

Validated by EFQM

Application Form

Organisation details:

- Organisation name:
- EFQM Member:
- Sector:
- Number of employees:
- Number of locations:
- Address:

Contact person details:

- Name:
- Job position:
- Email:
- Phone number:

Payment details:

- Invoice address:

- Purchase Order number:
- VAT number:

<<please contact EFQM to agree on your specific application fee>>

Assessment information:

- Preferred date for the site-visit:
- Concise organisation description:

Application Fee:

The application fee is based on size, scope and complexity of your organisation. Please contact EFQM to confirm your application fee.

The fee covers all fixed costs to organise and run the assessment process but excludes all variable costs as:

- travel and accommodation for the whole assessor team visiting you for the site-visit
- other such as translations, marketing your achievement etc.

When receiving your signed Application form, EFQM will issue the invoice for the Acceptance fee, which is 30% of your total application fee. This is a non-refundable fee due to the costs and planning involved to secure resources in advance for the site-visit.

The main Application fee invoice (the 70% of the total application fee remaining) will be issued one month before the site-visit and it needs to be paid before the start of it.

Confirmation & Cancellation policy:

- If you have to cancel your application at any point after successfully accepted your signed application by EFQM, please advise us immediately in writing.
- After sending the signed Application form, you have 15 days to cancel your participation. After 15 days, the Acceptance fee of 30% will be charged, which is non-refundable. Furthermore, in case the assessors or EFQM have already incurred in any additional costs, you will need to cover these costs upon showing written evidence (e.g. receipts, invoices) to the assessors directly and to EFQM.

- Name:
- Job Title:
- Place:
- Date:
- Signature:

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