

# Funding Division Project Executive Summary – Existing Business

Date of Applying ..... / ..... / .....

Applicant's Name: .....

Mobile: .....

Company Name: .....

Please, specify the services you have got from SME:

Funding

Business Center

Government Procurement Program

Exemption from Labor Bank Guarantee

Tajar

Training

## EXISTING BUSINESS DESCRIPTION

Brief Description of your project (products, Services etc)

.....  
.....  
.....  
.....

If there any patent rights, copyrights, trademarks, exclusive distributor agreements, please, explain:

.....  
.....

## EXISTING BUSINESS DETAILS

Address: .....

.....

Telephone: ..... Fax: .....

E-mail: ..... Website: .....

Office Work Hours:

From: ..... TO: ..... \ From: ..... TO: .....

Date of stating operating the business: .....

Manager's Name: .....

What is the nationality of the manger? .....

What is the educational level and background of the manger? .....

How long is his experience and in which field? .....

How many workers do you sponsor / plan to sponsor? .....

## LEGAL STATUS\*

Sole Company

Partnership

L.L.C.

Other (please, specify)

In case of ganging the legal status of the establishment, please explain: .....

.....

## EXISTING BUSINESS EXPANTION DETAILS

What activities does the new business / expansion plan to do? .....

.....

## LOCATION

The annual cost for the rent is: Dh. ....

*\* In case of partnership, partners must fill out the SME registration form*

## COMPETITORS

The direct / indirect competitors are: .....

## CUSTOMERS

The customers are: .....

## COMPETITIVE ADVANTAGE

My services / Products are distinguished from my competitors' by the following: .....

## COSTS/ INVESTMENTS

The total cost of the vestments is: Dh. ....

How will you finance your project?

Other sources     Mohammed Bin Rashid Est. For young Business Leaders     Self, Finance

Amount of the required loan from SME is: Dh. ....

How much are you and your partner willing to contribute to the project?

You ..... Partner 1 .....

Partner 2 ..... Partner 3 .....

Do you have accounting system?     Yes     No

What is that accounting system? .....

How much was your total sales (turnover) last financial year in Dirham?

Year 1 ..... Year 2 ..... Year 3 .....

In case of existing business, How much is the net profits for the last 3 years in Dirham?

Year 1 ..... Year 2 ..... Year 3 .....

If you /partner are employees, how much is your/partner monthly salary

You ..... Partner 1 .....

Partner 2 ..... Partner 3 .....

In case of having bank loans, please, mention the loan amount:

You ..... Partner 1 .....

Partner 2 ..... Partner 3 .....

And the repayment of the loan is based on (please tick on the appropriate box):

	Monthly installments	Quarterly installments	Annual installments
You:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Partner 1:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Partner 2:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Partner 3:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Repayment of the loan is from:

My Salary / Partners     Business Turnover     Other sources

In case of other sources, please, specify:

How much is the monthly/ quarterly/annual installment?

You ..... Partner 1 .....

Partner 2 ..... Partner 3 .....

How much is the remaining amount for the loan?

You ..... Partner 1 .....

Partner 2 ..... Partner 3 .....

In case of having overdue amounts, please, mention the amount:

You ..... Partner 1 .....

Partner 2 ..... Partner 3 .....

If you / partner have any assets/real estates, please mention them:

You: .....

Partner 1: .....

Partner 2: .....

Partner 3: .....

### TIME COMMITMENT

Who will be responsible of the business?

You  Partner 3  Partner 2  Partner 1

If you and your partners still have jobs, will you quit for operating the business?

You  Yes  No Partner 1  Yes  No

Partner 2  Yes  No Partner 3  Yes  No

If all of you will not quit the job, Who will manage/ operate the business? .....

If you do not operate the business by yourself, please, explain the following:

If no, what is the nationality of the manager? .....

What is his/her educational level/background? .....

How long is his/her experience, and in which field? .....

### Visions

Do you have vision for where the business will be in five years time? Describe your vision for the business?

.....  
.....

### RISKS

What are the potential risks with the project? .....

.....

How many times did you submit your project to the Establishment for funding?

I / we acknowledge that all statements in this application and the enclosed documents are right

Name of the first partner .....

Signature ..... Date .....

Name of the second partner .....

Signature ..... Date .....

Name of the third partner .....

Signature ..... Date .....

**FOR INTERNAL USE ONLY**

Date Received ..... Received By: .....

The Business Concept was presented to the committee on : .....

The Business Concept was not approved

Reasons for the rejection: .....

.....

The Business Concept was initially approved and presented by the candidate to the FC on: ..... / ..... /200.....

The Business Concept was not approved after the presentation by the Fund Committee

Reasons for the rejection: .....

.....

The Business Concept need to be modified for reconsideration by the Fund Committee

The required information for the project : .....

The applicant was informed on: .....

The requirements were submitted on: .....

The project was presented to the committee again on: .....

The committee's decision

In the state of rejection, the reasons are: .....

The Business Concept was approved, psychometric assessment needs to be conducted

Business Plan is submitted

The file was transferred to BDA: .....

BDA signature: .....

Comments .....

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