Bank/DFI

Application Format for Financial Assistance from EEF for Proposed/Expansion of project

1. Company:

- a. Name of the company:
- b. Corporate Set-up (Has to be Private Company Limited)
- c. Date of incorporation of the company:
- d. Capital:
 - I. Authorized Capital: Amount Tk......

Face Value Tk.....
Number of Shares

II. Paid-up Capital and shareholding Pattern:

Sl. No	Name	Number of Shareholdings	Percentage	Position	Remarks

2. PARTICULARS OF PROJECT

- a. Name of the Project:
- b. Background of the Project:
- c. Location of the project:

(Please mention plot No., Mouza No., area, etc. and state whether land is free from encumbrance with up to date rent receipt)

3. Management Aspects:

- a. Name of sponsor-Directors of the company, their background and experience:
- b. Comment on the management and financial capabilities and track record:
- c. Performance of other concerns, if any, where such Directors are involved:
- d. Details of foreign collaboration, if any:
- e. Names of Directors who will be responsible for supervising the administrative and technical aspects, both at the implementation and production stages:
- f. Name of key personnel of the company, their background and experience:

4. Technical Aspects:

a. Location-

- i. Area of land:
- ii. Condition of land (The Land is High or Low, The land is Cultivatable Agricultural Land or not, Distance from Locality, Flood free or flood affected):
- iv. Location and distance from nearby project:

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b.	Infrastructure-
v.	min asu ucturc

- i. Communication (in detail):
- ii. Electricity (With Connecting and Required Load and source):
- iii. Water (with source and cost details):
- iv. Gas(With Source and Cost details):
- v. Renewable energy:
- c. **Technology** (Description including availability and risk of the technology):
- d. Civil works
- Lay out plan of civil construction:
- Type of building and specifications of construction, covered area, estimated cost and if development of land is required, the cost thereof:
- e. **Plant and machinery** (Quotation or Pro forma Invoice of machinery to be enclosed):
 - i. Imported machinery:

Name and Specification of Machinery	C&F cost	Duty and Taxes	Other costs	Total Cost	Country of origin	Remarks

ii. Local machinery:

Name and	Value	Other costs	Total Cost	Remarks
Specification				
of Machinery				

- iii. Erection and installation:
- iv. Technology transfer, if any:
- v. Safety provision:
- vi. Waste disposal and treatment:

f. Furniture and fixture:

Name and	Value	Other costs	Total Cost	Remarks
Specification				
of the				
Furniture				

g. Office equipment:

Name and Specification of	Value	Other costs	Total Cost	Remarks
Equipment				

- h. Transportation in details:
- i. Production Flow Chart:
- j. Products:

Name of the	Unit	Value		Capacity Utilization				
Products/Services		Per Unit	Production at Rated Capacity	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year

k. Raw and packing materials:

i. Imported:

Name of Raw Material	Unit	C&F cost	Duty and Taxes	Other costs	Total Cost	Remarks

ii. Local:

Name of Raw	Unit	Value	Other costs	Total Cost	Remarks
Material					

l. Manpower:

Managerial and technical:

Administrative and sales:

Labour:

Skilled:

Semi-skilled:

Unskilled:

(With number and salary/wage)

m. Implementation schedule:

5. Marketing Aspets:

- a. Products/Services:
- b. Usages of the products/services (in detail):
- c. User of the products(in detail)::
- d. Target Market (in detail):
- e. Demand Situation and Demand Forecasting (in detail):
- f. Supply Situation and Supply Forecasting (in detail):
- g. Demand Supply Gap(in detail):
- h. Competition and Competitors:
- i. Pricing
- j. Distribution Channel
- k. Promotion

6. Financial aspects:

- a. Assumption for financial analysis:
- b. Cost of the project and means of finance (With Details of every element):
- c. Estimate of working capital:
- d. Sales estimate (in details):
- e. Projected income statement:
- f. Cost of service/goods sold:
 - i. Raw and Packing Material Cost:
 - ii. Labour Cost:
 - iii. Over head Cost (Power, Fuel, Water, Maintenance, Depreciation etc.)
- g. Gen., administrative and selling expenses:
- h. Break-even analysis:
- i. Pay-back period:
- j. Cash-flow statement:
- k. Projected balance sheet:
- 1. Debt-service coverage ratio:
- m. Internal rate of return:
- n. Ratio analysis:
- o. Sensitivity analysis:

7. Economic aspects:

a. No. of jobs created:

Male: Female:

Full Time/ Part Time: Full Time /Part Time:

- b. Cost per job created:
- c. Contribution to GDP:
- d. Earning in foreign exchange or foreign exchange savings:

8. Impact on Environment:

9. Other relevant information:

We do hereby solemnly declare and affirm that the statement and information furnished in this Application and the Forms enclosed herewith are correct and true, and nothing has been concealed there from, and if at any time it transpires that we have suppressed any fact and/or supplied wrong information, we shall be held liable therefor. We agree to furnish you any further information as may be required by the Bank/DFI.

Name and Designation Signature

- 1.
- 2.
- 3.

Date:

Note: Please use additional sheets/papers, if necessary.