



For office use

Date received

Roster number

Job reference

Consultancy Company Registration

Important Please complete all sections of this form; otherwise it may be returned to you. You must also attach your company's literature or brochure, but you must complete this form as well. Please return this form to the address on page 6.

Please complete the form clearly by typing or by writing in capital letters – using a black pen.

Use the original form; do not send a photocopy or reproduce it.

Section 1 Company details

Company Name		Acronym	
Company Address		Year established	
Country		Postcode	
Telephone		Website	
Fax		E-mail	
Name and designation of contact person in company		Number of Professional Employees	
List of International or National Aid Agencies for which the company has undertaken assignments		Has your company undertaken any market development assignments?	
		no <input type="checkbox"/> yes <input type="checkbox"/> How many? <input type="text"/>	
		List markets for which you have substantive experience	

Section 2 List your company's last 20 assignments and their locations.

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Section 3 Approximate Annual Volume of Gross Fees of Company

Please enter fees for current and for the last four full years preceeding form submission.

Year	Annual Volume of Gross Fees (in £Sterling)		
	As Prime Consulting Firm	As Associated and/or Joint Venture Firm	Total
Current			
Grand Total			

Section 4 Company's job skills and work specialisations

The computer will search for consultancy companies using the **Skill Codes** and the **Work Specialisations** that you choose in this section. It is essential that you complete this section fully and choose suitable codes and work specialisations carefully. If you do not do so, the computer may fail to select your company from the database. The Skill Codes and Work Specialisations you choose must reflect your company's expertise.

Skill Codes

The Skill Codes are listed on the pages 3 and 4 of this form. There is an example on this page showing **field of work** and **secondary field** of work, both are represented by a 4-character abbreviation and their description. **Please read them before you begin to complete this section.** You must use only the Skills Codes listed. Do not invent further codes to meet your requirements – the computer will not recognise them. You are required to indicate in the boxes provided by numbering in **order of priority** 1 (main choice) to no more than 20 areas of work your company deals in.

Work Specialisations

As the Skill Codes may not cover specific areas of your company's work experience, this section (pages 5 and 6) allows you to indicate skills and experience in greater detail. You must enter a series of keywords or key phrases for this section.

For example, you may use them to highlight:

- words or phrases describing your company's work experience;
- particular industries or sectors in which your company has specialist experience or where it has applied its professional skills (for example, health, education);
- particular countries in which your company has had considerable working experience;
- specialist computer operating systems, languages or packages your company has worked with (for example, UNIX, C++).

Main field of work

Secondary field

AGRI Agriculture	
5	ADMN ADMINISTRATION
	AGRO AGRONOMY
	ANIM ANIMAL HUSBANDRY
	FISH FISHERIES
	FOST FORESTRY
	HORT HORTICULTURE
1	PEST PEST AND DISEASE CONTROL
	RURA RURAL DEVELOPMENT
	SCIE AGRICULTURAL SCIENCES

ENVR Environment	
3	ENGX ENVIRONMENTAL ENGINEERING
2	ENHE ENVIRONMENTAL HEALTH
	IMPA ENVIRONMENTAL IMPACT

Skill Codes

Please indicate in boxes, 1 – 20 in order of priority areas in which your company is active.

ADMN Administration / Management	AGRI Agriculture	ALMX Archives, Libraries and Museums
<input type="checkbox"/> GENL GENERAL	<input type="checkbox"/> ADMN ADMINISTRATION	<input type="checkbox"/> LIBS ARCHIVES, LIBRARIES AND MUSEUMS
<input type="checkbox"/> GOVN GOVERNMENT	<input type="checkbox"/> AGRO AGRONOMY	
<input type="checkbox"/> HUMA HUMAN RESOURCES	<input type="checkbox"/> ANIM ANIMAL HUSBANDRY	
<input type="checkbox"/> PRIV PRIVATISATION	<input type="checkbox"/> FISH FISHERIES	
<input type="checkbox"/> PSRF PUBLIC SECTOR REFORM	<input type="checkbox"/> FOST FORESTRY	
<input type="checkbox"/> RELF DISASTER/FAMINE RELIEF	<input type="checkbox"/> HORT HORTICULTURE	
<input type="checkbox"/> STAT STATISTICS	<input type="checkbox"/> PEST PEST AND DISEASE CONTROL	
	<input type="checkbox"/> RURA RURAL DEVELOPMENT	
	<input type="checkbox"/> SCIE AGRICULTURAL SCIENCES	
		APSX Architecture, Town and Country Planning and Surveying
		<input type="checkbox"/> ARCH ARCHITECTURE
		<input type="checkbox"/> PLAN PLANNING
		<input type="checkbox"/> SURV SURVEYING

