



SBA MSME Conference 2015 - TRADE FAIR ENTRY FORM

November 17-18, 2105

Please note that all Entry Forms should be submitted no later than **October 7, 2015 at 4pm.** Addresses where completed forms should be submitted can be found at the end of this questionnaire.
The form can also be downloaded from SBA/MOCI website (www.sbaliberia.org/www.moci.gov.lr)

Company's Registered Name:

(Attach copy of your current business registration & Tax Clearance)

How did you hear about this opportunity? (Please be as specific as possible)

Name of Business Owner (s):	Age range of owner:	Gender:
	18 – 35 <input type="checkbox"/>	
	36 – 45 <input type="checkbox"/>	
	46 - upward <input type="checkbox"/>	

Telephone:	Email:	Company's current physical address:	Website: <i>(if applicable)</i>
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Years in operation and number of contracts:	Sector of Operation: <i>(Eligible sectors for this competition: construction; transportation; logistics, catering; lodging, woodworking, services, IT, cleaning services, security, consulting, etc.), agriculture and textiles)</i>
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Annual Revenue: <i>(Minimum amount eligible is of \$5,000.00 USD)</i>	Number of Employees: <i>(Companies with up to 50 employees are eligible)</i>
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We encourage all applicants having difficulties in completing the form to contact the Ministry of Commerce and Industry SBA through email address: sba_info@staff.moci.gov.lr or call 088-882-0787/ or visit the SBA at the Ground floor of the Ministry of Commerce and Industry.

Identify your training needs; Check any 3 areas of priority:

- Access to Finance
- Marketing
- Accounting Services
- Business Plan
- Pitching
- Packaging
- Customer Service
- Procurement
- Start-up Fusion / Combination/ Mix
- Others: _____

Please describe what you will be exhibiting (one Page only or less). *Please add photos of items/business.*

Please submit your completed application via email at: sba_info@staff.moci.gov.lr or hard copies can be delivered to the Bureau of Small Business Administration of the Ministry Commerce:

Address:

Ground Floor, Bureau of Small Business Administration
Ministry of Commerce and Industry,
Corner of Ashmun and Gurley Streets
Monrovia, Liberia

Completed application forms can also be submitted at: **USAID-FED Head Office on 6th Streets, Sinkor; Building Markets Head Office Adjacent the Ministry of Justice between 8th and 9th Streets, Beachside, Gardner's Avenue, Sinkor; USAID/IBEX, 3rd Floor, Murex Plaza, Corner of 10th and Tubman Boulevard, Sinkor, BSC Monrovia Head Office, University of Liberia Campus, Capitol Hill, Monrovia.**

**Supported by: MOCI, Government of Japan, USAID FED, IBEX, Building Markets, IFC, AEDE, & BSC
MONROVIA**

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