

# Licensee Questionnaire

To discuss a potential license agreement with the Foundation, please complete the below questionnaire with as much detail as possible. Once you have completed the form, please send it, along with any supporting material to [licenses@ifrs.org](mailto:licenses@ifrs.org) and a member of our Content Services Team will be in contact with you within 8 weeks.

**Where you see the \* please provide complete translations if the documents are not in English.**

<b>Full name</b>	
<b>Email address</b> <b>Telephone number</b>	
<b>Registration number</b> (if licensee is a corporate entity)	
<b>Full Address</b>	
<b>VAT or sales tax number</b>	
<b>Date of incorporation/creation</b>	
<b>Directors/senior management</b> Please list all the directors of the licensee or if it is not a corporate entity list all the members of its senior management	
<b>Website details</b> Please provide a link	
<b>Type of entity</b> eg company, partnership, not for profit/charity/academic institution	
<b>Incorporation documents</b> Please attach/embed incorporation certificate or documents showing the legal status of the licensee and with what bodies it has been registered*	
<b>Professional Certifications</b> Please attach/embed any current certifications/certificates of membership of professional associations*	
<b>Regulatory authorisations/licences</b> Please confirm that the licensee is authorised and has all necessary licences in the country/ies in which it operates to conduct its business. Please attach/embed any relevant certifications*	
<b>Audited accounts</b> Please attach/embed most recent*	
<b>Financial status</b> Has the licensee been insolvent in the last 5 years? If so please provide full details	
<b>Legal/regulatory</b> Has the licensee been the subject of any regulatory action or investigations of any kind in the last 5 years? If so, please provide full details	

<p><b>Disputes</b> Has the licensee been involved in any disputes or court proceedings in the last 5 years? If so please provide full details</p>	
<p><b>Background information</b> Please attach/embed a summary of the licensee's business and activities</p>	
<p><b>Added value</b> Please explain what added value the licensee can bring to the Foundation</p>	
<p><b>Details of request</b> Please describe in detail:</p> <ul style="list-style-type: none"> <li>• what materials or trade marks of the Foundation the licensee wishes to use</li> <li>• list of products and services</li> <li>• countries/jurisdictions</li> <li>• languages</li> <li>• proposed publication date</li> </ul> <p>where Licensee wishes to use the Foundation's materials/intellectual property</p>	
<p><b>Samples</b> Please provide samples of use</p>	
<p><b>First use</b> Date from which the licensee first used the Foundation's materials or trade marks</p>	
<p><b>Insurance</b> Please attach/embed a copy of the licensee's current insurance policy</p>	
<p><b>Other information in support of request</b> Please provide any other information which the licensee considers is relevant including your business proposal if applicable</p>	

Note: the licensee acknowledges that the Foundation is not obliged to continue any discussions or enter into any licence with the licensee.

**I confirm that the answers given above are correct.**

**Authorised signatory of the licensee:**

**Print name:**

**Position:**

*[Signatory must be a director or officer of similar seniority]*

**Date:**