

Business Plan

Information to be provided in the business plan

A comprehensive business plan must be submitted and should include the following:

1. A brief description of the business
2. Management and Company information:
 - a. Organizational structure, curriculum vitae of the management and profiles of the directors
 - b. Share composition of the enterprise and associated entities/subsidiaries
 - c. Personal financial statements in the case of sole traders
3. Markets, Industry, Products and Sales:
 - a. Basic nature of the local and export markets, current and potential
 - b. Industry details including size and general growth trends, economic contribution, employment and revenues.
 - c. Volume of production, unit prices, sales targets, percentage of markets served
 - d. Nature of the products, consumers and distribution channels.
 - e. Direct/indirect present and future competition and the estimated portion of the market they hold
 - f. Fiscal incentives and import restrictions that affect the company
 - g. Other critical factors that affect market potential
4. Technical Viability:
 - a. Brief description of the production process
 - b. Suppliers of equipment and services
 - c. Labour, basic infrastructure and public services
 - d. Breakdown of operating expenses by major categories
 - e. Sources, cost and quality of principal inputs
 - f. Restrictions on imported components
 - g. Location of plant in relation to suppliers, markets, basic infrastructure and labour
5. The Financial Plan:
 - a. Total estimated project cost including contingencies
 - b. Proposed financial structure for the project/company including breakdown for shareholders' equity, external equity, debt.
 - c. Last 3 years audited financial statements (balance sheet and profit & loss account) and up-to-date in-house financial statements. N.B. Current valuations of land, buildings and equipment may be required.
 - d. Financial projections for the proposed loan repayment period, indicating projected cash flows, profit & loss and balance sheet.
 - e. Financial statements of associated companies/subsidiaries.
6. Environmental Factors:
 - a. Confirmation of all required licenses, permits and Environmental Impact Assessment
 - b. Proof that the company is in compliance with regulations prescribed by the Natural Resources Conservation Authority (NRCA) and other relevant bodies

- c. Description of the measures incorporated into the production process to mitigate any adverse environmental impact
- 7. Political, Legal and Economic factors:
 - a. Government policies relevant to the industry and the company, particularly current incentive or support programme
 - b. Nature and extent of economic benefits from the company, such as improved technology, generation of jobs, use of natural resources, foreign exchange generation/savings, other aspects of development
 - c. Legal claims or liens outstanding
- 8. Details of all efforts to obtain financing through approved financial institutions (AFIs) (Direct applications only).
- 9. Details on assets to be utilized as security for the loan facility.
- 10. Corporate Documentation:
 - a. Copy of Memorandum and Articles of Association
 - b. Copy of Certificate of Incorporation
 - c. Copy of an updated Certificate of Good Standing
 - d. Existing Lease Agreement
 - e. Existing Shareholders Agreement