



**SOLENT LOCAL  
ENTERPRISE PARTNERSHIP**

Solent Local Enterprise Partnership  
Trade, Investment  
and Education Mission:

**BANGLADESH**  
15 NOVEMBER – 22 NOVEMBER 2019

Trade Mission Application Form

*for*

**Bangladesh**

**November 2019**

**RESTRICTED – COMMERCIAL**



# SOLENT LOCAL ENTERPRISE PARTNERSHIP

PLEASE COMPLETE ALL SECTIONS IN FULL - IDEALLY ELECTRONICALLY

## 1. MISSION REPRESENTATIVE DETAILS

Full Name (as shown on passport)		Please e-mail a JPEG picture separately passport sized (must be with a light background)
Position in Company		
Company Name		
Address		Please e-mail a JPEG or PNG picture separately of your logo
Postcode		
Telephone		Company Registration No.
Fax		
Mobile		VAT Registration No.
E-Mail Address		
Website		

## 2. PLEASE PROVIDE A BRIEF SUMMARY (MAXIMUM 50 WORDS FOR EACH SECTION) OF YOUR COMPANY BACKGROUND, YOUR PRODUCT/SERVICE AND OBJECTIVES OF THE VISIT. THIS WILL FEATURE IN ANY PUBLICITY WE ARE ABLE TO GENERATE FOR THE TRADE MISSION IN-MARKET

Company Background include how long you have been trading*	
Product/Service	
The type of introductions you would like to make	

\* Your business must have been trading for three years or longer to be eligible.

**(Please ensure your summary is tailored to suit the market being visited and refrain from using abbreviations)**





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To ensure that you maximise your time in-market, it is essential that you are as well prepared as possible. If you require assistance with this, commercial staff in the British High Commission in Dhaka can help you prepare for your visit by providing market research, identifying potential business contacts, arranging your programme etc. (additional charges may apply).

I WOULD LIKE FURTHER ADVICE ABOUT THE HELP AVAILABLE

I WILL UNDERTAKE MY OWN PREPARATION FOR THE VISIT

## 4. COMPANY INFORMATION (EXPORT ACTIVITY)

Number of Employees  
Turnover

Latest Company

£	Year
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Do your company's product/services originate from the UK, or have value added in the UK by your company?

YES

NO

If originating outside the UK, please give details of supplier/country

Has your Company ever exported to Bangladesh?

YES

NO

Is your Company currently exporting to Bangladesh?

YES

NO

If yes, what is your turnover in the market?

£	
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Are you represented in this market?

YES

NO

If yes, by whom? Please provide addresses.

Are you currently exporting to any other markets?

YES

NO

If yes, which markets?

Please list preferred outlets for your product/service:





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## 5. CONTACT FOR MISSION CORRESPONDENCE

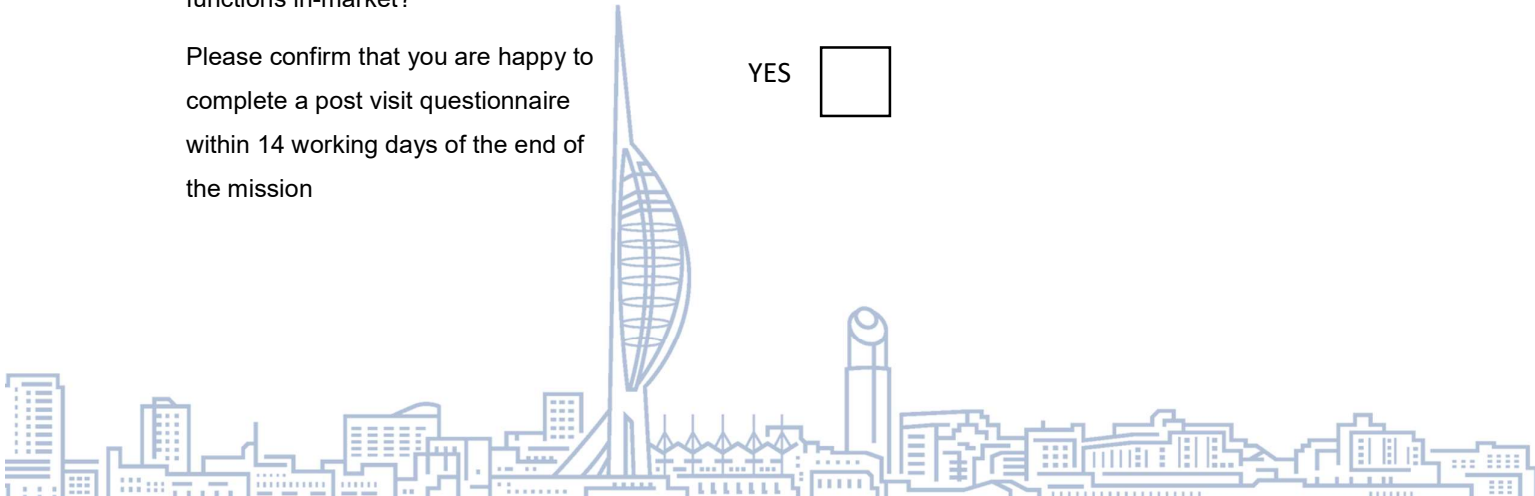
If different from the mission representative, please provide details of the person to whom we should send all correspondence relating to this Mission:

Name	<input type="text"/>	
Telephone	<input type="text"/>	
Mobile	<input type="text"/>	
E-Mail	<input type="text"/>	Address

## 6. MISSION OBJECTIVES

Which of the following objectives for attending this Mission would apply to your Company?

