Federal Ministry
for Economic Affairs
and Energy

MITTELSTAND
GLOBAL
FOREIGN MARKET
ENTRY PROGRAMME

Binding Registration[1]

for the **BMWE Third-Market Cooperation Project in Nigeria** in the field of **Transport Infrastructure**, taking place **30 November - 4 December 2026**. Within the Market Development Programme (MEP), German and French companies are to jointly engage in entering third-country markets through a shared business initiation mission. The Project is implemented on behalf of the German Federal Ministry for Economic Affairs and Energy (BMWE).

To the Consultant
SBS systems for business solutions GmbH
Ms. Mihaela Nistorica, Project Manager
Berlin Office: Tel. +49 (0) 30 22013397
E-Mail: m.nistorica@sbs-business.com - www.sbsbusiness.eu - www.germantech.org

Registration deadline: 15.10.2026

Company Name:			
Project Manager, Position:			
Street, No.:			
Postal Code:		City:	
Telephone / Mobile:			
Website:			
E-Mail- Address:			
Business Sector (NACE-Code)[2]			
Number of Employees:		Annual Turnover (EUR):	
VAT Identification Number:			

Experience in the Target Market:

☐ We are not yet familiar with the target market and would like to enter it for the first time.

☐ We already possess substantial market knowledge. We have established business contacts and business activities in the target market that we would like to expand.

Please attach the fully completed and signed "Declaration of Participation" to your registration!
Hereby, I/we register for participation in the above-mentioned Third-Market Cooperation Project in Nigeria 2026.
I/We confirm that I/we have read and agree to the participation guidelines and consent to the verification of the relevant eligibility requirements.

Place, date

Signature / company stamp

[1] Consent is given to the computer-assisted collection, storage, and transfer of company data to third parties. The provisions of Section 28 of the German Federal Data Protection Act (BDSG) apply.
2 The NACE classification of economic sectors can be found at www.germantech.org.

A project of:

In partnership with:

AHK Delegation der Deutschen Wirtschaft in Nigeria
Delegation of German Industry and Commerce in Nigeria

Business France

Federal Ministry
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The following information regarding participation in the Market Development Programme must be observed:

1. **The Third-Market Cooperation Project is funded by the Federal Ministry for Economic Affairs and Energy (BMWE).** It includes subsidies for company-related services provided by the implementing organisation SBS systems for business solutions (hereinafter "SBS") and its project partners, the Delegation of German Industry and Commerce in Nigeria (hereinafter "AHK") and Business France. These constitute so-called "de minimis" aid. The target group includes small and medium-sized enterprises (SMEs) as well as business-related service providers operating in Germany and France in the field of transport infrastructure. As a general rule, at least 50%of participating companies must be SMEs, which are given priority over large enterprises. The company is required to submit a Declaration of Participation to SBS, which must be forwarded by SBS to BMWE.
2. An SME is defined as a German and French, independent company or part of a corporate group with fewer than 750 employees and less than EUR 150 million in annual turnover.
3. The participants' own contribution depends on the size of the company:
    a) **250,- Euro** (netto) for companies with less than EUR 2 million in annual turnover and fewer than 10 employees;
    b) **850,- Euro** (netto) for companies with less than EUR 150 million in annual turnover and fewer than 750 employees;
    c) **1.500,- Euro** (netto) for companies with EUR 150 million or more in annual turnover or 750 or more employees
4. In addition, each participating company shall bear its own travel, accommodation, and subsistence costs.
5. Registration for participation in the business initiation mission must be submitted no later than **15 October 2026** and is provisionally binding upon signature on behalf of the company. However, the responsible office of the Market Development Programme reserves the right to conduct a technical review and, on this basis, to reject the application. A participation confirmation will be issued to the company by the appointed consultant SBS following review by the Market Development Programme Office. The minimum number of participants is 16, and a maximum of 20 companies may take part.
6. Upon receipt of the participation confirmation, the registration becomes binding. The respective participation fee is due within two weeks of receipt of the invoice and must be transferred or paid to the account specified in the confirmation/invoice.
7. The company is entitled to withdraw its registration after submission to SBS, provided the withdrawal is received no later than **15 October 2026**. If participation fees have already been paid, they will be refunded by SBS in the event of a timely and written withdrawal of the registration.
8. Participation in the project is subject to the applicable security advisories, entry regulations, and requirements in force at the time of travel, as published on the website of the Federal Foreign Office for Nigeria: https://www.auswaertiges-amt.de/de/service/laender/nigeria-node/nigeriasicherheit-205788
It should be noted that these regulations may change at any time; therefore, it is recommended to regularly check the current status.
9. The assessment of the current security situation may, in principle, also lead to the postponement or cancellation of a trip. It is noted that participating companies travel at their own risk and that neither the implementing organisation nor BMWE/BAFA shall be liable for any damages and/or financial losses. Travel or cancellation costs incurred by participating companies cannot be reimbursed in the event of cancellation or postponement. However, any participation fees already paid will be refunded in the event of a general cancellation of the project or if participation becomes impossible due to a postponement caused by the implementer/client.
10. The company representative agrees to participate in a survey for the evaluation of the business initiation mission. The survey regarding the quality of the organisation and implementation of the mission will take place at the end of or immediately after the event.

