

Seychelles Investment Bureau



Guidelines to Assist in Writing Your Business Plan

FISHING

- Business Plan Prepared By:
- For and On Behalf Of:
- Submitted To S.I.B. On:

Tick here

- **Enclosed** :Other Documents Relevant to your Project

You can also e- mail us your Business Plan at sib@seychelles.sc

Tel: 295500, Fax: 225125
www.sib.sc

Checklist: Fishing

Please ensure that the following accompany your project submission:

- **Project Summary Sheet**
- **CV of Promoter and Person appointed to manage the business when operational (if different from promoter)**
- **Drawing or photos of vessel(s) whichever is available**
- **Other references / certificates or relevant documents**
- **Completed Environmental Authorisation Form**
- **Electronic version of Business Plan**
- **Company Registration (if a registered company, provide 'Certificate of Incorporation' Memorandum & Article of Association)**

Project Summary Sheet

- 1 Name of Promoter(s)

- 2 Promoter contact details

- 3 Nationality of promoter. If naturalised provide 'Certificate of Naturalisation'. If
foreigner provide 'Character Certificate'

- 4 Shareholders / Directors / Partners of business

- 5 Brief Project Description

- 6 Location of Project (where vessels and office will be based)

- 7 Level and Type of Investment and Financing:
Amount of investment: _____
Borrowings: _____
Personal Contributions: _____
- 8 Employment
Number of local employees: _____
Number of foreign employees: _____
- 9 Proposed No. of Vessels in Fleet

- 10 Launching Date of Project

SYNOPSIS

This briefly describes what the project is about and hopes to achieve. A good synopsis makes it easier for the reader to grasp the details as they unfold. A few sentences will suffice.

- Name of promoter
- Rationale for project
- Soundness (economic and financial viability)
- Are you employed in the Public Sector Yes No

PROJECT DESCRIPTIONS

This describes the detailed technical, operational, financial and other aspects of the project. It is divided into several sections.

1. BACKGROUND

The background should cover issues such as:

- Promoter's nationality
- Professional status
- Promoter's Experience in the field
- Previous/ Current activities
- Any other details

2. TECHNICAL AND OPERATIONAL DESCRIPTIONS

The range of issues to be covered under technical description depends on the nature of the project. Provided below is a checklist that should serve as a guide.

Checklist of Technical Descriptions:

This will cover issues such as:

- Fleet size (number of fishing vessels to be used)
- Species targeted, method of fishing and expected catch
- Vessel description (provide drawings/photos if possible)
- Facilities on board
- Equipment on board (fishing, navigational...)
- Range at which to operate, (distance from shore, in/out EEZ)
- Staff for ship and shore based activities

3. FINANCIAL ASPECTS

The mode of financing the project should be specified clearly. The following should be included.

- Total Investment Costs
- Percentage of loan from private individuals / non-banking institution

- Amount of Loan from Commercial Bank/ DBS
 - Amount of personal contribution
 - Foreign financial institutions fund
 - Contribution of foreign partners (where applicable)
- Company details of shareholders contribution/ funds

4. COSTS/EARNINGS

Give details of cost and earnings both in local and foreign currency

Costs:

- Importations details (e.g. fishing vessels, material and equipment, etc..)
- Details of local recurrent and fixed cost.
Miscellaneous Costs

Earnings:

- Expected sales revenue.
- Other sources of income,(where applicable)

5. MANAGEMENT ASPECTS

This section should cover the organizational structure of the project. This involves details of the company's shareholders.

Issues to be covered are:

- Name of the shareholders and Nationality (& percentage of shares owned)
- Brief business background on each shareholder (i.e. past working experience in the industry)
- Role in the company (who is in charge of what i.e. fishing operations, marketing, administration, finance)

6. MANPOWER ASPECTS

This section specifies the number of staff required and the manner in which they will be recruited.

- a. Occupational/Field (post title)
- b. Number needed
- c. Minimum Salary

*Source

- Recruitment (from national labour market or abroad)
- Expatriate (Recruitment of an expatriate from the international labour market)

7. MARKETS AND SALES

Give details on how and where the product is to be marketed and expected sales revenue

This must include:

- The types and quantity of products to be marketed and average prices
- Percentage for domestic and overseas (where applicable) markets
- Expected revenue from each market (domestic/export)

8. FINANCIAL & ECONOMIC ANALYSIS

This section of the project memorandum should analyse the financial implications of the project. A detailed five-year prognosis of the business' cash flow should be covered. This must include estimated values of the following:

- Capital Expenditure
- Revenue
- Cost (Variable and Fixed costs)

Profits/Loss
Internal Rate of Return
Sensitivity Analysis

9. JUSTIFICATIONS

This section should justify the merits of the project and how it will benefit the fishing industry, the country and the economy. Give reasons why the Government should recommend the project.

