

Seychelles Investment Bureau



Guidelines to Assist in Writing Your Business Plan

MANUFACTURING [> SR 250,000 Investment]

- 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: Manufacturing and Non- Tourism Services

Please ensure that the following accompany your project submission:

- **Check that all information has been provided and is correct.**
- **Project Summary Sheet.**
- **Location and site plan (land parcel number) of where proposed business is to be conducted. (on A3 paper and must be clear), obtainable from the Land Use Department of the Ministry of National Development**
- **Sketch of factory/ workshop floor layout properly labelled. (on A3 paper)**
- **CV of promoter and person appointed to manage the business (if different from promoter).**
- **Any other relevant documents.**
- **Completed Environmental Authorisation Form.**
- **Completed application form for Government sanction (non- Seychellois only – Please download forms)**
- **Company Registration (if a registered company, Certificate of Incorporation, Memorandum & Article of Association)**
- **Electronic version of Business Plan**

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

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 Quantity and Type of Product/ Service and Equipment Required

10 Construction Commencement Date (if applicable)

11 Construction Completion Date (if applicable)

12 Opening/ Launching Date

1/ _____

SYNOPSIS

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

- Project Title:
- Name of promoter:
- N.I.N:
- Home Address:
- Business Address:
- Telephone Number:
- Fax number:
- E-mail address:
- Are you employed in the Public Sector Yes No

2/

PROJECT DESCRIPTION

(Detailed description of the business to be established, the product(s) or service(s) and the quality. The objectives of setting up this business must be clearly stated. You must also describe how your products(s) will be presented (i.e. the packaging).)

3/

BACKGROUND

The background section may cover issues such as:

- Promoters Nationality:
- Professional status (Please attach CV):
- Promoters experience in the field:
- Previous/current activities:

- Earlier phases of the present project if it is a continuation/renovation/upgrading/expansion project:
State clearly the status of the project.

- Any other details

4/

TECHNICAL DESCRIPTION (This will cover issues such as project size, location and timing. Detailed justification should be provided for the options selected. The range of issues to be covered under technical description is wide and depends on the nature of the project. The checklist provided below should serve as a guide.)

Checklist of Technical Description:

4.1. Technology and Equipment

(Description of the type of equipment to be used in the business operations and the type of technology to be used. You must state where equipment is to be obtained, if spare parts will be available. Attach photographs or brochure of the equipment where available.)

4.2. Land and Building

(Description of the working premises stating clearly your location, plot/parcel number and size of building, if the land and building are owned, will be purchased, rented or leased. A plan/sketch of the premises/building should be attached to the project memorandum).

4.3. Methods and Standards

(Specify the manufacturing processes and the standards you are following; for example SBS...and so on.) (Attach a flow chart of the production process.)

4.4. Raw Materials (Source of raw materials – local or imported, availability, cost and any factors that could jeopardise supplies.)

5/

INVESTMENT PLAN

(Presentation in local currency of the cost of land, site preparation, infrastructure building, cost of technology and equipment, working capital, etc...)

6/

FINANCING PLAN

(The mode of financing of the project should be specified clearly. It should include a detailed explanation of how the total investment costs are to be financed – loan from private individuals / non-banking entities, long-term loans, short-term loans, partnership agreements, share capital...)

7/

MANPOWER ASPECTS

(This section specifies who will manage the business, the number of staff required and the recruitment process.)

7.1. Administration

(Who will manage the business; please attach CV and other qualification documents)

7.2. Staff requirements

(Type and number of employees needed, state whether qualified personnel is available or not) [Please provide CV for the Technical Staffs]

- ◆ (Where/how the promoter expects to obtain the manpower needed)

- ◆ Promotion (Is an existing staff to be promoted to a higher level e.g. Technician to System Manager)

- ◆ Transfer (Transfer of staff from an existing plant into a new one)

- ◆ Expatriate (recruitment of an expatriate)
Please provide:
 - Qualification and job specifications needed
 - Experience required for the job.

8/

MARKETING

(Give details on how and where the product is to be marketed.)

8.1. Market

(Description of the market targeted for the product(s) or service(s) of the proposed business)

8.2. Marketing Plan

(Description of how the business is to promote itself and its product(s) or service(s) in order to increase sales. The proposed selling price of the product(s) or service(s), the proposed brand name (if any) must also be specified)

9/

MANAGEMENT

(The project memorandum should specify the organizational structure of the project. Importance should

be given to detailing all aspects of the organization including the following:)

- Sole Proprietorship or Partnership (Give the name and contribution/holding of each partner):
- Company (Give share/shareholding of each member and names of the shareholders):
- Foreign participants (State that name and other particulars along with contribution/holding):
- Patent Rights (If applicable):

(Please attach a copy of Memorandum and Articles of Association)

10/

ENVIRONMENTAL ASPECTS

(This section should take into account the environmental impacts of the project. Description of the effects –positive or negative – the business is expected to have on the environment in terms of pollution, by-products that will be generated by the activities. Has provision been made for adequate vehicle parking at your factory/workshop, will provision be made for collection and treatment of by-products, wastes, etc...?)

11/

IMPLEMENTATION AND FUTURE PLANS

(Briefly explain when the business is expected to start operations and other plans for expansion, diversification, and so forth in (terms of dates). Any other performance targets such as output target, revenue target, employment target and so on need to be stated.)

12/

ASSUMPTIONS

(Please show how you have worked out your forecasted sales figures and estimated market share. Please state the

factors that may influence your forecasted figures e.g.
foreign exchange, concessions, work permits and so on.)

Signature.....

Date.....

<p><u>FOR OFFICIAL USE ONLY</u></p> <p>Application No:..... Section File No:.....</p>
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(ACT 9 OF 1994)
ENVIRONMENT PROTECTION (IMPACT ASSESSMENT
REGULATIONS) 1996, S.I 39 of 1996

APPLICATION FOR ENVIRONMENTAL AUTHORISATION

SECTION A

1. NAME OF APPLICANT (i.e. the person for which the development will be carried out)

SURNAME (Mr/Mrs/Miss):.....

OTHER NAMES:.....

POSTAL ADDRESS :

Tel. No : Fax No: e-mail address:

2. Description of proposed development

3. Address or location of proposed development

4. Will there be any changes to the natural topography (e.g. cut, fill, etc.) of the land? YES / NO
If YES, give details

5. Will there be any tree felling or clearing activity? YES / NO
If YES, give details of most common tree species on the land

6. Is there any water body in the vicinity of the proposed development? YES / NO
If YES, mention type

Approximate distance metres

7. Sewage treatment facility to be used for proposed development (e.g. septic tank, treatment plant, centralised sewage treatment, etc.)

8. Type of solid waste to be generated (e.g. domestic, industrial, etc.)
Proposed disposal method (e.g. public bins, contract, etc.)

SECTION B - APPLICATION

I/We hereby apply for an Environmental Authorisation to carry out the development or proceed with the works described on the attached plans and drawings.

Signature:(Applicant or Agent)

If signed by an agent

Date:

Profession:

Name:

Address:

Tel. No: Fax No:..... e-mail:.....