Bundesamt
für Wirtschaft und
Ausfuhrkontrolle

Declaration

_____
Company name

_____ _____ _____
Street address Postal code City

_____ _____
Person responsible for project Email address (personalised if possible)

_____ _____
Number of employees Annual turnover in Euro

_____
Industry/economic sector

☐ I/We declare that my/our company (including service providers, craft businesses) has fewer than 10 employees and an annual turnover of less than EUR 2 million.

☐ I/We declare that my/our company (including service providers, craft businesses) has fewer than 750 employees and an annual turnover of less than EUR 150 million;

☐ I/We declare that my/our company (including service providers, trades) has 750 or more employees or an annual turnover of EUR 150 million or more.

Information required for all modules subject to own contribution:

☐ I/We declare that my/our company is not subject to comparable statutory liquidation, proceedings or similar statutory liquidation procedures;

☐ I/We declare that my/our company has not exceeded the EU 'De-minimis'-aid threshold of EUR 300,000 within the past three years, regardless of the aid irrespective of the granting authority, including the expected amount of aid. I/We am/are aware that the term "undertaking" for 'De-minimis'-aid includes all business entities controlled (legally or de facto) by the same entity (in particular affiliated undertakings, etc.).

☐ I/We declare that I/we do not receive institutional funding from public funds.

☐ I/We declare that I/we do not receive additional public project funding for this market entry project.

☐ I/We declare that my/our company is not a federal, state, or municipal authority nor any other legal entity under public law.

☐ I/We declare that no religious community(ies) or legal entity(ies) under public law, either individually or collectively, directly or indirectly, holds a majority stake in my/our company.

I/We declare that the above information has been provided to the best of my/our knowledge and belief. I/We am/are aware that certain company-related elements of the market development programme constitute a subsidy within the meaning of Section 264 of the Criminal Code (StGB), that the information provided above regarding the company, the number of employees and the annual turnover is relevant to the subsidy and that subsidy fraud is a criminal offence.

The computerised collection and storage of company-related data for the purpose of processing the project is agreed upon. The data will be used exclusively for this purpose and will only be stored for as long as is necessary for the fulfilment of the project. For the purpose of evaluating the programme, company-related data may

also be passed on to commissioned third parties, provided that they also comply with the data protection provisions of the GDPR. Data subjects have the right to information, correction, deletion, restriction of processing, data portability and the right to withdraw consent at any time without affecting the lawfulness of the processing carried out on the basis of the consent until withdrawal.

The Code of Conduct (Appendix) for measures under the BMWE's market development programme, as well as the OECD Guidelines for Multinational Enterprises on responsible business conduct in foreign activities in the areas of human rights, social affairs, the environment, anti-corruption, taxation, consumer interests, reporting, research and competition (https://www.bundeswirtschaftsministerium.de/Redaktion/DE/Downloads/M-O/oecd-leitsaetze-fuer-multinationale-unternehmen-neufassung-2011.pdf?__blob=publicationFile&v=13), are observed and implemented. In addition, regular training and awareness-raising measures are carried out for employees to ensure that the guidelines are integrated and followed in all business areas and at all levels of the company. We are committed to continuously reviewing and improving our business practices in order to meet the highest standards of responsible corporate behaviour.

