

Expression of Interest pre-submission checklist (Interactive)

Dear Applicant,

To help expedite your submission process, please use the checklist below to ensure that you have prepared all the necessary documents. All files should be in A4 PDF format and within the specified file size limitations.

A. Mandatory Items for Submission:

- **Non-Disclosure Agreement (NDA):** Download the NDA, sign, stamp, and have it ready for upload.
- **Company Profile:** Prepare your company profile, ensuring it is under 10MB in size.
- **Organizational Structure:** Provide an A4 document illustrating your organizational structure. Please focus on the local team.
- **Valid Trade License:** Include a copy of your organization's valid trade license.
- **VAT Registration Certificate:** Include a copy of your organization's VAT registration certificate.
- **Personal Indemnity Insurance Certificate:** Upload a copy of your organization's personal indemnity insurance certificate.
- **Public Liability Insurance Certificate:** Upload a copy of your organization's public liability insurance certificate.
- **CVs of Key Personnel:** Include CVs for key personnel in each sector/discipline. Please ensure these are separated, even if they are already included in the company profile.

B. Optional Items:

- **Certifications and Professional Body Associations:** Include any relevant certifications and memberships in professional bodies.
- **Weblinks, Awards, Videos, and Presentations:** If available, provide links to websites, awards, videos, or presentations that highlight your organization's innovation over the last two years. The total upload size is limited to 5MB.

By following this checklist and ensuring that all the required documents are prepared and within the specified limits, you can help expedite the submission process. If you have any questions or need further assistance, please don't hesitate to reach out via email: synergies@archiplexus.com