



باسمه تعالی

رؤسای محترم تشکل های وابسته به اتاق ایران

با سلام و احترام،

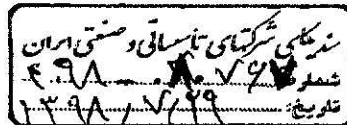
طبق اطلاع واصله از نمایندگی کشورمان در فنلاند، وزارت امور خارجه فنلاند اقدام به راه اندازی سایتی به نام برنامه شراکت تجاری فنلاند (**Finnpartnership Matchmaking Service**) نموده است. این سایت که به نام **Matchmaking** موسوم است، جهت تامین نیازهای تجاری بازار فنلاند از کشورهای در حال توسعه طراحی شده که خوشبختانه نام کشورمان نیز در لیست کشورهای دارای قابلیت تامین اقلام مورد نیاز فنلاند وجود دارد. شرکتها و تولید کنندگان ایرانی علاقمند می بایستی با تکمیل فرم ثبت نام (به شرح پیوست)، ثبت نام نموده و فایل ثبت نام شده را به پست الکترونیکی matchmaking@finnpartnership.fi ارسال نمایند تا نام و اطلاعات تماس و شرح محصولاتشان برای خریداران فنلاندی که از این موتور جستجو برای تامین کالا استفاده میکنند به نمایش درآید. خواهشمند است دستور فرمائید مراتب به نحو مقتضی به اعضاء محترم اطلاع رسانی شود.

شایان ذکر است فرم ثبت نام مورد اشاره می بایست از طریق لینک ذیل دانلود گردد:

<https://finnpartnership.fi/en/matchmaking-registration/>

نادر سیف
معاون تشکلهای
اتاق ایران

بدون مهر برجسته فاقد اعتبار می باشد



مقرر است -
- اطلاع رسانی به اعضاء و محترم W
- کمیته به بن حیات ۳۰۰ محترم
- ۱۳۹۸/۷/۲۹

۹۱/۸/۹۹



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. 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

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/>

1. BASIC INFORMATION ON COMPANY/ ORGANISATION

All fields are mandatory

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?

- No
- 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.):

2. ORGANISATION DETAILS

All fields are mandatory

2.1 Organisation type

- Other Consultant, specialist
 Association, society or other organisation Embassy
 Company, enterprise, trading name Public body or institution
 Research, education institute

2.2 Visiting address or P.O. Box:

2.3 Postal Code:

2.4 City:

2.5 Country:

2.6 Website address:

2.7 Company e-mail:

2.8 Company phone number:

3. LEGAL STATUS AND FINANCIAL INFORMATION

All fields are mandatory

3.1 Business registration number or equivalent:

3.2 Country registered in:

3.3 Year of establishment:

Please send a copy of the Business registration certificate with this form

3.4 Owner(s) 5 largest if applicable

! Without an appropriate copy of the company's financial situation or your tax certificate, your registration will not be processed

Owners	Nationality	% share (if applicable)

3.5 Financial information Please send a copy of financial information with this form.

	2016	2017	2018
Number of employees			
Turnover in euros (€)			
Net profits in euros (€)			
Total assets in euros (€)			

4. COOPERATION PROPOSAL:

All fields are mandatory

! Please be as clear and concrete as possible, given the current phase of your cooperation proposal or project

4.1 What kind of business partner are you looking for?

- | | |
|--|---|
| <input type="checkbox"/> Trade intermediary (distributor, importer, agent, representative) | <input type="checkbox"/> Franchise |
| <input type="checkbox"/> Transport / Logistic | <input type="checkbox"/> Joint venture |
| <input type="checkbox"/> Subcontracting / outsourcing activities | <input type="checkbox"/> Other long-term partnership, specify: |
| <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 |

4.2 Does the project mean (please choose):

- | | |
|---|--|
| <input type="checkbox"/> An expansion of current business | <input type="checkbox"/> Undertaking new business activities |
| <input type="checkbox"/> Investment | |

4.3 Target countries/regions (location of the proposed cooperation):

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:

4.5 For business cooperation involving exports from a developing country to Finland/EU, please list the products you wish to export and your best sales arguments. Do you have any certifications and quality assurances for your products?

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):

4.7 Please shortly explain the different phases of your proposed cooperation, i.e. a simple project timeline:

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 reference 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. (The reference cannot be your company's own representative.)	
	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	
N.B. Without the mandatory documents your application will not be processed!	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)	
	Please send these documents in digital format as an attachment to this form.	