

**CMC Firm Application**  
**CMC FIRM APPRAISAL INPUT**  
**STATEMENT OF BASIC FACTS**

The Firm is requested to provide the following factual information in order to provide background on the Firm to the ICMCI Appraisals.

|  |   |
|--|---|
| <i>Firm name</i>   | <i>Contact Person for the Appraisal</i><br><br><i>Email address</i>       |
| <i>Firm office address</i>   | <i>email address</i><br><br><i>telephone number</i><br><br><i>website</i> |
| <i>Date of Foundation (firm legal status):</i>   |   |
| <i>Does the Firm have a regional or a branch structure? (specify)</i>  |   |
| <i>Firm President (or equivalent)</i><br><br><i>Firm Executive Director (or equivalent)</i><br><br><i>Firm Project Management Dept. Director (or equivalent)</i> | <i>(names and roles)</i>  |

| <b>VERSION</b> | <b>DATE</b> | <b>AUTHOR</b> |
|----------------|-------------|---------------|
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|                |             |               |

|   |   |
|---|---|
| <i>Head of HR (or equivalent)</i>   |   |
| <i>Number of employees (total)</i>  | <i>Analysis of employees by:</i><br><br><i>Consultants</i><br><br><i>Supporting Staff</i><br><br><i>Others (specify)</i>                                  |
| <i>Does the Firm contract freelance consultants?</i>  | <i>(Criteria for selection)</i>   |
| <i>Does the Firm have a training and a development program with supporting activities? E.g. seminars, conferences, workshops...etc. (specify)</i> | <i>(Type of activity with full details)</i>   |
| <i>Definitions</i>  | <i>Please give your definition of:</i><br><br><i>1. a management consultant</i><br><br><i>2. a certified (i.e. fully qualified) management consultant</i> |
| <i>Type of Clients</i>  | <i>Please give three examples of the types of clients your members consult for.</i>   |

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|--|--|
| <i>Please answer "Yes" or "No" to the following questions. (Please enclose a copy of published corporate material where relevant.):</i>  |  |
| <p><b>1. Does the firm have a code of professional conduct, or ethics?</b></p> <p><b>2. Are there complaints and disciplinary procedures in existence to support the code?</b></p> <p><b>3. Have these procedures even been employed? Explain briefly:</b></p> |  |

**STATEMENT:**

I certify that all statements made by me in this application and the documents enclosed herein are correct. I have arranged for the application fee to be paid to ICMCI.

Signature: \_\_\_\_\_

Name (print): \_\_\_\_\_

Title or role: \_\_\_\_\_

Date: \_\_\_\_\_

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