

Seychelles Investment Bureau



Guidelines to Assist in Writing Your Business Plan

Professional Services

- 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: Professional 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**
- **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**

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

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 Types of Service to be offered

10 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:
- Website (if any):
- Are you employed in the Public Sector Yes No

2/

PROJECT DESCRIPTION

(Detailed description of the business to be established, the service(s) and the quality. The objectives of setting up this business must be clearly stated.

3/

BACKGROUND AND QUALIFICATIONS

The background section may cover issues such as:

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

(Description of the working premises stating clearly your location, plot/parcel number, if the land and building are owned, will be purchased, rented or leased. Floor layout of the building (properly labelled) should be provided especially in the case of medical practices.

5/

INVESTMENT PLAN (Presentation in local currency of the cost of land, site preparation, infrastructure building (if any), 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 institution, long-term loans, short-term loans, partnership agreements, share capital...)

7/

MANAGEMENT AND 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)

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

8/

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

8.1. Market

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

8.2. Marketing Plan

(Description of how the business is to promote itself and its service(s) in order to increase sales.

9/

ORGANISATIONAL STRUCTURE (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 business premises, will provision be made for collection and treatment of 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.)

Signature.....

Date.....

ENVIRONMENT PROTECTION ACT, 1994
(ACT 9 OF 1994)
ENVIRONMENT PROTECTION (IMPACT ASSESSMENT
REGULATIONS) 1996, S.I 39 of 1996

FOR OFFICIAL USE ONLY

Application
No:.....
Section File
No:.....

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:.....