

Business Plan Questionare

The Application is in respect of a: A new Business / Idea / Assistance
 An Improvement of Existing Business
 A newly aquired business
 Financial Records & Restructuring

1) General Information :

1.1) Name of the Business

1.2) Trading name of the business

1.3) Contact Person / People & Numbers

Business : () _____
 Home : () _____
 Cellphone : () _____
 Other : () _____

1.4) Physical & Postal Address of the Business

1.4.1) Physical Address

Code

1.4.2) Postal Address

Code

1.5) Type of Business

1.5.1) Sole Porpertrator Yes No
 Extra Details

1.5.2) Partnership Yes No
 1.5.2.1) Do you have a partnership
 agreemant drawn-up. Yes No

1.5.3) Company Yes No

1.5.4) Close Corporation Yes No

Registration No.
 Date Registered
 Address of Registered Office

Code

Registration No.
 Date Registered
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Code

1.6) Share Capital (Only for Companies)

The company has an authorised share capital of _____ shares of R_____,
 each. To date _____ shares have been issued.

1.7) Owners of the Business

	Initials & Surnames	Owner / Director / Partner Member / Shareholder	% Share	Financial Contribution
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

1.8) Brief description of the present & future activties of the business

How long has the business been in operation ? Years

How long has the business been owned by present owners ? Years

Has the business or its present owners ever had to compromise with creditors ?

Yes
No

} If "YES" Please provide details on a separate page.

2) Business Premises :

The term of the lease contract is ____ years expiring on the ____ day _____ / ____

The lease is subject to an annual increase of ____ % per annum.

The rental per month is R _____, ____ .

2.1) The present market value of the premises is R _____, ____

Purchased on _____ at a cost of R _____, ____

Insured for R _____, ____ to expire on the _____

Premises bonded for R _____, ____ and the balance is R _____, ____

The bond is in favour of:

2.2) The size of the premises & comments on premises

Floor size of the premises is ____ square meters

Is the space adequate for the type of business? Yes No

Comments on the Premises

3) Market for Products & Services :

The market is Increasing or is it decreasing

Main competitors for the business are ?

	Name of Business	Where Located	How far away
1			
2			
3			
4			
5			

How do you think this competitors will react to this ?

Who will your market consist of ?

What skills and experience do you need in the business

Who is the management team & who else will be employed in the business

Give a brief description of the Industry in which the business operates

Motto of the Business

Vision of the Business

Product & Service Description

How do you price your products & services and give breakdowns
