

## MATCHMAKING REGISTRATION FORM

### Easy to apply - free of charge

Are you looking for a distributor or business representative or are you offering to be one, or perhaps a business partner for export, import, subcontracting, technology transfer or a joint venture? Should this business partner be from Finland, one of the most innovative and educated countries in the world? You can apply for our Matchmaking service and we will help you on your way. On the Matchmaking registration form, you should describe your company and its products and explain what kind of partner you are seeking in Finland. The clearer and more attractive your business proposal is, the more likely it is that it will help you find the right business partner. The service is supported by the Ministry for Foreign Affairs of Finland.

### In order to register for to the Finnpartnership Matchmaking Service, your company must be:

- On a solid financial base
- Established for a minimum one year prior to registration
- Able to describe clearly what kind of business partner it is looking for

Fill in all fields in English. **The information in all fields is mandatory.**

- Please attach the documents stated below to the Matchmaking registration form.  
**Your registration will not be processed unless the mandatory documents are provided.**
  - Financial information (financial report, tax certificate or other) of the last financial year
  - Business registration certificate
  - Company brochure, product catalogue, link to web page or other relevant information

Read and complete the registration form with care and add as much detail as possible. Return the filled-in registration form, including attachments, by email to [matchmaking@finnpartnership.fi](mailto:matchmaking@finnpartnership.fi). Once the Matchmaking registration form has been received by Finnpartnership, we will contact you regarding the next steps of the procedure.

### How will we market your company in Finland?

- All registered companies will be published in the public Matchmaking database (<https://finnpartnership.fi/en/matchmaking-search/>) on Finnpartnership's website, where Finnish companies can search for foreign business partners
- Finnpartnership may also contact suitable business partners directly and introduce your company to Finnish companies in Matchmaking workshops. Finnpartnership may also present your company to other import/export organisations, business promotion organisations and to chambers of commerce.
- Your company will also be presented in our monthly newsletter, which has more than 1,500 subscribers

If you have any questions regarding the Finnpartnership programme or the Matchmaking Service, please do not hesitate to contact us [matchmaking@finnpartnership.fi](mailto:matchmaking@finnpartnership.fi)

**N.b. The completed Matchmaking registration form can be submitted in digital format only. To download the form, please access:**  
<https://finnpartnership.fi/en/matchmaking-registration/>

<p>1. BASIC INFORMATION ON COMPANY/ ORGANISATION</p> <p>All fields are mandatory</p>	1.1 Company's full legal name:	1.2 Country:
	1.3 Business sector / industry of company:	
	<input type="checkbox"/> Agriculture and food processing <input type="checkbox"/> Information and communication technology	
	<input type="checkbox"/> Chemicals <input type="checkbox"/> Manufacturing engineering and machinery	
	<input type="checkbox"/> Construction <input type="checkbox"/> Metal and industry engineering	
	<input type="checkbox"/> Crafts <input type="checkbox"/> Mining	
	<input type="checkbox"/> Educational services <input type="checkbox"/> Packaging and materials	
<input type="checkbox"/> Electrical engineering <input type="checkbox"/> Research and innovation		
<input type="checkbox"/> Electronics <input type="checkbox"/> Rubber and plastics		
<input type="checkbox"/> Energy <input type="checkbox"/> Services		
<input type="checkbox"/> Environment <input type="checkbox"/> Textiles and clothing		
<input type="checkbox"/> Fishery and fish products <input type="checkbox"/> Tourism		
<input type="checkbox"/> Forestry, wood and paper <input type="checkbox"/> Transportation		
<input type="checkbox"/> Furniture <input type="checkbox"/> Other, please specify below:		
<input type="checkbox"/> Health and pharmaceutical		
1.4 Applicant's field of activities:		
<input type="checkbox"/> Manufacturing <input type="checkbox"/> Trade (buying / selling)		
<input type="checkbox"/> Services <input type="checkbox"/> Consultant, specialist or similar expert		
<input type="checkbox"/> Other		
1.5 Describe your business, your main products and target customers:		
1.6 Applicant's current markets:		
1.7 Has your company already done international business?		
<input type="checkbox"/> No		
<input type="checkbox"/> Yes, please fill in the percentage of international activity		
<input type="checkbox"/> 0 to 9 % <input type="checkbox"/> 10 to 49 % <input type="checkbox"/> 50 % or more		