To research a new market(s)	YES	<input type="checkbox"/>	
To do business in a new market(s)	YES	<input type="checkbox"/>	
To make contacts in a new market(s)	YES	<input type="checkbox"/>	
To increase sales in existing market(s)	YES	<input type="checkbox"/>	
To visit local agents, distributors or partners	YES	<input type="checkbox"/>	
To find new contacts in existing market(s)	YES	<input type="checkbox"/>	
Are you a member of any export organisations and, if yes, which?	YES	<input type="checkbox"/>	<input type="text"/>
Please confirm that you will make every effort to attend all official functions in-market?	YES	<input type="checkbox"/>	
Please confirm that you are happy to complete a post visit questionnaire within 14 working days of the end of the mission	YES	<input type="checkbox"/>	





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## 7. MARKETING – PORTSMOUTH CITY COUNCIL WEBSITE AND OTHER MEDIA

We would like to promote the Mission and your Company on social media and in the local press both in the UK and Bangladesh. Please confirm that you are happy for us to include your Company in this activity.

YES

NO

## 8. BOOKING DETAILS

Home Address

Nationality

If you hold any form of flight travel card, please give type and number.

## 9. SPECIAL REQUIREMENTS

These cannot be guaranteed

Dietary

Other  
(Please specify)

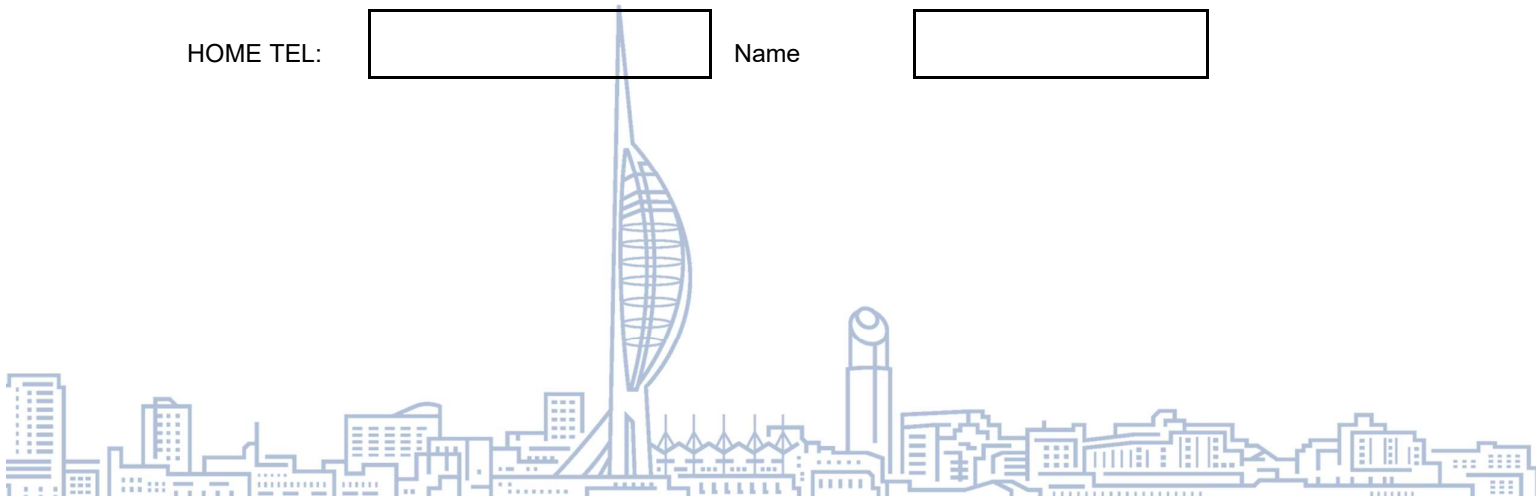
## 10. EMERGENCY CONTACTS

WORK TEL:  
Telephone

Name

HOME TEL:

Name





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## 11. TRADE MISSION CONFIRMATION & FEES

The Solent Local Enterprise Partnership will sponsor your place on the Trade Mission and in doing so will cover the costs of flights, hotel, insurances and transfers; this is an estimated cost of £2,500. although this may vary based on the UK exchange rate.

In the event that you do not attend the Trade Mission, you will be required to reimburse the Solent LEP for any costs associated with your place on the trade mission up to a maximum value of £2,500.

Your company will have to cover all additional costs, including all required vaccinations, subsistence. You will also need to cover the cost of the visa that currently stands at £105.

Please email your completed application form, along with all required information and a copy of your passport to the following email:

[trade@solentlep.org.uk](mailto:trade@solentlep.org.uk)

## 11. DECLARATION

I/we hereby confirm to participate in the forthcoming trade mission, understand the cost implication and agree to the coordinator of the Mission to make the necessary bookings on our behalf, but we will ultimately be responsible for our own bills and payments.

I/we confirm that our business has been trading for three years or more.

I/we confirm that we will produce a post-trade mission report capturing key information.

I/we confirm that in the event that I do not attend the Trade Mission, I will be required to reimburse the Solent LEP for any costs associated with my place on the trade mission up to a maximum value of £2,500.

Signed	<input type="text"/>	dd	mm	yyyy
Position	<input type="text"/>			

