**Innovation HelpDesk**

Completion instructions: Provide a clear description of the product/service. Fill in required data on the company and its processes. If necessary, use appendices. Avoid long descriptions in writing, use charts.

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| --- | --- | --- |
|  | **Contact details** | |
| * **Name of company** Click here to enter text. * **Name of contact person**   Click here to enter text.   * **Phone number  (with country code)** Click here to enter text. * **E-mail address** Click here to enter text. | |
|  | **Description of the product/service**  Enclose process chart as Appendix 1. | |
| Click here to enter text. | |
|  | **What is innovative about the product/service?** | |
| Click here to enter text. | |
|  | **Possible corresponding products/services** | |
| **In Finland**  Click here to enter text. | |
|  | **In other countries, where?**  Click here to enter text. | |
|  | **Customer benefit of the product/service** | |
| Click here to enter text. | |
|  | **Target groups and geographical market areas** | |
| Click here to enter text. | |
|  | **What are the following steps in the development of the product/service?** | |
| Click here to enter text. | |
|  | **Pricing** | |
| Click here to enter text. | |
|  | **Provisions applicable to the operations (own assessment)** | |
| Click here to enter text. | |
|  | **Company risks and risk management** | |
| Click here to enter text. | |
|  | **Risks to the customer** | |
| Click here to enter text. | |
|  | **Core IT systems and IT security** | |
| **Maintained in house**  **Outsourced**  Click here to enter text. | |
|  | **Due diligence, anti-money laundering and prevention of terrorist financing** | |
| Click here to enter text. | |
|  | **Founders, owners and management** | |
| Click here to enter text. | |
|  | **Capital/funding of operations** | |
| Click here to enter text. | |
|  | **Additional information (such as possible cooperating partners)** | |
| Click here to enter text. | |
|  | **Appendices** | |
| Appendix 1 Process chart for the service  Appendix 2 Click here to enter text.  Appendix 3 Click here to enter text.  Appendix 4 Click here to enter text.  Appendix 5 Click here to enter text. | |
|  | **Date** Click here to enter text. | |
|  | **Signatures** | |
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