

Guidelines to Assist in Writing Your Business Plan For 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 info@sib.gov.sc

Tel: +248 4295500
Fax: +248 4225125
W: www.sib.gov.sc



Guidelines for Professional Services

For the submission of professional services applications, the applicant(s) would be required to submit a brief proposal on the services to be offered. Additionally, the following documents will need to be included in the submission:

- A copy of the certificate of incorporation– if business is already registered
- Articles and Memorandums of Association of the registered company (if available)
- The professional qualifications of the promoter(s)
- A copy of the promoter’s valid passport (if non-Seychellois)
- Proof of Residential Address which should not be older than 3 months from the date of the application (utility bills) (if non-Seychellois)
- Legal notarization for the above, with the full contact details of the Notary(if non-Seychellois)
- Original Police Clearance Certificates from their country of residence(if non-Seychellois)
- Certificate from the Tax Authority of their country of residence(if non-Seychellois)
- Declaration of being/not being a Politically Exposed Person (PEP) (if non-Seychellois)
- Curriculum Vitae
- Any list of previous projects undertaken by the promoter(s)
- Detail of potential clients and contracts where available
- Projected financial statements
- Project summary sheet

Once the application has been submitted to SIB with all the required information, the proposal is expected to be processed in 48 hours. Once “letter of recommendation” is received from SIB, the applicant(s) will be required to follow the following steps below:

1. License Application (if business is licensable)

Seychelles Licensing Authority
Ground Floor, Orion Mall Building
5th June Avenue
Victoria
P.O Box 3
Tel: +248 4283444
Website: www.sla.sc

2. GOP Application (for non-Seychellois)

The GOP application will be considered provided that the project has been approved by Government. You will be required to liaise with the Ministry for Labour and Human Resource Development (MLHRD) for the GOP application.

3. Register for taxes

Register with the Seychelles Revenue Commission (SRC) for business tax, non-monetary tax benefits and VAT. The procedure only requires completing a form and providing a copy of the registration certificate. You will get a Tax Identification Number (TIN) which will be used for all tax transactions. For more information with regards to taxes, please refer to SRC's website, www.src.gov.sc

4. Register with the Seychelles Pension Fund

Website address: www.pensionfund.sc

Note: Non-Seychellois promoters who wish to rent or lease property or buildings within a 2 year or less time frame will not be required to apply for sanction from the Ministry of Land Use and Housing (MLUH). It is required that these leases are forwarded to the MLUH for information.

PROJECT SUMMARY SHEET

The following are required to monitor investment performance. Your cooperation is kindly appreciated.



| PROMOTER'S PARTICULARS | | | |
|------------------------|---|---|--|
| 1. | Promoter/s Name: | | |
| 2. | Business Name: | | |
| 3. | Promoter postal address: | | |
| 4. | Promoter contact Number/s : | Email Address: | |
| 5. | Name of shareholders/Directors/partners(where applicable) | Shareholders (%) | Nationality (if naturalized provide certificate of naturalization; if non-Seychellois provide character certificate) |
| | | | |
| PROJECT DETAILS | | | |
| 6. | Project Name : | | |
| 7. | Location of project (incl. parcel number)/ Name/s of Property Owner: | | |
| 8. | Total Level of investment (In Rupee terms) | | |
| 9. | Type of investment and financing | Borrowing / Bank loan : Equity: Other source of funding (please specify) | |
| 10. | Total jobs created once project is in full operation | Local workers: Foreign workers: | |
| 11. | Business Target - local or export market/s | | |
| 12. | Machinery or Equipment required (if applicable) | | |
| 13. | Duration of Project Construction/ Preparation: | Construction commencement date: Construction completion date: Tentative Opening Date: | |
| 14. | Give a Brief Description of the Project | | |
| | | | |
| 15. | Date | Signature | |

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(s)
 - 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 product(s), 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:

- Promoter(s) Nationality
 - Professional Status (Please attach C.V)
 - Promoter(s) experience in the field
 - Previous/Current activities
 - Any other details
-

4. TECHNICAL DESCRIPTION

(This will cover issues such as location, project size and timing. The range of issues to be covered in 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 premise stating clearly the location, plot/parcel number, if the land and building are owned, will be purchased, rented or leased. Floor layout of the building (properly labeled) should be provided especially in the case of change of use.)

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 clearly specified. It should include a total description of how the total investment costs are to be financed – loan from private individuals/ non-banking institutions, long term loans, partnership agreements, share capital. Details of bank (local and/or international should be specified if loans are being outsourced)

Company/Business Name

Cash Flow Projections - Income Statement

| | Year 1 | Year 2 | Year 3 | Year 4 |
|--|--------|--------|--------|--------|
| Turnover | | | | |
| Cost of Sales | | | | |
| Gross Profit | | | | |
| <i>Gross Profit %</i> | | | | |
| Expenses | | | | |
| Accounting Fees | | | | |
| Advertising & Marketing | | | | |
| Bank Charges | | | | |
| Cleaning Expenses | | | | |
| Computer Expenses | | | | |
| Consumables | | | | |
| Electricity & Water | | | | |
| Entertainment | | | | |
| Equipment Hire | | | | |
| Insurance | | | | |
| Legal Fees | | | | |
| Motor Vehicle Expenses | | | | |
| Postage | | | | |
| Printing & Stationery | | | | |
| Professional Fees | | | | |
| Rent | | | | |
| Repairs & Maintenance | | | | |
| Salaries & Wages | | | | |
| Security | | | | |
| Subscriptions | | | | |
| Telephone & Fax | | | | |
| Training | | | | |
| Uniforms | | | | |
| Total Expenses | | | | |
| Depreciation | | | | |
| Profit / (Loss) before Interest & Tax | | | | |
| Interest | | | | |
| Taxation | | | | |
| Profit / (Loss) for the year | | | | |
| <i>Net Profit %</i> | | | | |

Interest Cover

7. MANAGEMENT AND MANPOWER ASPECTS

(This section specifies who will manage the business, the number of staff required and recruitment process- a copy of the organization plan should be attached).

7.1 Administration

(Who will manage the business; please attach C.V and other qualification documents)

7.2 Staff requirements

(Type and number of employees needed, state the skills require[Please provide C.V for the technical staff]

➤ (Where/How the promoter expects to obtain the manpower needed)

8. MARKETING

(Give details on how and where 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. BUSINESS 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 the name and other particulars along with contribution/holding)
- Patent rights (if available)

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

10. ENVIRONMENTAL ASPECTS

(This section should take into account the environmental impact 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 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

| |
|---|
| <p><u>FOR OFFICIAL USE ONLY</u></p> <p>Application No:..... Section File No:.....</p> |
|---|

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 meters

7. Sewage treatment facility to be used for proposed development (e.g. septic tank, treatment plant, centralized 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 Authorization 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:.....