

**REPUBLIC OF ZAMBIA**

**ZAMBIA DEVELOPMENT AGENCY**

**ZAMBIA DEVELOPMENT AGENCY ACT (No: 11 of 2006)**

**APPLICATION FOR: (Tick One)**

- CERTIFICATE OF REGISTRATION (USD\$)**       **MFEZ PERMIT**
- MSME CERTIFICATE OF REGISTRATION (ZMW)**

**The Director General  
Zambia Development Agency  
P.O Box 30819  
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**PART 1**

**1. PROJECT DETAILS.**

- (a) Full Name of Enterprise.....
- (b) Date of Application .....
- (c) Project Location Plot No.....Street/Road.....
- (d) Administrative Address .....
- (e) Province: .....District.....
- (e) Telephone No: ..... Fax No:.....
- (f) E-mail Address: .....
- (g) Date of Incorporation/Registration of the Business Name.....
- (h) TPIN No.....
- (i) VAT Registration Number .....
- (j) Country of Permanent residence of Investor .....
- (k) Source of Investment (Country) .....
- (l) How did you come to know about the ZDA Tick 1

Foreign Embassy in Zambia		Media	
Foreign Embassy abroad		Investment forum in Zambia	
Zambian Embassy abroad		Investment Forum Abroad	
Website		ZDA Offices	
Government Ministry		Other (Specify)	

- (m) Alternative Address (Foreign/Local) including Tel/Fax/E-mail:.....  
.....

## 2. OWNERSHIP STRUCTURE.

2.1 State whether your enterprise is: Mark "X" where applicable.

FORMS OF BUSINESS		TICK
Private Limited Company		
Business Name		
	Sole Proprietorship	
	Partnership	
Cooperative		
Others ( <i>Specify</i> )		

### 2.2 Particulars of Shareholders/Directors

Name and Full Address	Sex	Nationality	National Identity Number	Equity (%)

If necessary use a separate Sheet and attach with this form

### 2.3 Key Personnel

S/No	Name	Position	Qualifications
1			
2			
3			
4			
5			

## 3. OUTLINE OF BUSINESS PLAN.

### 3.1 Details of the Project

.....  
 .....

(If more space is required, please attach sheet at the end)

### 3.3 Details of the product(s) and/or services(s) to be provided:

.....

### 3.3 Please indicate the type of project.

New	Expansion	Modernisation	Is a feasibility study/business plan available? If "YES" please attach.			
			YES		NO	

**PART II**

**4. FACILITIES NEEDED FOR PROJECT IMPLEMENTATION.**

What facilities are available/required for the project?

FACILITY	AVAILABLE		STATUS			
	YES	NO	Owned	Rented	Leased	Under negotiation
Land						
Buildings						
Plant & Machinery						
Others (Please specify)*						
Planned start date. *						

\* .....

**5. MACHINERY AND EQUIPMENT SCHEDULE**

(Detailed list may be attached.) If necessary, use separate sheet and attach it with this form.

Description	Source/Country	Value of Machinery	
		ZMW	USD
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
<b>TOTAL</b>			

**6. EMPLOYMENT AND TRAINING**

**6.1 Employment in the first year:**

CATEGORY	NUMBER OF EMPLOYEES			
	ZAMBIAN		NON-ZAMBIAN	
	Existing	Additional	Existing	Additional
Management				
Technical				
Operatives				
Others (specify)*				
<b>TOTAL</b>				

\* .....

**6.2 Type of training and its duration to be offered prior to operation and after start-up and where?**

.....

.....

.....

**6.3 Assistance Required [For MSMEs ONLY]**

Explain the type of Business Development Services (BDS) or other assistance you require to develop your business (Tick)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Marketing and Sales              | <input type="checkbox"/> Accounting & Book-keeping   | <input type="checkbox"/> Product Development       |
| <input type="checkbox"/> Technology development           | <input type="checkbox"/> Market Research & Transfer  | <input type="checkbox"/> Market Information        |
| <input type="checkbox"/> Business/Market Linkages         | <input type="checkbox"/> Access to Finance           | <input type="checkbox"/> Business Formalisation    |
| <input type="checkbox"/> Facilitating Licenses            | <input type="checkbox"/> Customer Management         | <input type="checkbox"/> Business Plan Preparation |
| <input type="checkbox"/> Legal Services                   | <input type="checkbox"/> Consultancy (specify) ..... |  |
| <input type="checkbox"/> Training ( <i>specify</i> )..... |  |  |

**7. TOTAL PROJECT COST AND FINANCING.**

**7.1 Project Cost [indicate Value in USD/ZMK]**

Description of Investment	Year 1		Year 2		Year 3	
	Local	Foreign	Local	Foreign	Local	Foreign
Land						
Site preparation and development						
Structures and civil works						
Plant machinery and equipment						
Housing (Residential)						
Office accommodation						
Other (Please specify)*						
Start up working capital						
<b>TOTAL PROJECT COST</b>						

\* .....

