

Seychelles Investment Bureau



Guidelines to Assist in Writing Your Business Plan

MANUFACTURING & [≤ SR 250,000 Capital Investment]

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

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

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 the 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)**
- **Promoter's CV and that of 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 Type and Quantity of Products or Service and Equipment Required

10 Construction Commencement Date (if applicable)

11 Construction Completion Date (if applicable)

12 Opening/ Launching Date

PART A: BUSINESS DETAILS

- **Name of Business:** -----
- **Contact Person:** -----
- **Address:** -----
- **Telephone Number:** -----
- **Fax number** -----
- **E-mail address:** -----
- **Are you employed in the Public Sector** **Yes** **No**

1.0 Business Description

1.1 Is your project an existing business or a new one to be set up?

1.2 Describe the business being proposed and the product(s)/ service(s) you intend to produce and sell.

1.3 Provide information on packaging, labelling and standard/quality (if any) that you will use, for example SBS standard, etc...)

2.0 Management (Who will manage the business?)

3.0 Staffing (List the type and number of employees and management staff – state their status in the company and whether they would be Seychellois or expatriates)

4.0 Investment and Financing Plan (How much are you investing into the project broken down into its various components, i.e., in equipment, infrastructure, etc.... Explain how the investment is to be financed, e.g., through personal contributions, loans from private individuals / non-banking entities, etc...)

5.0 Technology and Equipment (Description of the type of equipment and technology to be used in the business. The technique of production (flow chart) must be clearly specified.)

6.0 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 will be owned, purchased, rented or leased.)

7.0 Raw Materials (Source of raw materials – local or imported, availability, cost and possible problems in obtaining supplies. Please provide details of costing of raw materials.)

8.0 Other inputs (Type of any other inputs – spare parts, semi-finished items, etc – sourced either locally or overseas)

9.0 Market (Where and to whom are you going to sell your product(s) or service(s)?)

9.1 Marketing Plan (How will the business be promoting itself and its product(s) or service(s) in order to increase sales?)

9.2 Prices (Give information on the proposed selling price of the products(s) and the brand names if any)

10 Future Plans (Briefly explain the plans for expansion, diversification, and so forth)

11 Any Other Relevant Information (Any other information that will add to the credibility of the promoter, merits of the project and so on.)

Applicant's signature: ----- Date submitted to SIB: -----

<p><u>FOR OFFICIAL USE ONLY</u></p> <p>Application No:..... Section File No:.....</p>
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ENVIRONMENT PROTECTION ACT, 1994
(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:.....