

SECTION A

Business / Company Name

Business Registration/Incorporation number

.....
.....

.....
Taxpayers Identification Number (TIN)

Name of Client(s)

.....

.....
.....

Company/Business Address
.....

Local Address

Overseas Address

.....
.....

.....
State.....

Administrative Region #.....

Country

Phone Number.....

Phone Number.....

Email Address.....

Website.....

Type of investor:

Economic activity currently engaged in

Local Overseas based Guyanese
 Joint Venture ForeignCOUNTRY.....

.....
.....

Sector of Interest (Please tick where appropriate)

Agriculture:	agro-processing, aquaculture, production of bio-fuels, non-traditional agricultural development.	
Energy:	infrastructural development, production of electricity using renewable sources of energy, bio-technology, oil & gas.	
Forestry:	value added wood processing.	



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Information and Communication Technology, not including retail and distribution	
Light Manufacturing: general manufacturing, development and manufacturing of new pharmaceutical products, chemical compounds or the processing of raw materials to produce injectables, textiles and garments, packaging.	
Mining: mineral exploration, petroleum exploration, extraction and refining	
Services: financial, medical, environmental, educational.	
Tourism: resorts, hotels, tour operator.	

Products or services to be supplied:

.....

.....

.....

Will Genetically Modified (GM) inputs be used in the production of commodities? YES / NO
 If yes, please state type and indicate in what way:

.....

.....

Source of Raw Materials: Local% Overseas%

Target Markets

Markets to be supplied:

.....

.....


Countries to be supplied:

.....

Local% Exported%

SECTION B

What is your company requesting from the Government of Guyana?

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- Land
- Fiscal Concessions
- Assistance with Government Ministries and/or Agencies
- Licenses (State type(s))
- Seeking markets for products National.....% Regional¹.....% International
- Other

Have you or any company for which are a shareholder, been allocated land from the Government of Guyana?

YES / NO

If yes, please state name of Company and address:

Project Summary:

- Enquiry
- New Investment
- Major Expansion

Brief description of the Project to be undertaken:

.....

.....

.....

.....

Proposed location:

Proposed commencement date of Project:

.....


.....

Administrative Region Number:

Timeline for Investment months

Phase	Value of Investment	Summary of Activity
1		
2		

¹ - Caribbean

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3		
4		
5		
Total		

SECTION C

Project Financing Details / Requirements

(For use by GO-Invest, GRA and relevant Agencies)


Item #	Funding Type	Details Required-Evidence that confirms ability to finance the proposed Project.
1	Equity	Bank statement, evidence that equity in land or building owned will be used. Valuation, loan/financing arrangements, etc.
2	Bank Loan	Copy of Loan / Letter of Credit Agreement.
3	Reinvestments of Profits	Evidenced from Cash Flow Statement, copy of most recent Statement of Accounts and/or Tax Return. Statement from Investor that a given percentage of profits will be reinvested within a specific timeline.
4	Grant – Gov’t or other	Copy of approval and or disbursement.
5	Loan from Friend	Loan Agreement, evidence of friend’s ability to fund.

Project Financing Details

Percentage breakdown of funding Equity% Bank Loan% Other.....%

Percentage breakdown of Funding by JV partners.Local FDI


Source of Funding	Dollar Amount (GY \$)
Equity	

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Bank Loan	
Reinvestment of Profits	
Grant	
Other Loan	
TOTAL	

Cash Flow Projections for Company (Please attach completed table)

FIVE YEAR CASHFLOW PROJECTION						
(Forecasted by month for each year and presented in the Business Plan)						
DATE: /..... /20....						
DETAILS	Year 1 2021	Year 2 2022	Year 3 2023	Year 4 2024	Year 5 2025	Forecasted Total Revenue
	GY\$ '000	GY\$ '000	GY\$ '000	GY\$ '000	GY\$ '000	GY\$ '000
Total Revenue Generated						
Total	A					
Cost Of Goods Sold						
Example A						
Example B						
Example C						
Total Cost of Sales	B					
Gross Profit	<u>B-A</u>					
Property Tax						
Corporation Tax						
Expenses						
Expense A						
Expense B						
Expense C						

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Total Expenses	C					
Estimated Net Profit	C-B					

Note: Please ensure the provision of accurate data. The information supplied in this section will be used to generate a Net Economic Benefit Analysis of the proposed investment and will be the basis of the recommendation for Fiscal Incentives.

Details of Employment to be Generated (Please attach completed table)


Employee Level	Number of employees	Expected Gross Salary	P.A.Y.E.	NIS (EE)	NIS (ER)
Management					
Professional					
Supervisory					
Skilled					
Semi-Skilled					
Total					

Note: Employee levels are not limited to the job titles given above. Please state all amounts in Guyana Dollars.

SECTION D

Information/Documents to be attached (Please fill in appropriately what is attached, what is being processed and what remains outstanding and its current status).