**7.2 Source(s) of Finance (USD/ZMK)**

Source	Year 1		Year 2		Year 3	
	Local	Foreign	Local	Foreign	Local	Foreign
Equity capital						
Reserves						
Loans						
Suppliers' Credit (Source*)						
Other (specify)*						
<b>TOTAL</b>						

\* .....

Provide evidence for each source. Any financing gap must be addressed. *[Does Not Apply to MSMEs]*

**8. TARGET MARKET (LOCAL/FOREIGN) FOR YOUR PRODUCT OR SERVICE.**

**8.1 Please describe your market strategy and specifically highlight your key assumptions and expertise:**

.....  
 .....  
 .....

**8.2 Current Market Information (Sales)**

No	Main Product(S)	Quantity (per Month ) ZMW	Sales (per Month ) ZMW	Sales (per year) ZMW
1				
2				
3				
<b>Total ( All products):</b>				

**8.3 Give a forecast of your sales revenues, for the next three years at least, preferably 5 years.**

Year	Value of domestic sales in US/ZMW	Value of export sales in US \$/ZMW
1		
2		
3		
4		
5		

**9. TECHNOLOGICAL AND MANAGEMENT AGREEMENTS**

Please give brief detail of technology transfer or management agreements *[Does Not Apply to MSMEs]*

.....  
 .....

**10. JOINT VENTURE.**

- (a) Is your project joint venture collaboration with a local (Zambian) company or foreign Company? If “YES” give details on a separate sheet and attach to this application.
- (b) Are you interested in running a Joint Venture (JV) project in Zambia? If YES, please provide adequate details about the type of a Joint Venture arrangement you would prefer

**PART III [Does Not Apply to MSMEs]**

**11. AGRICULTURAL SECTOR.**

- Size of area proposed (HA).....
- Location of the project (District).....
- Has your company secured any of the following documents? (Tick)

Document	YES	NO	Pending
(a) Letter from local authorities indicating approval of land			
(b) Lease Agreement (applicable where land is being leased)			
(c) Title Deed (applicable where land is owned)			

If ‘YES’, please attach document(s)  
 If “Pending”, please give details.....  
 .....

**12. TOURISM SECTOR.**

Has your company secured any of the following documents? (Tick)

Document	YES	NO	Pending
(a) Application to the Zambia Tourism Agency			
(b) Approval from Department of Wildlife and (Where applicable)			
(c) Lease offer and/or signed Lease Agreement (applicable where facilities are being leased)			

If “YES”, please attach document(s)

If “NO” please give current status of the application.....

If “Pending”, please give

details.....

.....

**PART IV**

**13. Has your company or associate company submitted any previous application in respect of this or any other project?**

Yes.....

No:.....

If “YES”, please give details: .....

.....

**14. Has any of the shareholders submitted any previous application in respect of the same project or any other projects?**

Yes.....

No.....

If “YES”, please give details: .....

.....

**15. Does your company or associate company hold another Investment permit, Licence or Certificate?**

Yes.....

No.....

If “YES”, please give details.....

.....

**16. Do any of your shareholders have interest in other companies that hold an Investment Permit, Licence or Certificate?**

Yes.....

No.....

If “YES”, please give details.....

.....

17. Applicants are reminded that any person who fraudulently gives false information or conceals any material/information in his/her application risks the revocation of such certificates as provided under the Act. Where any certificate, incentive or other benefit has been granted in consequence of such false statement or concealment, the Investment Board may revoke or cancel any such certificate, incentive or benefit.

18. I (Full Names).....

of .....declare that the information given is true and correct to the best of my knowledge and belief. I confirm my agreement that the Zambia Development Agency may contact any named reference. I further declare that I have/have not previously submitted any application in respect of the same project.

Signed.....

Date:.....

Name: .....

Designation/Position: .....