2017 – 2018 NATIONAL EXPORT STRATEGY

APPLICATION FORM

[Note: Complete one form for each proposal being made. All questions should be completed]]

PART A: PROJECT DETAILS

1. **Project Title**

2. **Project Location and Mailing Address**

3. **Background/scope of project**

4. **Objectives**
   [Define the specific objectives of the proposal. Indicate the linkage of this proposal to the broad objectives of the NES.]

5. **Sector**

[Provide tick appropriate box this enterprise falls under.]

- ☐ **Forestry**
- ☐ **Fisheries**
- ☐ **Agro-business**
- ☐ **Manufacturing**

6. **Impact/Benefits of the Project**

[Briefly specify the purpose/type of activities involved in this proposal.]

7. **Clearly specify the activities to be undertaken for this object?**

[Clearly indicate the impact of this proposal on the community]

8. **Provide export data for last 2 years** *(Customs Entry/Commercial Invoice of exports to be attached)*

9. **Clearly specify the budget proposal** *(detail costing of project cost clearly highlighting owner's contribution and total cost of the project. 3 Quotes required for capital projects and procurement of equipment's/machines/materials)*

10. Project Viability

11. Assumptions/Risks of this proposal
[List key assumptions and describe some possible risks that may hinder the implementation of this proposal. This could include human, technical and climatic factors etc.]

12. Identify contact person who will be in charge of this project
[Please provide name, business phone, mobile and email address.]

PART B: BUSINESS DETAILS

13. Business Location, Address
[Provide details of the physical location and mailing address of business entity]

14. Type of Business Entity
[Please tick appropriate box.]

☐ **Sole Proprietorship**

☐ **Partnership**

☐ **Company**

15. Equity/share of owners/directors of this business enterprise

Name	Position in the company	% of shares	Citizenship

16. Bank Account Number/TIN Number/Business Registration Number

17. Declaration of Bankruptcy by Directors of company:

"I declare that neither I nor any of my business partners associated with the entity is bankrupt"

List Names	Signature
1.	
2.	
3.	
4.	
5.	

18. Funding from other Government Agencies.
Has the enterprise received any other form of funding/assistance from any Government Ministry/Agency? *[If Yes, provide name of Ministry/Agency, Year and Type of Funding]*

19. Debt Financing

Is the proposal for debt financing to a bank or any lending institution?

20. Declaration

I solemnly declare that the information and documents provided are true and complete to the best of my Knowledge, and if proved otherwise I acknowledge that I will be liable for penalties as stipulated under the **False Information Act 2016**.

.....
Signature of Director

.....
Company Stamp

.....
Name of Director

Additional Information

1. Attach recent tax returns lodged with FRCS
2. Latest audited accounts – 2015 & 2016 financials
3. Detailed Business Plan
4. Business Registration Certificate
5. Business License
6. Valid Export License
7. Approved Export Premises Certificate
8. Past 2 years Customs Entry for exports
9. Valid Tax Compliance Certificate: for Company and Recommended Supplier of Equipment and Machines
10. Valid Fiji National Provident Fund Compliance Letter
11. Police Clearance Reports
12. Tax Identification Number: for Company and Recommended Supplier of Equipment and Machines
13. Bank Account Details for Recommended Supplier of Equipment and Machines
14. Detailed Construction Plan and Local Authority Approval Plan if applicable