**BDO PARTNERS**

PRELIMINARY PROJECT / BUSINESS INFORMATION FORM

(*Prequalification for China Roadshow*)

1. **Business / Project Information:**

|  |  |
| --- | --- |
| * 1. Business / Project is owned by:
 | Individual ( ), Proprietorship ( ), Partnership ( ), Pvt. Co. ( ), Pub Co. ( ), Other ( ) ……………………………………………………………………..…………………………………………………….……………. . |
| * 1. Name and address of Business / Project owner(s):
 |  |
| * 1. Nature of Business / Project and product details:
 |  |
| * 1. Market for Products:
 | ( ) Local, ( ) Asia, ( ) Europe, ( ) USA, ( ) ………………………….………….. |
| * 1. Business / Project Location:
 |  |
| * 1. If any existing foreign collaboration, Pl give details:
 |  |
| * 1. Web Site:
 |  |

1. **Details of Contact Person (If contact person is different from the owner, please attach a authorized representation letter signed by the owner ):**

|  |  |
| --- | --- |
| * 1. Name:
 |  |
| * 1. Address:
 |  |
| * 1. City:
 |  |
| * 1. Contact details:
 | Mobile: , Tel: ,Fax:Email:  |

1. **Details of Investment Facility expected for the project, Rs.:**

|  |  |
| --- | --- |
| * 1. Amount Required:
 | Rs. …………………………….……………………. (Loan), Rs. …………………………..…….…………………. (Equity)Total Funding Requirement, Rs. …………………………….……………………. |
| * 1. Purpose of Funding:
 | Start-up ( ), Expansion ( ), Diversification ( ), Modernization ( ), Part-Exit ( ), Full-Exit ( ), Other ……………………………………….. ( ). |
| * 1. Owners’ contribution to capital (additional to the requested facility):
 | Rs. |
| * 1. Business Plan
 | Available ( ) Not available ( ) |
| * 1. Feasibility Study
 | Available ( ) Not available ( ) |
| * 1. Forecast financials
 | Available ( ) Not available ( ) |

1. **Details of non-investment services require :**

|  |  |  |
| --- | --- | --- |
|  | **Non-investment Services** | **Yes/No** |
| **4.1** | Technology Partners  |  |
| **4.2** | Export Markets  |  |
| **4.3** | Import Suppliers  |  |
| **4.4** | Trade Partners  |  |
| **4.5** | Country Entry Strategy in to China |  |

1. **Details of Estimated Project Cost, Rs.:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost Item** | **Incurred to date** | **To incur** | **Total** | **Remarks** |
| * 1. Land:
 |  |  |  |  |
| * 1. Land Development:
 |  |  |  |
| * 1. Buildings:
 |  |  |  |
| * 1. Plant & Mach.:
 |  |  |  |
| * 1. Office Equipment:
 |  |  |  |
| * 1. Other Fix. Assets:
 |  |  |  |
| * 1. Movable Assets:
 |  |  |  |
| * 1. Consultancy fees:
 |  |  |  |
| * 1. Working Capital:
 |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| * 1. Pre-Op. Exp.:
 |  |  |  |
| * 1. Contingency:
 |  |  |  |
| * 1. Total
 |  |  |  |

**Availability of Utilities / Other infrastructure to the Project site:**

|  |  |  |
| --- | --- | --- |
|  | AvailableYes / No | Comments |
| Electricity (Grid) |  |  |
| Supply of Water – Pipe borne |  |  |
|  Water – Deep well / River |  |  |
| Telephone / ADSL |  |  |
| Sewer / Garbage Disposal |  |  |
| Access to Containers |  |  |

1. **Availability of Licenses / Approvals to run the business and its present status (if any) :**

|  |
| --- |
| Please give the details below: |

1. **Details of Actual production and available production capacity for the LAST 3 years:**

*(IF, the format given below is unable to provide accurate information of your business / project, please use a different sheet of paper giving the question number)*

|  |  |  |  |
| --- | --- | --- | --- |
| Product | Year -1 (Production, Units) | Year -2 (Production, Units) | Year -3 (Production, Units) |
| Capacity | Actual | Capacity | Actual | Capacity | Actual |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. **Details of Sales Revenue for the LAST 3 years, Rs.**

|  |  |  |  |
| --- | --- | --- | --- |
| Product | Year -1 | Year -2 | Year -3 |
| Revenue | Profit | Revenue | Profit | Revenue | Profit |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

*I am the full / part owner of the above Business / Project. The information provided above is true and accurate to the best of my knowledge and belief. I have provided the above information in consultation and with full consent and agreement of all the owners of above business / project.*

…………………………………………………………………………..

Signature (*on behalf of ALL the Owners*)

Name:

 Date:

**Note**: *If the space provided is not sufficient to enter all the relevant information, please use additional sheet of paper incorporating the section number.*

Please mail the document to bdoconsulting@bdo.lk

**Please be ready with the following documents / information to be submitted, if requested.**

1. Board Resolution authorizing a specific person (s) in the company to deal in all matters for this transaction.
2. Copy of Business Registration Certificate for Proprietorships / Partnerships.
3. Memorandum & Articles of Association and Certificate of Incorporation in case of Companies, along with Form-1, details of Directors / shareholders.
4. Profile of each of the promoters/Directors/Guarantors.
5. Copies of Audited financial statements along with schedules for the last 3 years and management accounts for any unaudited period/s.
6. Certified copies of deed of transfer of the land; land registry extracts, non-vesting and street line certificates.
7. Valuation report of the land, building and plant & machinery etc.
8. Certified copy of Building Plan approved by relevant authorities.
9. Details of Building Cost Estimates by a Chartered Civil Engineer.
10. Quotation given by the proposed suppliers for machinery, Competitive Quotations.
11. Forecast financial statements for the next 3 - 5 year period.
12. Copies of ALL the approvals / Licenses necessary to commence and running of the business.
13. Comprehensive Business Plan.
14. Any other information that may be relevant.