	1.8 Please specify your company's main international activities so far (incl. what kind of international business has been conducted in the past, business experience with European organisations, names of the most significant international partners, etc.):																																														
<b>2. ORGANISATION DETAILS</b>  All fields are mandatory	2.1 Organisation type <input type="checkbox"/> Other <input type="checkbox"/> Consultant, specialist <input type="checkbox"/> Association, society or other organisation <input type="checkbox"/> Embassy <input type="checkbox"/> Company, enterprise, trading name <input type="checkbox"/> Public body or institution <input type="checkbox"/> Research, education institute  2.2 Visiting address or P.O. Box: <input type="text"/> 2.3 Postal Code: <input type="text"/> 2.4 City: <input type="text"/>  2.5 Country: <input type="text"/> 2.6 Website address: <input type="text"/>  2.7 Company e-mail: <input type="text"/> 2.8 Company phone number: <input type="text"/>																																														
<b>3. LEGAL STATUS AND FINANCIAL INFORMATION</b>  All fields are mandatory  ! Without an appropriate copy of the company's financial situation or your tax certificate, your registration will not be processed	3.1 Business registration number or equivalent: <input type="text"/> <u>Please send a copy of the Business registration certificate with this form</u> 3.2 Country registered in: <input type="text"/> 3.3 Year of establishment: <input type="text"/>  3.4 Owner(s) 5 largest if applicable <table border="1" data-bbox="359 1377 1442 1646"> <thead> <tr> <th data-bbox="359 1377 718 1411">Owners</th> <th data-bbox="718 1377 1077 1411">Nationality</th> <th colspan="2" data-bbox="1077 1377 1442 1411">% share (if applicable)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> 3.5 Financial information <u>Please send a copy of financial information with this form.</u> <table border="1" data-bbox="359 1713 1442 1930"> <thead> <tr> <th data-bbox="359 1713 901 1747"></th> <th data-bbox="901 1713 1077 1747">2016</th> <th data-bbox="1077 1713 1260 1747">2017</th> <th data-bbox="1260 1713 1442 1747">2018</th> </tr> </thead> <tbody> <tr> <td data-bbox="359 1747 901 1792">Number of employees</td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td data-bbox="359 1792 901 1836">Turnover in euros (€)</td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td data-bbox="359 1836 901 1881">Net profits in euros (€)</td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td data-bbox="359 1881 901 1930">Total assets in euros (€)</td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Owners	Nationality	% share (if applicable)																							2016	2017	2018	Number of employees				Turnover in euros (€)				Net profits in euros (€)				Total assets in euros (€)			
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<p>4. COOPERATION PROPOSAL:</p> <p>All fields are mandatory</p> <p>! Please be as clear and concrete as possible, given the current phase of your cooperation proposal or project</p>	<p>4.1 What kind of business partner are you looking for?</p> <p><input type="checkbox"/> Trade intermediary (distributor, importer, agent, representative)      <input type="checkbox"/> Franchise</p> <p><input type="checkbox"/> Transport / Logistic      <input type="checkbox"/> Joint venture</p> <p><input type="checkbox"/> Subcontracting / outsourcing activities      <input type="checkbox"/> Other long-term partnership, specify:</p> <p><input type="checkbox"/> Sale/Acquisition of a complete company or a part of it      <input type="checkbox"/> Production, marketing or activity involving transfer of know-how or technology</p>
	<p>4.2 Does the project mean (please choose):</p> <p><input type="checkbox"/> An expansion of current business      <input type="checkbox"/> Undertaking new business activities</p> <p><input type="checkbox"/> Investment</p>
	<p>4.3 Target countries/regions (location of the proposed cooperation):</p>
	<p>4.4 Describe the business cooperation you are looking for. What is the expected role or responsibility of the partner in the cooperation? If you are looking for investments, you need to come up with at least 50% of the investment. Please specify how you are going to finance the investment:</p>
	<p>4.5 For business cooperation involving <b>exports from a developing country to Finland/EU</b>, please list the products you wish to export and your best sales arguments. Do you have any certifications and quality assurances for your products?</p>
	<p>4.6 Description of the main advantages your company could offer to a potential partner (explain key points of the proposed cooperation that could benefit potential partners):</p>
	<p>4.7 Please shortly explain the different phases of your proposed cooperation, i.e. a simple project timeline:</p>

5. CONTACT PERSON	5.1 Title (Ms, Mr):	5.2 First name:
	5.3 Last name:	5.4 Position in the company:
	5.5 E-mail address:	5.6 Phone number:
6. REFERENCE	Please indicate a <b>reference</b> for your company: e.g. chamber of commerce or other business/ trade organisation/bank reference/business partner/embassy. Your reference will possibly be contacted during the company review process. <b>(The reference cannot be your company's own representative.)</b>	
	6.1 Name of organisation:	
	6.2 Name of contact person:	
	6.3 Phone number:	
	6.4 Website address:	
	6.5 E-mail address:	
	6.6 How did you hear about the Finnpartnership programme?	
<input type="checkbox"/> Event attended by Finnpartnership <input type="checkbox"/> Internet <input type="checkbox"/> Business association or support organization <input type="checkbox"/> Email advertisement <input type="checkbox"/> Embassy <input type="checkbox"/> Colleague, friend, business contacts <input type="checkbox"/> Company Spotter <input type="checkbox"/> Other, please specify:		
7. ATTACHMENTS	Please attach the following mandatory documents to the Matchmaking registration form:	
	<input type="checkbox"/> Audited annual reports or tax certificate for the last financial year <input type="checkbox"/> Business registration certificate	
<p style="color: red;">N.B. Without the mandatory documents your application will not be processed!</p>	Other documents available to support the proposed project:	
	<input type="checkbox"/> Feasibility study / Business plan <input type="checkbox"/> Market study <input type="checkbox"/> Company brochure / catalogue <input type="checkbox"/> Copies of certificates (e.g. ISO, SA, HACCP, Eco-Cert) <input type="checkbox"/> Other (e.g. digital photos of imported products, production technology or manufacturing equipment)	
<p><b>Please send these documents in digital format as an attachment to this form.</b></p>		

I, the undersigned, as the person responsible for the process in the applicant organisation, certify that the information given in this application is correct and accurate.

