**Specialist Lean Service Providers Application Form**

**Application for approval to undertake a specific Lean Business Assignment supporting Lean Implementation**

This application form is designed to give approval (to successful candidates), that have the specialist expertise required to support lean implementation in one or more of the following areas:

* Agile
* Business Plan
* Communications
* Data Protection & GDPR
* Finance
* Human Resources
* Leadership
* Lean Products (e.g. white board, kanban rack and storage solutions)
* Change Management
* Marketing
* Product Management
* Project Management
* Software
* Strategic Sourcing/Procurement
* Supply Chain
* Sustainability
* Team Development

Please note this list is not exhaustive. Approval will give access to the on-line Specialist Lean Service Providers Directory (this is optional). Approval will not give access to the Directory of Lean Service Providers. Service Providers who wish to be included on this Directory must complete an application form specific for that purpose.

**Lean Business Offer in brief:**

Enterprise Ireland’s Lean Business Offer is designed to encourage clients to adopt lean business principles to increase competitiveness. The programme is based on 3 levels of intensity. Please ensure you are familiar with the appropriate guidelines for the Lean Business Offer before completing this application.

**LeanStart***: focus on value*

This is a short in-company assignment delivered by an external business development consultant, which will introduce lean principles and agile processes and complete a specific cost reduction project. This is an assignment of up to 7 (in company) consultancy days, extending over 8 to 12 weeks.

**LeanPlus*:*** *performance improvement*

This is a medium-scale business process improvement project delivered by an external business development consultant. It will result in sustained use by the company of Lean techniques and related methodologies and will achieve significant measurable competitiveness gains. A LeanPlus assignment will typically be not less than 6 months duration.

**LeanTransform*:*** *business transformation*

This is an extensive, holistic company transformation programme delivered by an external consultancy team of international reputation. It will embed the culture and competences in the company necessary for on-going competitiveness gains, sustainable continuous improvement and business transformation across the business and its supply chain. LeanTransform assignments will be preceded by a diagnostic evaluation and will typically extend for 2 years.

**Programme availability:**

This programme is available to Enterprise Ireland clients subject to eligibility as determined by Enterprise Ireland and depending on the client’s existing capability in using Lean business principles, the client size, and their particular business development needs.

**How to submit your completed application**

Submit required documents to: [lean@enterprise-ireland.com](mailto:lean@enterprise-ireland.com)

Applications will be accepted in electronic format only.

Checklist of documents to be submitted:

1. Completed application in pdf format with the applicant’s signature
2. Completed application in word document format for ease of processing and transfer of information to the directory.
3. Soft copy of Professional Indemnity Insurance including details of level of cover and the provider.

1 Company profile and background information

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Company Name** |  | | | | | | |
| **Address** |  | | | | | | |
| **Primary Contact person** |  | | | | | | |
| **Phone number** |  | | | | | | |
| **Email** |  | | | | | | |
| **Website** |  | | | | | | |
| **Date company established** |  | | | | | | |
| **Number employed** |  | | | | | | |
| **Add Details to the on-line Lean Specialist Service Providers Directory:** | Yes / No (delete as appropriate) | | | | | | |
| **Sector Experience**  *Please Highlight area of interest* | FOOD | | SOFTWARE | | | SERVICES | |
| MANUFACTURING | | LIFE SCIENCES | | | CONSTRUCTION | |
| ELECTRONICS | | ENGINEERING | | | TELECOMMUNICATIONS | |
| **Business profile** | Please estimate % of your turnover derived from the following sectors | | | | | | |
| LEO | EI | | | IDA | | Overseas companies |
| **Irish Tax Clearance Certificate**  **(Please insert in appropriate box)** | Yes | | | No | | | |
| **Indemnity Insurance**  **(Please insert in appropriate box)** | Yes | | | No | | | |

2 Specialist Service Offering

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| Please note that if you answered ***Yes***to ***Add Details to Specialist Service Providers Directory on Website***, this will be used on the website.  (This will be used on the website – if answered yes to *Add Details*  *e Providers Directory on Website* above) |

3 Specialist Service Offering – Key word

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| Please identify key word(s) for your company’s specialist expertise supporting Lean Implementation from the list below.  Key Word(s): e   * Agile * Business Plan * Communications * Data Protection & GDPR * Finance * Human Resources * Leadership * Lean Products (e.g. white board, kanban rack and storage solutions) * Change Management * Marketing * Product Management * Project Management * Software * Strategic Sourcing/Procurement * Supply Chain * Sustainability * Team Development * Other (Please state)   the website – if answered yes to |

4 Discuss briefly your expertise and qualifications appropriate to this specialist service offering

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|  |

5 Key person / people carrying out the work

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|  |

6 Sectors and specific experience on projects

**Examples of projects you have worked on for EACH sector you have worked in (i.e. Food, Manufacturing, Electronics, Software, Life Sciences, Engineering, Services, Construction, Telecommunications)**

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| The project examples should include i) overview of issues, ii) objectives of project, iii) interventions / inputs, iv) outputs from project (both qualitative and/or quantitative). |

7 Names and contact details for 3 reference sites relevant to the above cited information whom EI or EI clients may contact.

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| 1.  2.  3. |
| I have obtained consent from the above named to act as reference sites and or referees for this application: **Yes / No** (delete as appropriate) |

8 Tax Clearance – Self Declaration of Financial and Economic Capacity

|  |  |  |
| --- | --- | --- |
| **Tax Clearance** | | **Please confirm YES/NO** |
| 1. **I confirm and declare having a current and valid Tax Clearance Certificate in place and our tax affairs are in order.**   ***Note: If ‘no’ you need to follow through on (C) below.*** | |  |
| **(B) Enterprise Ireland can verify your tax clearance status through Revenue’s online facility at** [**https://www.revenue.ie/itp/view.jsp**](https://www.revenue.ie/itp/view.jsp)**. To this end, please confirm:**   |  |  | | --- | --- | | **Do you grant Enterprise Ireland permission to verify your tax cleared position online?** |  | | **Registration Number**  ***(as shown in your Tax Clearance Certificate)*** |  | | **Certificate Number**  ***(as shown in your Tax Clearance Certificate)*** |  | | |  |
| 1. **(C) I confirm that I have applied for a Tax Clearance Certificate from the Irish Revenue Service which will be made available on request,** <http://www.revenue.ie/en/business/running/tax-clearance.html> / *Non-Resident applicants can download the* [*TC1 - Application for Tax Clearance Certificate form*](http://www.revenue.ie/en/tax/it/forms/webtc1.pdf) *and apply for tax clearance to Non-Residents Unit, Collector-General's Office, Sarsfield House, Francis Street, Limerick or by e-mail to* [*nonrestaxclearance@revenue.ie*](mailto:nonrestaxclearance@revenue.ie) | |  |
| **(D) I confirm that my Tax Clearance Certificate will be current & kept up to date during my time on the Directory Of Approved Service Providers.** | |  |
| **Signed:** |  | |
| **Name in Block Capitals** |  | |
| **Position:** |  | |
| **Date:** |  | |

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| **DECLARATION** |
| I declare that the information I have submitted above is true and accurate. I confirm that I have obtained the consent of companies named above as reference sites or referees.  **SIGNED**  **NAME**  **POSITION in COMPANY**  **DATE** |