

International Trade Zone

Application Form



SEYCHELLES INTERNATIONAL BUSINESS AUTHORITY

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Seychelles International Trade Zone
Roche Caiman
Mahé
Seychelles

Tel: +248 380800
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Website: www.siba.net
Email: siba@seychelles.net

Proposed Company Name

ITZ Application Form

1. Contact details of Promoter

Name of Promoter:	
Address:	
Tel:	
Fax:	
Email:	

Other contact:	
Address:	
Tel:	
Fax:	
Email:	

2. Type of proposed activity

Management Export Services	Redistribution	Light Assembly	Manufacturing	Processing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Products

Name	Description

4. Investment Details

Investment Size (US\$)

Investment type		
Owner Equity	Shareholder Equity	Loan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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5. Source of Funding

Name	Details

6. Proposed Employment Size

Total	Locals	Expatriates

7. Utilities

Water (m ³)	Electricity(KW)	Space Required (m ²)

8. Average Forecasted Cash Flow (based on 3 year forecast)

Annual Revenue (US\$)	Annual Domestic Expenditure (US\$)

Declaration by Promoter

I hereby declare that the particulars that have been given therein are accurate and to the best of my knowledge at this moment in time.

Name : _____

Date: _____

Signature: _____

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Personal References

Name	Address	Contact Number

Bank References

Bank	Country	Contact Number

Auditor's References

Name	Address	Contact Number

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Checklist

Below is a checklist of information required by SIBA when applying for an ITZ license. It should be used as a guide as to what should be included in the business plan.

A. Company background	<input type="checkbox"/>
B. Initial investment details and requirements	
Space (Covered / Uncovered / Parking)	<input type="checkbox"/>
Building (Office, Warehouse)	<input type="checkbox"/>
Machinery and Equipment, Process	<input type="checkbox"/>
Office Furniture	<input type="checkbox"/>
Vehicles (Forklift, Container lorry, Crane)	<input type="checkbox"/>
Accommodation	<input type="checkbox"/>
Management	<input type="checkbox"/>
Utilities (Electricity, Water)	<input type="checkbox"/>
Communications (Telephones, Facsimile, Modem)	<input type="checkbox"/>
C. Running costs	
Raw materials	<input type="checkbox"/>
Labour	<input type="checkbox"/>
Electricity	<input type="checkbox"/>
Water	<input type="checkbox"/>
Overheads	<input type="checkbox"/>
Maintenance and spares	<input type="checkbox"/>
Administrative costs	<input type="checkbox"/>
Marketing	<input type="checkbox"/>
D. Market Details	
Imports, Exports, Freight details	<input type="checkbox"/>
Why you believe your product has a market?	<input type="checkbox"/>
Which markets are you familiar with?	<input type="checkbox"/>
Which market will you be targeting?	<input type="checkbox"/>
Market Strategies	<input type="checkbox"/>
E. Environmental impact assessment	
By-products of your activity	<input type="checkbox"/>
Effluents	<input type="checkbox"/>
Other environmental considerations	<input type="checkbox"/>
F. 3 year Financial Forecast, or Profit and Loss, or Cash Flow	<input type="checkbox"/>
G. Audited accounts for past 3 years	<input type="checkbox"/>

The Application Form should be submitted together with the Personal Questionnaire Form completed by the promoter(s). In addition, the following documents should be attached to the Personal Questionnaire Form:

- Copy of passport
- An original Bank Reference
- Up-to-date Curriculum Vitae