The applicant and undersigned agrees that the information supplied herein may be supplied to third parties (business and collaboration partner(s)) in Finland and developing countries outside the EU by Finnpartnership and that certain content of this form may be made available for public viewing via Finnpartnership's website (Partner Search database).

I have read and accepted Code of Conduct of Finnpartnership (see next page)

Title and position:	Name:
Date and place:	Signature:

## Code of Conduct of Finnpartnership

Finnpartnership holds human rights in high regard and conducts its business with a view to respect and promote internationally recognized human rights<sup>1</sup>. We have the same expectations of any matchmaking counterpart<sup>2</sup>. Finnpartnership expects matchmaking counterparts to adhere to the Human Rights Based Approach (HRBA) of The Finnish Ministry for Foreign Affairs of Finland (2015)<sup>3</sup>. At a minimum, this requires a basic human rights assessment to be carried out in order to be sufficiently aware of the human rights situation and to avoid any unintentional negative effects on the enjoyment of human rights through a company's activities. Finnpartnership expects matchmaking counterparts also to comply with all the relevant laws and regulations pertaining to labor, occupational health and safety as well as social and environmental matters in the country of operation as defined in the performance standards of IFC<sup>4</sup>.

Specifically, Finnpartnership expects that matchmaking counterparts:

- Provide a secure, safe and healthy workplace.
- Provide equal opportunities to employees regardless of race, gender, sexual orientation, disability, nationality, religion, political opinion or ethnic affiliation without any discrimination or physical or verbal harassment.
- Operate in full compliance with applicable laws on wages, working hours, overtime and benefits.
- Provide employees with a written employment contract, in a language they understand, stipulating the employment terms and conditions.
- Adhere to minimum age provisions of applicable laws and regulations, including all legal limitations on the employment of persons below the age of 18 years.
- Recognize employees' rights to form or join trade unions of their own choosing, and to bargain collectively.
- Prohibit the use of all forms of forced or compulsory labor and human trafficking, including the payment of any recruitment fees by workers and withholding of their passports or identity documents.
- Make available a grievance mechanism for employees, and any person involved, to report grievances in a manner that ensures proper review and action.
- Adhere to good business practices where corruption, bribery and money laundering are not tolerated.
- Pay all taxes and other official payments as established by authorities.
- Protect business partner's confidential information against unauthorized use or disclosure and respect the intellectual property rights.
- Respect existing land use rights and other natural resources use rights (including those of indigenous peoples or ethnic groups) and ensure that there are not any unresolved land acquisition/ownership issues
- Adapt enhanced due diligence measures in conflict-affected or other high-risk areas to make sure that operations are not linked to providing funding or support to armed actors who may benefit from revenues generated by the sale of such goods and services
- Comply with local environmental legislation, standards and environmental permits.
- Make available a grievance mechanism for external stakeholders and solve environmental violations and complaints systematically to improve environmental performance and management
- Aim for efficient and sustainable use of energy, natural resources and materials.
  - Don't waste resources (water, energy, raw materials) and use them efficiently.
  - Handle hazardous substances, hazardous waste and all other waste responsibly.

Finnpartnership expects matchmaking counterparts to inform FP immediately if the organization is unable to comply with the Code of Conduct. In case these conditions are not respected, Finnpartnership shall discuss the issue with the organization in question and may suspend the cooperation with the entity in concern. By signing this document, the signatory confirms that the Code of Conduct of Finnpartnership is adhered to by the company that is registered for the Matchmaking service.

Signature:

\_\_\_\_\_

\_\_\_\_\_

1 Human rights are internationally agreed basic standards aimed at securing dignity and equality for all: they are universal, indivisible and inalienable. Human rights are defined in a series of UN conventions and agreements, including the International Bill of Human Rights and the International Labour Organisation's (ILO) Declaration on Fundamental Principles and Rights at Work.

2 Applicant company or company spotter

3 [https://um.fi/documents/35732/48132/human\\_rights\\_based\\_approach\\_in\\_finlands\\_development\\_cooperation\\_guidance](https://um.fi/documents/35732/48132/human_rights_based_approach_in_finlands_development_cooperation_guidance)

4 IFC Performance Standards on Environmental and Social Sustainability Booklet:

[https://www.ifc.org/wps/wcm/connect/c8f524004a73daeca09afdf998895a12/IFC\\_Performance\\_Standards.pdf?MOD=AJPERES](https://www.ifc.org/wps/wcm/connect/c8f524004a73daeca09afdf998895a12/IFC_Performance_Standards.pdf?MOD=AJPERES)