**UK Investment Support Directory Application Form**

This is the application form to become a member of the UK Investment Support Directory.

This document is a stand-alone application form for service providers to submit and no further documentation is required.

Applications open Thursday November 15.

The deadline for applications is 11:59pm on Monday 17 December 2018.

Completed applications should be submitted electronically to: [investmentdirectoryapplications@trade.gov.uk](mailto:investmentdirectoryapplications@trade.gov.uk)

Queries should be sent to: [investmentdirectory@trade.gov.uk](mailto:investmentdirectory@trade.gov.uk)

Please note that if your application is successful, the below disclaimer will be included on your organisation’s directory profile.

**Disclaimer:**

The Department for International Trade (DIT) has used reasonable endeavours to ensure that the members of the Directory are suitably qualified and that the information in this Directory is accurate and up to date.

No representation or warranty, express or implied, is made or given by the DIT as to the character or professional ability of any member of the Directory or any goods or services a member may offer. No liability is accepted by DIT for any loss or damage (whether consequential or otherwise) which may arise out of or in connection with any goods or services provided by any member of the Directory. Enquirers using the Directory should conduct their own research before engaging any of its members. Membership of the Directory does not represent an association with DIT and being listed in the Directory does not create legal relations between the member and DIT.

**Section 1: Applicant details**

|  |  |
| --- | --- |
| **Name of organisation** |  |
| **UK head office address** |  |
| **Worldwide headquarters address**  *(if not UK)* |  |
| **Addresses of offices in UK** |  |
| **Name of subsidiary companies**  *(if applicable)* |  |
| **Name of Directory contact** |  |
| ***Contact email or mailbox*** |  |
| ***Contact phone number*** |  |
| ***Contact position in organisation*** |  |
| **Companies House registered name** |  |
| ***Companies House registered number*** |  |
| ***Companies House registered address*** |  |
| **Website** |  |
| **Social media contact information** (Facebook, Twitter, Instagram, etc) |  |
| **Information about business**  *(limit to 150 words)* |  |

**Section 2: Commitment and Collaboration**

My organisation:

1. shall provide an initial meeting of one-hour without charge;
2. shall inform the Department for International Trade, through the periodic review process, of the number of enquiries received via the Directory;
3. where appropriate, shall refer clients who found my organisation through the Directory, which require support beyond my organisation’s services, to the Department for International Trade.
4. shall respond to enquiries from the Department for International Trade for business intelligence to support the Directory.
5. Certifies that, to the best of our knowledge, the applicant organisation, its directors or partners where appropriate, have not been convicted of any of the offences listed in regulation 57(1) of the Public Contracts Regulations 2015 within the last 5 years.”[[1]](#footnote-1)

|  |
| --- |
| **Yes** |
| **No** |

**Section 3: Experience**

1. *Engagement*

*Please indicate approximately how many overseas-based businesses your organisation has engaged with in the past year.*

|  |  |  |
| --- | --- | --- |
| **1 to 4** | **5 to 10** | **10 to 19** |
| **20 to 49** | **50 to 99** | **100 +** |
| **Other (please specify):** |  |  |

1. *Case Studies*

*Please provide two anonymised examples where your organisation has supported an overseas business set up or expand in the UK (as per the DIT definition of foreign direct investment, see next page).*

*Each example should describe:*

1. *your client’s goal;*
2. *how your organisation engaged with the overseas business; and*
3. *the outcome.*

*Please do not exceed 350 words in each example.*

*Note that these case studies are for internal sifting purposes only and will not be shared more widely.*

***DIT definition of Foreign Direct Investment (FDI) into the UK:***

*FDI into the UK happens where a foreign company sets up a version of itself in the UK, or where it acquires an existing UK company. The parent company needs to own at least 10% of the shares in the UK entity for it to classify as FDI. Direct investments include not only the initial operation establishing the relationship between the two units, but also all later capital operations between them and between related institutional units, whether incorporated or not.*

|  |
| --- |
| **Case Study 1:** |
|  |

|  |
| --- |
| **Case Study 2:** |
|  |

**Section 4: Service specialisation**

*Please identify the service sectors your organisation could provide to overseas businesses:*

*Please select your appropriate services across all relevant service clusters not just your main cluster. For example, a law firm may have expertise in “business development”.*

|  |  |  |
| --- | --- | --- |
| **Financial** | **Management Consulting** | **Human Resources and Recruitment** |
| Opening bank accounts | Business development | Staff management & progression |
| Accounting and Tax (including registration for VAT and PAYE) | Product safety regulation and compliance | Onboarding, including new starter support and contracts of employment |
| Insurance | Commercial/pricing strategy | Payroll |
| Raising Capital | Workforce development | Salary benchmarking and employee benefits |
| Regulatory support | Strategy & long-term planning |
| Mergers and Acquisitions | Risk consultation | Succession planning |
|  |  | Employment & talent research |
| **Legal** | **Publicity** | Sourcing and Hiring |
| Company incorporation | Public Relations | *Executive-levels staffing* |
| Employment | Branding | ☐ *Graduate recruitment* |
| Immigration | Social Media | *Apprenticeship providers* |
| Land use planning | Public Affairs |  |
| Intellectual property | Advertising |  |
| Data Protection and Information Assurance | Marketing |  |
|  | | |
| **Further Services** | | |
| Business relocation | Planning consultants | Facilities (water, wifi, electricity) |
| Translation services | Staff and family relocation, including schooling for children | |
|  | | |
| **Other (please specify):** | | |
|  |  |  |
|  |  |  |

