

EAP - ENTRY APPLICATION

DE Member's Name: _____

(Hereinafter referred to as the 'DE Member')

DE Membership Number: _____

1. General Instructions

- (a) The Entry Application must be completed and submitted to DE by the DE Member, to be specifically actioned by its Authorized Representative.
- (b) After submitting the Entry Application and upon receiving DE's request to submit documents, the following must be dispatched by the DE Member through courier to DE (located at 3rd Floor, Block A, Business Village, Deira, Dubai, UAE) on the following Business Day:
 - (i) A copy of the DE Member's detailed business and marketing plans for the previous and current financial years. Export activities, if any, must be clearly addressed in these documents.
 - (ii) A copy of the DE Member's audited accounts for the last 2 financial years.
 - (iii) A copy of all the relevant licenses, constitutional documents and approvals issued to the DE Member by the Government of Dubai and Government of the UAE.
 - (iv) A copy of any current official document (for example, the passport) showing the signature of the DE Member's Authorized Representative.
 - (v) A print-out of the Dubai SME Status Calculator (please visit www.sme.ae to download the Dubai SME Status Calculator), duly completed for the DE Member by its Authorized Representative.
 - (vi) A print-out of the Entry Application submitted, duly stamped and signed by the DE Member's Authorized Representative. The DE Membership Number should be written prominently on the envelope and it should be marked 'Export Assistance Program'.

2. Authorized Representative

Please provide the following information for the DE Member's Authorized Representative:

- (a) Name: _____
- (b) Designation: _____
- (c) Physical Address: _____
- (d) Postal Address: _____
- (e) Telephone: _____
- (f) Facsimile: _____
- (g) Mobile: _____
- (h) E-mail: _____

3. Business Information

(a) Has the DE Member changed its name in the past?

- Yes No If yes, please provide details.

(b) Has the DE Member been involved in any ownership, control or structure changes?

- Yes No If yes, please provide details.

(c) Has the DE Member completed 2 years of uninterrupted commercial operations under its present ownership structure?

- Yes No If yes, please provide details.

(d) Is the DE Member or any of its directors, partners or other principals under any investigations?

- Yes No If yes, please provide details.

(e) Does the DE Member have any Disqualifying Convictions?

- Yes No If yes, please provide details.

(f) Is the DE Member a going concern?

- Yes No If yes, please provide details.

(g) Does the DE Member have any related entities (parent, joint venture, subsidiary, etc.) in the UAE?

Yes No If yes, please provide details.

(h) Does the DE Member have any government investments?

Yes No If yes, please provide details.

(i) Has the DE Member received financial assistance from any government entities during the last 2 years?

Yes No If yes, please provide details.

(j) Is the DE Member a member of the Mohammed Bin Rashid Establishment for SME Development?

Yes No If yes, please provide details.

(k) Please describe the DE Member's products (includes goods manufactured and services generated in the UAE by the DE Member) that will be exported.

4. General Declaration

On behalf of the DE Member:

(a) I confirm that I have read and understood this Entry Application and the Program's Policies and Procedures and undertake to abide by them as amended and updated by DE from time to time;

(b) I agree that all decisions of DE in relation to the Program are final and it can take any action deemed necessary to effectively administer and manage the Program;

(c) I warrant and represent that all the information provided to DE in this Entry Application and the related documents submitted is true and correct and all requirements stated herein and in the Program's Policies and Procedures have been complied with and that all warranties and representations stated herein shall be repeating on the date of submission of each Grant Application and Grant Payment Application;

- (d) I accept that DE is authorized to seek additional information from us and other entities, which are requested and hereby authorized to supply such information;
- (e) I understand that giving false or misleading information to DE is a serious offence; and
- (f) I acknowledge that completing and submitting this Entry Application does not guarantee admittance to the Program and DE has the right to not approve this Entry Application.

Date: _____

Name: _____

Designation: _____

Signature:

DE Member's Stamp:

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dedc.gov.ae

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الإمارات العربية المتحدة

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