

## Fiji Exporter Query Form

*(This form is to be filled out by local exporters seeking contacts of overseas importers.)*

Date: ..... Signature of enquirer: ..... Attending Officer: .....

<b>BACKGROUND OF COMPANY</b>
<b>Company Name:</b>
<b>Address:</b> <i>(Postal &amp; Physical location of the business)</i>
<b>Phone:</b>
<b>Fax:</b>
<b>Email:</b> <i>(This is a mandatory requirement)</i>
<b>Website:</b>
<b>Contact person:</b>
<b>Position:</b>
<b>Year established/registered:</b> <i>(Note: Please provide the business registration number)</i>
<b>EXPORT COMMODITY</b>
<b>What product/produce are you intending to export?</b>
<b>Please provide specific of your products</b> <i>(e.g. – Tuna – canned or frozen etc ;)</i>
<b>Certifications/ Licenses obtained:</b>
<b>Packaging method used:</b>
<b>CONSISTENCY OF SUPPLY</b>
<b>What is the minimum order you are able to meet?</b>
<b>What is volume of supply you are able to maintain for each order:</b>
<b>How frequent would your supply be:</b> <i>(e.g. – once a month, once in 3 months etc ;)</i> <i>(considering seasonal variations and natural disasters)</i>

**OTHER INFORMATION**

**Prices of product** (include discounts for bulk orders)  
*(It is recommended that you include a price or price range at which you wish to export your product. Please quote in USD)*

**Which countries are you currently exporting to:**

**List down the company names/ person(s) that you have been trading with:** *(please provide the following: name of the person you have been dealing with, email contacts, phone numbers, website addresses, and a reference if possible)*

**Which market are you intending on exporting to, why?** *(Were you informed by other exporters of this market?)*

**Have you ever been involved in a trade dispute:**  
*(if so, please provide details)*

**If you are intending to export raw materials** *(e.g. sandalwood, seaweed etc ;)*  
*do you have the permission of the landowner(s) to do so?*  
*(please note, that you will be required to provide evidence)*

**List down the names of Ministries/Government Department/Statutory body that can act as your referee, should a trade dispute happen** *(e.g. the Ministry of Primary Industries has often been the accrediting agency for most exporters of agricultural & marine products)*

**Disclaimer:** *Disclosure of the information provided is intended to help potential importers make informed decisions.*