

# Application Form for Advisory Service Providers

## General Information

Name of Service Provider	
Registration/Identification Number	
VAT Number	
Official Address	
e-Mail Address	
Telephone Number	
Website URL	
Authorized Representative Name & Surname	
ID Number	
e-Mail Address	
Contact Number	

Profile of Service Provider
Description (brief) of the methodologies adopted by the Service Provider

<input type="checkbox"/> Business Reports	<input type="checkbox"/> Marketing Strategy	<input type="checkbox"/> Internationalisation Strategy	<input type="checkbox"/> Standards & Awards
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## Business Reports

**Qualifications:** A minimum of a Master's Degree or a comparable recognised qualification at a minimum MQF Level 7 in any one of the following areas: Accounts, Economics, Business Management or being a warranted Accountant or Auditor. A qualification at MQF Level 7 in other areas may be accepted on provision of a full academic record and/or declaration from the Award.

## Lead Expert

Name & Surname	
ID Number	
Designation within Service Provider	

Competence and expertise	
Highest relevant and recognised educational qualification ( <i>a copy of the Academic Qualification is to be attached to this form</i> )	Title:
	Year of Award:
	Awarding Body:
	MQF Level:
Additional Expert/s	<i>Provide the above details for any additional experts</i>

## Marketing Strategy

**Qualifications:** A minimum of a comparable recognised qualification at MQF Level 6 in any of the following areas: Marketing, Digital Marketing, Communications or Management. A qualification at a minimum MQF Level 6 in other areas may be accepted if accompanied by a Professional Certification in Digital Marketing or Strategic Marketing.

3 Testimonials from previous clients of a Marketing Strategy ( <i>a copy of the testimonials is to be attached to this form</i> )	1.
	2.
	3.

## Lead Expert

Name & Surname	
ID Number	
Designation within Service Provider	
Competence and expertise	
Highest relevant and recognised educational qualification ( <i>a copy of the Academic Qualification is to be attached to this form</i> )	Title:
	Year of Award:
	Awarding Body:
	MQF Level:
Additional Expert/s	<i>Provide the above details for any additional experts</i>

## Internationalisation Strategy

**Qualifications:** A minimum of a comparable recognised qualification at MQF Level 6 in any of the following areas: International Business, Economics, Strategic Management or Business Administration. A qualification at a minimum MQF Level 6 in other areas may be accepted if accompanied by a Professional Certification in International Trade and Export, Market Analysis and Strategy or Project Management or else with a strong emphasis on economic and market analysis. A qualification at a minimum MQF Level 6 in Law may be accepted if the individual has specialised in International Business Law, Trade and Customs Law, Corporate Law with a focus on cross-border operations or Intellectual Property Law.

3 Testimonials from previous clients of an Internationalisation Strategy <i>(a copy of the testimonials is to be attached to this form)</i>	1.
	2.
	3.

### Lead Expert

Name & Surname	
ID Number	
Designation within Service Provider	
Competence and expertise	
Highest relevant and recognised educational qualification <i>(a copy of the Academic Qualification is to be attached to this form)</i>	Title:
	Year of Award:
	Awarding Body:
	MQF Level:
Additional Expert/s	<i>Provide the above details for any additional experts</i>

## Standards and Awards

**Qualifications:** Certification for the said Standard or Award

Name of Standard/Award to be offered	
Certification/Awarding Body	
Additional Standards/Awards	<i>Provide the above details for any additional standards/awards</i>

### ISO Standards

CQA/IRCA Auditor Certificate <i>(a copy of the certificate is to be attached to this form)</i>	
Additional Certificates	<i>Provide the above details for any additional certificates</i>

### Other Awards

Relevant Recognition by Awarding Body <i>(a copy of the recognition is to be attached to the form)</i>	
Additional Recognition documenta	<i>Provide the above details for any additional certificates</i>

3 Testimonials from previous clients of the respective standard or award. If a letter of reference from the certification body or award owner is provided, then this will be accepted	1.
	2.
	3.

as 1 reference. <i>(a copy of the testimonials is to be attached to this form)</i>	
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### Lead Expert

Name & Surname	
ID Number	
Designation within Service Provider	
Name of Standard/Award	
Competence and expertise	
Membership with Professional Bodies:	
Additional Expert/s	<i>Provide the above details for any additional experts</i>

### Declaration

☐ I **declare** that the service provider is an economic operator having the competence and expertise in the provision of consultancy services to Micro, Small and Medium-sized enterprises operating across different sectors of the economy.

☐ I **declare** that the advisory services provided shall not be of a periodical or continuous nature, or in relation to the normal operating costs of the beneficiary Undertaking, such as routine tax consultancy services, regular legal services or advertising or related to legal and regulatory obligations arising from the nature of the beneficiary's operations and economic activity.

☐ I **declare** that the advisory services shall only be provided to external Undertakings which are autonomous and unrelated to the Service Provider.

☐ I **declare** that by submitting this application for the service provider is accepting to provide advisory services in line with the binding Advisory Service Providers Guidelines issued by the Intermediate Body.

☐ I **declare** that the service provider accepts that the Intermediate Body will conduct the necessary checks to confirm that the advisory services provided are in line with these guidelines.

☐ I **declare** that the service provider's shareholders/partners/self-employed person (*depending on the legal form*) do not have any conflict of interest with anyone involved in the management of EU funds. (*if there is any conflict of interest with anyone involved in the management of EU Funds, do not tick and provide details including name, ID number and relation*)

☐ I **declare** that the service provider's shareholders are not considered as politically exposed persons (PEPs) in line with the List of Prominent Public Functions published through Government Gazette No. 20,602 of 6th April 2021 which can be accessed from: <https://fiaumalta.org/app/uploads/2023/02/Extract-From-Government-Gazette-6th-April.pdf>.

Family members [meaning a spouse/partner; children and their spouse/partner; parents] or close associates of holder of the above listed officers are also to be considered as PEPs. *(if there is a PEP, do not tick and provide details including name, ID number and relation)*

☐ I **declare** that the service provider (and its shareholder in case of a limited liability company) has not been found guilty of any convictions in the last 3 years and is not subject to any legal or administrative cases and/or proceedings. It is the responsibility of the applicant to disclose any such instances, at the time of application or if they come to light after, within 10 days from when they become known to the applicant. Failure to disclose this information may result in a withdrawal of the grant. The IB is being allowed to liaise with any professional body regulating the applicant's operations or any other authorities in order that the information provided is verified *(if there are convictions or pending proceedings do not tick and provide details)*

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**Authorized Representative Name & Surname**

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**Signature**

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**ID Card Number**

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**Date**

*Data Protection Declaration -*

*Personal Data supplied to the Measures and Support Division (MSD) within the scope of implementation of projects being co-financed by Cohesion Policy funds is processed, in accordance with Community obligations according to law and in line with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) and any subsequent amendments, by MSD and by other stakeholders and competent authorities mandated to implement, monitor, execute payments, controls and audit the project/contract.*



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