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| **SPONSORSHIP REQUEST**  **FORM**  Apex-Brasil Sponsorship Manual and Regulation |

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| **APPLICANT INFORMATION** | | | | | | | | |
| **CNPJ** | *Registration number in the Corporate Taxpayers Registry (CNPJ)* | | | | | | | |
| **Applicant**  **Trade Name / Company Name** | *Names in the Corporate Taxpayers Registry (CNPJ)* | | | | | | | |
| **Address** | *Address in the Corporate Taxpayers Registry (CNPJ)* | | | | | | | |
| **ZIP code** |
| **City** |
| **State** |
| **Legal representative(s)** | **Name** | *Name as shown on identity document* | | | | | | |
| **Position** |  | | | | | | |
| **CPF** | *Individual Taxpayers Registry number* | | | | | | |
| **ID** |  | | | **Issuer** | |  | |
| **Name** | *Name as shown on identity document* | | | | | | |
| **Position** |  | | | | | | |
| **CPF** | *Individual Taxpayers Registry number* | | | | | | |
| **ID** |  | | | **Issuer** | |  | |
| **E-mail** |  | | | | | | | |
| **Landline** |  | | | | | | | |
| **Cell phone** |  | | | | | | | |
| **Bank details** | **Bank** | *Code* | **Branch** |  | | **Account** | |  |

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| **INFORMATION ABOUT THE SPONSORED INITIATIVE** | |
| **Name** | *Title of the action, activity, or event to be sponsored.* |
| **Period** | *Date/Period of execution.* |
| **Location** | *Venue/Location of execution*. |
| **Target audience** |  |
| **Estimated audience** |  |
| **Goals / objectives** |  |
| **Schedule / program** |  |
| **Action description** | *This item refers to the description of the project. Be clear and objective, including only information that is essential to understand the action.* |
| **Apex-Brasil sponsorship history** | *Indicate whether Apex-Brasil has already sponsored this event, including the date, amount offered, considerations delivered, and results obtained.* |
| **Publicity** | *This item refers to the action/event’s publicity plan; how it will impact the target audience, and what media/vehicles will be used.* |
| **Ticket/registration fees** |  |
| **Confirmed sponsors** | *This item must include the names of the companies and the industries in which they operate.* |
| **Potential partners** | *This item refers to companies that may become sponsors or partners in the action/event.* |
| **Total cost of the initiative (USD)** | *Total estimated cost of the initiative.* |
| **Proposed sponsorship amount for Apex-Brasil (USD)** | *The amount of the sponsorship granted must not exceed 60% of the full cost of the project.* |

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| **History, results, evaluations of the event to which the sponsorship proposal refers** |
| *It is important to present previous evaluations made by participants, if possible.* |
| **How is this project related to Apex-Brasil’s activities?** |
| *It is important to demonstrate that the project to be developed relates to one or more of the following objectives:*  *a) expanding Apex-Brasil’s institutional visibility and increasing the perceived relevance of its activities, aiming to strengthen the Agency’s image;*  *b) promoting the businesses of companies supported by Apex-Brasil, fostering their exports;*  *c) promoting direct investment attraction through business projects or by promoting Brazil’s image and that of Brazilian companies with target audiences;*  *d) promoting activities that stimulate the internationalization of Brazilian companies; and/or*  *e) proposing activities and events that are consistent with the other strategic guidelines of Apex-Brasil.* |
| **Considerations offered/institutional return proposal** |
| *Apex-Brasil must be assured one or more of the following considerations, observing the peculiarities of each project:*   1. *Display of the Agency’s logo in advertising material, press, billboards, busdoors, radio, TV, Internet, social networks, yearbooks, magazines, and other types of publicity;* 2. *Insertion of the Agency’s logo in banners, posters, folders, invitations, and similar items;* 3. *Promotion of Apex-Brasil’s name as a sponsor;* 4. *Assignment of image rights;* 5. *Granting of space for the exhibition of institutional material or Brazilian exports, if applicable;* 6. *Participation of Apex-Brasil’s representatives as speakers, if applicable;* 7. *Registration and/or invitation quotas, the exact amount of which will be defined by the parties;* 8. *Right to distribute promotional material of Apex-Brasil’s interest during the action and/or event;* 9. *Other forms of institutional return that may be proposed, provided they are accepted by Apex-Brasil.*   ***Attention:*** *To facilitate the evaluation of this sponsorship proposal, we kindly ask you to provide as much detail as possible about the considerations you are willing to offer, including the quantities, formats, and/or sizes of the items that you list.*  ***Attention:*** *The considerations will be verified as per the forms of demonstration listed on item 5.1.1 of the Apex-Brasil Sponsorship Regulation.* |

*\* The applicant must submit this sponsorship request, which must be signed by his or her legal representative, at least 90 (ninety) days prior to the project’s date of completion, via the e-mail* [*patrocinio@apexbrasil.com.br*](mailto:patrocinio@apexbrasil.com.br)*.*

**Please attach the following documents to this form:**

* **Legal qualification documents**

1. Proof of registration in the Corporate Taxpayers Registry (CNPJ);
2. Articles of incorporation or bylaws with changes, if any, duly registered by the competent authorities;
3. Election report and/or act of designation of persons authorized to represent the legal entity, if applicable;
4. Legal representatives’ identity card and proof of registration in the Individual Taxpayers Registry of the Ministry of Finance;

* **Tax compliance documents\***

1. Negative certificate of debts related to Federal Taxes and Active Debt of the Union.\*\*
2. FGTS (Government Severance Indemnity Fund) conformity certificate.

*\* Tax compliance documents may be replaced by the Registration Conformity Certificate (CRC), which can be retrieved from the Unified Supplier Registration System – SICAF at the website* [*www.comprasnet.gov.br*](http://www.comprasnet.gov.br)*.*

*\*\*For the purposes of proving tax compliance, a Positive Certificate with Effect of a Negative Certificate will be accepted.*

* **Detailed budget spreadsheet,** containing quantities, unit costs, and total costs of the event, project, or activity.
* **Statement signed by the legal representative** attesting that the applicant is qualified to enter into a contract with Apex-Brasil and, therefore, has no pending issues with the Agency regarding sponsorships, agreements, or contracts for the provision of services/supply of goods.