_____	_____
Date, Place	legally binding signature/company stamp

Data Protection Information (GDPR)

1. Contact details of the controller and the official data protection officer:

Controller:	Federal Office of Economics and Export Control, Frankfurter Straße 29-35, 65760 Eschborn, Germany Telephone: +49 (0)6196 908-0, Fax: +49 (0)6196 908-1800, poststelle@bafa.bund.de
Data protection officer:	datenschutzbeauftragter@bafa.bund.de

2. Data processing:

The Federal Office of Economics and Export Control (BAFA) collects the following personal data as part of the project processing:

- Information on the participating company, including contact details, address, industry, number of employees and annual turnover.
- Name and email address of the person responsible for implementing the project (project manager).
- The amount of the grant and the company's own contribution, as well as the recipient of the grant.

The collection and processing of data serves the purpose of enabling the BAFA to properly implement the project within the framework of the administrative procedure. This includes, in particular, the processing of data for the purpose of
- reviewing and settling accounts for the project, reviewing accounting documents and disbursing funds as requested, as well as carrying out the administrative procedure in all other respects (including, where applicable, the reversal of wrongfully approved grants and the implementation of appeal procedures);
- carrying out the success controls prescribed for federal grants (including random on-site checks, statistical evaluation, monitoring and controlling, and evaluation of the funding programme, where applicable);

The processing of data for the aforementioned purposes is necessary for the proper fulfilment of the BAFA's tasks as the licensing authority and is therefore based on Art. 6(1) sentence 1 letters c and e of the General Data Protection Regulation (GDPR) in conjunction with § 3 of the Federal Data Protection Act (BDSG). The data collected will be stored for a period of 10 years. The period begins at the end of the calendar year in which the processing has been completed or the procedure has been terminated.

3. Recipients of the data (categories):

Within the BAFA, access to the data is granted to those departments that are involved in processing the matter within the scope of the above-mentioned purpose.
In addition, within the scope of the above-mentioned purpose and the processing of the case, the BAFA transmits individual data to other public bodies and, on the basis of a written agreement with the BMWE, to the office for the SME market entry programme at Germany Trade & Invest (GTAI).

The BAFA may pass on the data referred to in section 2 to members of the German Bundestag, the Federal Ministry for Economic Affairs and Energy, other public funding bodies and, for statistical purposes and evaluation, to the institutions commissioned to do so. The data may also be passed on in the event of any necessary audits by third parties (e.g. the Federal Audit Office). If, during the processing of the procedure, actual evidence emerges that gives rise to suspicion of a criminal offence (in particular fraud or subsidy fraud) or an administrative offence, the BAFA may transfer personal data to the competent law enforcement authorities. The data will be processed exclusively within the European Union. No data will be transferred to third countries.

4. Rights of data subjects:

As a data subject, you have the right to request information about your personal data processed by the BAFA (Article 15 GDPR), to request the correction or completion of your personal data stored by the BAFA (Article 16 GDPR) and to lodge a complaint with a supervisory authority (Article 77 GDPR). The competent supervisory authority pursuant to Section 9 of the German Federal Data Protection Act (BDSG) is the Federal Commissioner for Data Protection and Freedom of Information (BfDI), based in Bonn.

Code of Conduct

for measures under the Market Entry Programm for SMEs (MEP) of the Federal Ministry for Economic Affairs and Energy (BMWE)

Preamble

The Federal Ministry for Economic Affairs and Energy (BMWE) supports small and medium-sized enterprises in particular in opening up and securing foreign markets with its Market Entry Programme (MEP). The MEP is used in the form of standardised service offerings for a variety of relevant topics and target markets in a needs-oriented and flexible manner. The measures are implemented by the MEP office at Germany Trade & Invest (GTAI) and the Federal Office for Economic Affairs and Export Control (BAFA) as well as the implementing organisations commissioned for the individual measures. Programme planning is based on a competition of ideas from all players involved in promoting German foreign trade. Close monitoring confirms the success of the programme through higher sales and the employment of additional staff at participating companies.