**Section 5: Target Clients**

*Please identify those overseas business you wish to work with and provide investment support.*

1. ***Total number of group employees[[2]](#footnote-2) of your target overseas client***

|  |  |  |  |
| --- | --- | --- | --- |
| 0 – 19 | 20 – 49 | | 50 – 99 |
| 100 – 249 | 250 – 499 | | 500 + |
| Not applicable | |  | |
| Other (please specify) | |  | |

*Note, sections 5B to 5E are only relevant for UK-based financial organisation applicants*

*(ie- Banks, Insurance companies, FinTechs, etc).*

1. ***Current Global Gross Revenue of your target overseas client***

|  |  |  |  |
| --- | --- | --- | --- |
| Less than £6.5m | £6.5m - £20m | | £20m - £100m |
| More than £100m |  | |  |
| Not applicable/relevant | |  | |
| Other (please specify) | |  | |

1. ***Expected minimum first year UK turnover of your target overseas client***

|  |  |  |  |
| --- | --- | --- | --- |
| less than £100,000 | £100,000 – £500,000 | £500,000 – £3m | £3m– £6.5m |
| More than £6.5m |  |  |  |
| Not applicable/relevant | |  | |
| Other (please specify): | |  | |

1. ***Do you require your potential overseas client to be a UK limited business?***

|  |
| --- |
| Yes |
| No |

1. ***Do you require your potential overseas client to have a UK PAYE[[3]](#footnote-3) employee and/or Director?***

|  |
| --- |
| Yes |
| No |

**Section 6: Industry Expertise**

*Please identify your organisation’s industry expertise below.*

*Check all relevant boxes.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Aerospace** | **Agriculture** | **Automotive** | **Bio-economy** |
| **Creative** | **Education** | **Energy** | **Environment** |
| **Fashion** | **Financial and Professional Services** | **Food and Drink** | **Healthcare** |
| **ICT** | **Life Sciences** | **Manufacturing** | **Marine** |
| **Real Estate** | **Retail** | **Sport and Fitness** | **Telecoms** |
| **Technology** | **Textiles** | **Transport** | **Tourism** |
| **FCA Regulated Activities** | **Other (please specify)** |  |  |
|  |  |  |  |

**Section 7: Regional Expertise**

*Please indicate any UK regional expertise, where you have previously provided support for a client (domestic or international).*

*Check all relevant boxes.*

|  |  |  |
| --- | --- | --- |
| **☐ England** |  |  |
| **☐** London | **☐** North West | **☐** North East |
| **☐** Midlands | **☐** South West | **☐** South East |
| **☐ Scotland** |  |  |
| **☐ Wales** |  |  |
| **☐ Northern Ireland** |  |  |
| **☐ Other (please specify)** |  |  |
|  |  |  |

**Section 8: International Expertise**

*Please indicate where you have had experience working with businesses internationally.*

*In the spaces below, please insert names of countries where you have you have specific expertise.*

*Check all relevant boxes.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Asia-Pacific** | **North America** | **Western Europe** | **North Africa** |
| **China and Hong Kong** | **Caribbean** | **Central Europe** | **West Africa** |
| **Latin America** | **Nordic-Baltic Europe** | **East Africa** |
| **Central Asia** |  | **Southern Africa** |
| **South Asia** |  | **Eastern Europe** | **Middle East** |
|  |  | **Mediterranean Europe** |  |
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| **Other (please specify countries)** |  |  |  |
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**Section 9: Language Expertise**

*Please indicate language capability within your organisation.*

*Check all relevant boxes.*

|  |  |  |  |
| --- | --- | --- | --- |
| **English** | **French** | **Spanish** | **Mandarin** |
| **Cantonese** | **Japanese** | **Korean** | **Portuguese** |
| **Italian** | **German** | **Hindi** | **Arabic** |
| **Russian** | **Punjabi** | **Bengali** | **Swahili** |
| **Lahnda** | **Javanese** | **Turkish** | **Vietnamese** |
| **Other (please specify):** | |  |  |
|  |  |  |  |

**Section 10: Standards and Networks**

1. *Please list your organisation’s current membership of relevant professional Associations, Societies, or Institutes and/or networks and partnerships.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Professional Association Network** | **Overseas Offices** | **Business Networks** | **Partnerships with foreign companies** | **Embassy Links (specify country and/or region)** |
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| **Other (please specify):** | |  |  |  |
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| **Countries (please specify)** | |  |  |  |
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1. *Please provide a list of relevant industry qualifications of individuals (anonymised) within your organisation (ie- Association of Certified Chartered Accountants). Please make clear any acronyms.*

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**Section 10: Review**

Understand that your organisation’s membership to the directory is subject to a periodic review. If found to no longer be meeting the criteria’s expertise, responsibilities in the Commitment and Collaboration section, and/or be receiving a disproportionate number of complaints from users of the directory, you will be removed from the directory at DIT’s discretion.

|  |
| --- |
| **Yes** |
| **No** |

1. Applicants may also be excluded for the grounds listed in regulation 57(3) and (4).

   http://www.legislation.gov.uk/uksi/2015/102/regulation/57/made [↑](#footnote-ref-1)
2. “Group employees” refer to total *worldwide* employees of an organisation, including its headquarters and subsidiaries. [↑](#footnote-ref-2)
3. PAYE: The Pay As You Earn (PAYE) system is a method of paying income tax and national insurance contributions. [↑](#footnote-ref-3)