



The Regional Tourism Skills Project is funded by One NorthEast and the European Social Fund



Please return this form, completed and signed, to:
Rob Bishop, Hospitality and Leisure Manpower, Burgoine House,
Burgoine Quay, 8 Lower Teddington Road, Hampton Wick KT1 4ER

Regional Development Agency

Form Reference: 1BCRF-PTP **Business/Company Registration Form - Profit Through Productivity**

Please read carefully In order to participate in the Best Practice Forum's Profit Through Productivity programme, businesses are required to provide data to register onto the project. Information provided will be dealt with in the strictest confidence and used only for the purpose of this project. **PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS.** Please telephone Rob Bishop, Hospitality and Leisure Manpower, on 0208 977 4419 if you have any queries or need any help in completing this form.

To be Completed by Business/Company **PART A**

Business/Company Details

Name of company/business			
Company/business type (e.g. sole proprietor, partnership, private limited company)			
Nature of business (e.g. hotel, guesthouse, restaurant, attraction, self catering, bar, pub, club, holiday park etc)			
Business Address			
Town/City			
(please tick) County			
Co Durham <input type="checkbox"/>	Tees Valley <input type="checkbox"/>	Tyne and Wear <input type="checkbox"/>	Northumberland <input type="checkbox"/>
Postcode			
Telephone			
Website			
E-mail			
Does your annual turnover exceed £29,873,932? (please tick)		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your annual balance sheet exceed £25,691,581? (please tick)		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Number of employees in the business	a) Full Time	b) Part Time	(a+b) Total
Are any of the above employees at threat of redundancy? (see below)	Yes <input type="checkbox"/>		No <input type="checkbox"/>

Definition: Threat of redundancy - the job must be permanent, paid and full time equivalent. The job must be forecasted at risk within the next 12 months and the employee have been issued with a letter stating so or a redundancy noticed.

State Aid

You are being offered assistance under the European Commission's De Minimis regulation. This allows a company to receive up to 200,000 euros (approximately £120,000) of De Minimis public aid over a three-year period. To receive this assistance you must declare any previous De Minimis aid, which you may have already received in the last 36 months. The following is not a comprehensive list of the possible forms of aid. However it should give an indication of the most common forms of aid and potentially any assistance from a public body might be an aid.

- Grants/loans loans at reduced rates from public bodies
 - Differential tax benefits
 - Grants from an investment trust (including charities) which may themselves have received the funds from a public body
 - Grants from a part publicly funded venture capital fund
 - Publicly administered funds, even if the funds were originally not public such as the national lottery
 - Waiving or deferral of fees or interest normally due to a public body such as the waiving or deferral of rent or waiver of interest
 - Monopoly licences or guarantees of market share
 - Advertising via a public channel such as a tourist board or state owned television
 - Consultancy advice provided either free or at a reduced rate
 - Training provided either free or at a reduced rate
 - Aid for investment in environmental projects
 - Provision of a free or reduced rate feasibility study for research and development or other assistance with research and development
 - Purchase of public land or property at a less than market rate
 - Benefiting from the provision of infrastructure where your organisation was pre-identified as a beneficiary
- I confirm that the De Minimis aid received by the company/organisation over the last three years is:

2005	2006	2007
£	£	£

Declaration

The Best Practice Forum is a strategic alliance of trade associations, led by the British Hospitality Association, and works directly with employers to improve profitability, productivity and competitiveness in the tourism, hospitality and leisure sector. The Forum's work is managed by Hospitality and Leisure Manpower (HaLM) and is heavily subsidised by funding received from the public and private sectors. In accepting these subsidies, I agree to provide HaLM with specific information about the performance of the above business before, during and after the Profit Through Productivity programme for benchmarking and evaluation purposes. I understand that, under the terms of the Data Protection Act (1998), this data will be treated by HaLM and the Best Practice Forum as confidential. The signature from the company/business acts as a declaration of the accuracy of the information provided above and confirmation that they wish to take part in the Profit Through Productivity programme. The person needs to be the duly authorised signatory of the company, such as the owner or senior manager.

Name:			
Position in company:			
Signature		Date:	

For Office Use Only PART B

Exchange rate - annual turnover check	Turnover 50,000,000 euros, Balance Sheet 43,000,000 euros at an exchange rate of 1.6737		
TNA Reference if applicable:			
Is business registered with Regional Tourism Network?:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If accommodation, is business inspected?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is business	Eligible <input type="checkbox"/>	Non Eligible <input type="checkbox"/>	
Location by business postcode:	Core <input type="checkbox"/>	Transitional <input type="checkbox"/>	