (if applicable)**.

	Top 3 existing (actual) Export Markets	Percentage % of Turnover (if applicable)
1		
2		
3		

25. Please outline details of proposed export ambition *

GDPR & Data Sharing

26. The Expression of Interest will have to be referred to others (on a confidential basis) as part of the Local Enterprise Offices' processing procedure. Do you agree to this? *

Yes

No

27. Do you agree to receive Local Enterprise Office information not directly related to this application on an ongoing basis? *

Yes

No

The Local Enterprise Office is committed to its transparency obligations under the General Data Protection Regulation (GDPR). Our data protection notice for personal data that is supplied to us by our clients is available at www.localenterprise.ie/legal. This notice contains important information about how we process personal data that is supplied to us by clients.

We request that you read the notice carefully and that you ensure that it is made available to any data subjects (e.g. your employees) whose personal data you provide to us.

By ticking "I agree", you confirm that: [a] you have complied with your own data protection obligations in respect of the personal data that you supply to us and that you are entitled to disclose such personal data to us; and [b] you will ensure that a copy of our data protection notice is sent to data subjects (e.g. your employees) whose personal data you provide to us.

28. I agree *

Yes

Freedom of Information

The Local Enterprise Office will not release any information received as part of this application unless it is required by law, including the Freedom of Information Act 2014. If we receive a Freedom of Information request, we will tell you so that you have reasonable time if you want to contest a disclosure.

Data Protection

The Local Enterprise Office is committed to protecting and respecting your privacy. Our Data Protection Notice tells you about your privacy rights and sets out how we, as a Controller, collect, use, process and disclose your personal data relating to your interactions with us. Please refer to www.localenterprise.ie/legal for copies of our privacy notices.



Local Enterprise Office

There are 31 Local Enterprise Office offices in local authorities all over the country, with dedicated teams on hand to help. Find yours at:

-  @Loc_Enterprise
-  @LocalEnterpriseOffices
-  @LocalEnterpriseOffices

To contact your Local Enterprise Office, please visit www.LocalEnterprise.ie

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