COMP Computing

DAPR DESIGN, ANALYSIS
AND PROGRAMMING

ECON Economics

MACR MACRO

MICR MICRO

EDUC Education

GENL GENERAL

LETR LECTURERS AND
TRAINERS

NFED NON-FORMAL
EDUCATION

SCSY SCHOOL SYSTEMS

SPED SPECIAL EDUCATION

ELCT Elections /
Monitoring

ELEC GENERAL

TRAN TRAINING

ENGX Engineering

AGRI AGRICULTURE

CIVS CIVIL STRUCTURES

ELEC ELECTRICAL /
ELECTRONICS

GENL GENERAL

HOSP HOSPITALS

INDU INDUSTRIALS

MARI MARINE

MECH MECHANICAL

MING MINING

ENVR Environment

ENGX ENVIRONMENTAL
ENGINEERING

ENHE ENVIRONMENTAL
HEALTH

IMPA ENVIRONMENTAL
IMPACT

MANG ENVIRONMENTAL
MANAGEMENT

PLAN ENVIRONMENTAL
PLANNING

RESC RESOURCE
ASSESSMENT

TECH TECHNOLOGICAL
SERVICES

FINX Finance

BANK BANKING

GENL GENERAL

INSP INSURANCE AND
PENSIONS

STOK SECURITIES AND
CAPITAL MARKETS

TAXX TAXATION

GEND Gender Issues

ADMN ADMINISTRATION /
GENERAL

DEVE DEVELOPMENT

ECON ECONOMICS

EDUC EDUCATION AND
TRAINING

HESS HEALTH, SOCIAL
SCIENCE AND
WELFARE

LAWX LAW

HEAL Health

ADMN ADMINISTRATION /
GENERAL

CMED CLINICAL MEDICINE

DENT DENTISTRY

MEDS MEDICAL SCIENCE

PARA PARA-MEDICAL

SPMD SOCIAL AND
PREVENTATIVE
MEDICINE

SURG SURGERY

INDU Industry

ADMN ADMINISTRATION /
GENERAL

BUIL BUILDING AND
CONSTRUCTION

CERA CERAMICS AND
ALLIED PRODUCTS

CHEM CHEMICALS

COAL COAL PRODUCTS

ELEC ELECTRICAL AND
ELECTRONICS

FOOD FOOD AND
BEVERAGES

FURN FURNITURE

GLAS GLASS

HAND HANDICRAFTS

LEFO LEATHER AND
FOOTWEAR

MACH MACHINERY AND
EQUIPMENT

METS METALS AND METAL
PRODUCTS

MNQY MINING AND
QUARRYING

PACK PACKAGING

PETR PETROLEUM
PRODUCTS

PRIN PRINTING (see also
MEDIA / PUBLISHING)

RUPL RUBBER AND PLASTICS

TEXT TEXTILES AND
CLOTHING

TOBA TOBACCO
MANUFACTURE

TRAN TRANSPORT

UTIL UTILITIES

WOOD WOOD PRODUCTS
(excluding furniture)

LAWX Law

CRIM CRIMINAL LAW

JUDI JUDICIARY

PRIV PRIVATE LAW

PUBL PUBLIC LAW

REFM REFORM

MEDA Media

JOUR JOURNALISM

PRAD PUBLIC RELATIONS /
ADVERTISING

PUBL PUBLISHING

MEDA Media *continued*

<input type="checkbox"/>	RADI	BROADCASTING - RADIO
<input type="checkbox"/>	TLVS	BROADCASTING - TELEVISION

POST Post and Telecommunications

<input type="checkbox"/>	POST	POST
<input type="checkbox"/>	RRTV	RADIO, RADAR AND TELEVISION
<input type="checkbox"/>	SATL	SATELLITE COMMUNICATION

<input type="checkbox"/>	TELE	TELEPHONE, TELEX, OTHER
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SCIE Science and Technology

<input type="checkbox"/>	ANIM	ANIMAL SCIENCES
<input type="checkbox"/>	BIOL	BIOLOGICAL SCIENCES
<input type="checkbox"/>	CHEM	CHEMISTRY
<input type="checkbox"/>	ERTH	EARTH SCIENCES
<input type="checkbox"/>	FOOD	FOOD
<input type="checkbox"/>	GENL	GENERAL
<input type="checkbox"/>	PHYC	PHYSICS

SOCI Social Sciences and Welfare

<input type="checkbox"/>	ANTH	ANTHROPOLOGY
<input type="checkbox"/>	GENL	GENERAL
<input type="checkbox"/>	SOCI	SOCIOLOGY
<input type="checkbox"/>	SOWF	SOCIAL WELFARE

TRAD Trade and Commerce

<input type="checkbox"/>	EXDV	EXPORT DEVELOPMENT
<input type="checkbox"/>	GENL	GENERAL
<input type="checkbox"/>	MARK	MARKETING
<input type="checkbox"/>	TOUR	TOURISM

Work Specialisations

Please indicate in boxes provided below, keywords and keyphrases of your company's work experience.

1	<input type="text"/>	18	<input type="text"/>
2	<input type="text"/>	19	<input type="text"/>
3	<input type="text"/>	20	<input type="text"/>
4	<input type="text"/>	21	<input type="text"/>
5	<input type="text"/>	22	<input type="text"/>
6	<input type="text"/>	23	<input type="text"/>
7	<input type="text"/>	24	<input type="text"/>
8	<input type="text"/>	25	<input type="text"/>
9	<input type="text"/>	26	<input type="text"/>
10	<input type="text"/>	27	<input type="text"/>
11	<input type="text"/>	28	<input type="text"/>
12	<input type="text"/>	29	<input type="text"/>
13	<input type="text"/>	30	<input type="text"/>
14	<input type="text"/>	31	<input type="text"/>
15	<input type="text"/>	32	<input type="text"/>
16	<input type="text"/>	33	<input type="text"/>
17	<input type="text"/>	34	<input type="text"/>

Signed		Date	
Name of signatory		Designation	

Tel 0207-747 6193
Fax 0207-747 6520
Email j.browne@commonwealth.int