Objectives of the trips

The core of the MEP measures is establishing contact and holding prepared discussions with potential cooperation partners and customers abroad, which are organised individually for you by the implementing organisations or partners of the programme based in the target country. Over a period of three to four days, you will meet your discussion partners and establish personal contacts. This will enable you to gain a comprehensive impression of the respective company or institution. In addition, you will have the opportunity to present your products or services at a one-day presentation event and other specialist events with representativesfrom business, associations, administration and politics in the respective target country.

Our quality standards

With the measures taken by the MEP, the BMWE aims to support German companies in their international activities. The trust of customers and stakeholders in German companies and their products and services is a valuable asset.
To ensure that your participation in an MEP measure is successful, cooperation with the organiser before and during the trip and your own preparation and follow-up work are essential.
The delegations on our carefully coordinated and prepared trips are limited to a maximum number of participants in order to give companies a certain exclusivity and prominent visibility.
The use of government logos (‘Mittelstand Global’ or the BMWE logo) represents a seal of quality and is intended to underline the seriousness of the products and services offered to the target audience.
In order to maintain and strengthen the reputation of ‘Quality made in Germany’, it is extremely important for the delegation to present itself appropriately. This applies not only to the individual participants, but also to the overall impression that the delegation makes on its foreign partners. Together and individually, they are responsible for the image of German companies abroad.
For this reason, all participants in MEP measures undertake to comply with the following rules of conduct:

General Rules of Conduct

Fair competition fundamentally requires ethical business practices and compliance with applicable law. Trade secrets must be respected and protected.

Bribery and the unfair granting of advantages will not be tolerated.

Personal interaction with potential business partners and other important stakeholders is a fundamental part of the MEP's activities. Participants should carefully consider how they deal with favours, gifts and invitations. In case of doubt, public decision-makers from political institutions and authorities in particular should not be embarrassed with inappropriate ‘gifts’. Ideally, the participating companies themselves have internal compliance rules.

Intercultural communication

‘Different countries – different customs’. Cultural sensitivity is sometimes required to successfully conclude business deals abroad. In the briefing at the beginning of the trip, delegation participants receive explicit information and recommendations on cultural customs in the host country that are particularly important for professional and respectful interaction with one another. Participants are expected to adapt to these customs to an appropriate extent and to behave in a respectful and sensitive manner towards their hosts and the general public for the duration of the trip. This also applies explicitly to times outside the official delegation programme.

Professional appearance

At the presentation event or other specialist events, companies have the opportunity to present themselves and their product or service exclusively to a select local specialist audience. This usually includes a short presentation/pitch following relevant specialist lectures by specially engaged experts.

The presentations and displays should be clearly legible and well organised, and should comply with the relevant specifications regarding length. Information about products and services must be presented truthfully and comprehensibly.

In order to ensure a consistent appearance and to minimise the risk of errors in the transmission technology, the presentations should be submitted well in advance of the event. If applicable, the organiser can also provide feedback on the content or design.

Interpersonal interaction / behaviour towards third parties

An essential feature of delegation trips is the personal interaction between participants – sometimes even beyond the official programme. Many participants appreciate this aspect as it allows them to get to know the country and its people better, but also to get to know each other better.

For organisers, representatives of the office or ministry, and employees of the organising organisation, this is also always a good opportunity to expand and maintain their network and to exchange ideas first-hand with the entrepreneurs.

However, the official support for delegation participants is limited to the official programme. Attendance and support beyond this framework is expressly voluntary and takes place outside regular working hours. Local guided tours, etc. can also be organised separately if required. The privacy of employees must be respected. **Any form of discrimination, verbal abuse and/or sexual harassment will not be tolerated.**

Procedure for violations

Violations of these rules of conduct will be reported to the MEP office and the BAFA. They will be treated confidentially and appropriate consequences will be drawn in agreement with those concerned. Depending on the severity of the violation, this may mean a clarifying discussion, a warning, exclusion from future funding measures or, in the worst case, a report to the responsible law enforcement authorities.