Information/Document	Details
1. Business Registration/ Certificate of Incorporation	
2. GRA and VAT Registration / TIN Certificate	
3. Compliances – GRA Tax and NIS (for existing operations)	
4. Lease / Transport for land (for project location)	
5. Licenses / Permits from EPA, F&D, CH&PA, etc. For Factory, Sawmill, Rice Mill, SFP, etc.	
6. Business Plan (including list of capital items for concession)	

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7. Source of Funding Documents (Bank statement, loan agreement, cash flow statement, etc.)	
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Expected date for submission of outstanding Information/Documents:

Upon signature of this document, the Client consents to GO-Invest:

- (a) Sharing the Project information submitted with relevant Government agencies including the Guyana Energy Agency, the Environmental Protection Agency, the Guyana Forestry Commission, the Guyana Lands and Surveys Commission, the National Insurance Scheme, the Guyana Revenue Authority, etc.
- (b) Performing due diligence research on the Client and the Project, and taking reasonable steps to ensure the Client and the Project, are familiar and compliant with the Laws of Guyana.

Please ensure the provision of accurate data, as project progress monitoring will be conducted against the details provided herein as well as the details contained in subsequent proposals.

After an Investment Agreement is executed, the terms of the agreement may be enforceable for a period of five years, pursuant to **Section 36 of the Customs Act**, Chapter 82:01.

Signature of Client:

Business/Company Stamp:


Date:

CHECKLIST FOR BUSINESS PLAN

Complete Business Plan

The Business Plan will provide the agency with clear and accurate summary of your business goals and should include but is not limited to:

Item #	Content	Description
1	Executive Summary	Your executive summary should summarize what you expect your business to accomplish. It should outline the company’s mission statement, along with a short description of its products and services. Also explain why you’re starting your company and include details about your experience in the industry you’re entering.

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2	Description of Company	Should include key information about your business, your goals and the customers you plan to serve. Your company description should also discuss how your business, its products and services you're providing will stand out from others in the industry.																																																	
3	Description of Ownership, Management and Organization	Your business plan should outline the way that your organization will be set up. You'll introduce your company owners and managers. An organizational chart can be included. Indicate whether your business will operate as a partnership, a sole proprietorship or a business with a different ownership structure. If you have a board of directors, you'll need to identify the members.																																																	
4	Local Content Plan	Outline local partner if applicable and indicate percentage of Labour force that is Guyanese.																																																	
5	Corporate Social Responsibility (CSR) Plan	Provide an articulation of how the external stakeholders of your operations will derive direct and indirect benefits.																																																	
6	Breakdown of Products and Services	If you didn't incorporate enough facts about your products and services into your company description (since that section is meant to be an overview), it might be a good idea to include extra information about them in a separate section.																																																	
7	Environmental Impact (if applicable)	Give clarity on whether the nature of your operations presents potential environmental risk and how you plan to mitigate them.																																																	
8	Market Analysis	In this section, you'll need to use data and statistics to talk about where the market has been, where it's expected to go and how your company will fit into it. In addition, you'll have to provide details about the consumers you'll be marketing to.																																																	
9	Competitive Analysis	Present a clear comparison of your business to your direct and indirect competitors. You'll need to show that you know their strengths and weaknesses and you know how your business will stack up.																																																	
10	Marketing Plan	Describe how you intend to get your products and services in front of potential clients. Pinpoint the steps you're going to take to promote your products, you'll need to mention the budget you'll need to implement your strategies																																																	
11	Sales Plan	Specify the number of sales reps you're planning to hire and how you'll go about finding them and bringing them on board. You should also include sales targets.																																																	
12	Project Timeline	Provide a realistic timeline to execute this plan, outline important milestones and how they are logically linked to each other.																																																	
13	Financials	<p>Projected Financial statements for at least 5 Years (With detailed justification of Input figures)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7" style="text-align: center;">FIVE YEAR CASHFLOW PROJECTION</th> </tr> <tr> <th colspan="7" style="text-align: center;">(Forecasted by month for each year and presented in the Business Plan)</th> </tr> <tr> <th colspan="7" style="text-align: center;">DATE: /..... /20....</th> </tr> <tr> <th style="text-align: left;">DETAILS</th> <th style="text-align: center;">Year 1 2021</th> <th style="text-align: center;">Year 2 2022</th> <th style="text-align: center;">Year 3 2023</th> <th style="text-align: center;">Year 4 2024</th> <th style="text-align: center;">Year 5 2025</th> <th style="text-align: center;">Forecasted Total Revenue</th> </tr> <tr> <td></td> <th style="text-align: center;">GY\$ '000</th> <th style="text-align: center;">GY\$ '000</th> <th style="text-align: center;">GY\$ '000</th> <th style="text-align: center;">GY\$ '000</th> <th style="text-align: center;">GY\$ '000</th> <th style="text-align: center;">GY\$ '000</th> </tr> <tr> <td>Total Revenue Generated</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td style="text-align: center;">A</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </thead> </table>	FIVE YEAR CASHFLOW PROJECTION							(Forecasted by month for each year and presented in the Business Plan)							DATE: /..... /20....							DETAILS	Year 1 2021	Year 2 2022	Year 3 2023	Year 4 2024	Year 5 2025	Forecasted Total Revenue		GY\$ '000	GY\$ '000	GY\$ '000	GY\$ '000	GY\$ '000	GY\$ '000	Total Revenue Generated							Total	A					
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