**Corporation Request Form**

* **Establishment Information**

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|  |  | | **Establishment Official Name** |
|  |  | | **Establishment National Number** |
|  |  | | **Registration Number** |
|  |  | | **Location** |
|  | | | **Establishment Cofounders and Partners (if applies)** |
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|  |  | | **Authorized Signatory Person** |
|  |  | | **National Number of Authorized Signatory Person** |
|  |  | | **Identification Document type** |
|  |  | | **Identification Document Number** |
|  |  | | **Establishment Date of Founding** |
|  |  | | **Establishment Registered Capital** |
| * **Establishment Activity (Fields of Training)** | | | |
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|  | * **Markets in Which the Establishment Operates** |
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* **Size of Establishment Activity in Internal and External Markets:**

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| **Number** | **Size of Establishment Activity for the Previous Year of Corporation Application Submission Concerning:** | |
|  | **Revenue** | |
|  | **Trainees** | |
|  | **Courses** | |
|  | **Diplomas** | |
|  | **Conferences** | |
|  | **Consultations** | |
| * **Establishment's National and International Contracting Parties** | |
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| For the use of the Consultation and Training Center at the German Jordanian University | | |
|  | * **Auditing Application (Auditor's Comments)** | |
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**Auditor's Signature**

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|  | * **Comments of Director of the Consultation and Training Center** | |
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**Signature of Director of the Consultation and Training Center**

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| * Decision of the Committee (Formed by the Center's Council for the Purpose of studying new partnerships and renewing old MoUs | |
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**Committee Chair Member Member Member**

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| * **Decision and Comments of the Legal Counsel** | |
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**Signature of Legal Counsel**

* **Approval and Comments of Chair of the Consultation and Training Center's Council**

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| **Signature of Chair of the Consultation and Training Center's Council** |

**Valid Documents Needed:**

1. Trade Name Registration Certificate Includes Type of Business, Authorizing Holding Training Courses and Issuing Certificates.
2. Business Registry Certificate Issued by the Ministry of Industry and Trade/ Business Control Department.
3. A License Issued by the Employment-Technical and Vocational Education and Training/ Quality Assurance and Accreditation Center of the Vocational-Technical Training and Education Sector.

* **CTC team expects of entities who are applying to form partnership with GJU, to be an experienced entity in consultation and training with proven records not less than a year.**

**Contact Information:**

|  |  |
| --- | --- |
|  | **Date of Submitting This Application** |
|  | **Mobile Number of Establishment's Officer** |
|  | **Email of Establishment's Officer** |

Please send the filled form to this email address: [ctc@gju.edu.jo](mailto:ctc@gju.edu.jo)