

Entrepreneurship Support Fund (ESF)



Company Profile Format



Application Format

(To be typed on letter head pad)

Date :

The Manager
Bank/Financial Institution
.....

Subject: Application for Loan under Entrepreneurship Support fund (ESF).

Dear Sir,

We are submitting herewith our company profile togetherwith all other related and required documents for the loan of Tk.....(in word) from ESF for your kind approval. A Cheque/Pay Order amounting of Tk.....(in word) is also enclosed herewith as project appraisal fee including VAT and Tax (non-refundable).

It will be our great pleasure if you would approve the said amount of loan in favour of our company.

Thanking you,

Yours Faithfully,

(.....)
Managing Director/Chairman
(Seal of the Company)

Enclosed: as above.



Company Profile Format

1. Company :

- 1.1) Name of the company :
- 1.2) Corporate Set-up (have to be Private Limited Company):
- 1.3) Date of Incorporation of the company :
- 1.4) Capital :

a. Authorized and Paid-up Capital:

	Amount	Face value	Number of shares
Authorized Capital:			
Paid-up Capital			

b. Shareholding pattern :

SL. No	Name	Position	NID No.	Number of Share	Percentage of shareholding	Remarks

2. Particulars of Project:

- 2.1) Name of the Project:
- 2.2) Type of the Project:
- 2.3) Project Cost:
- 2.4) Background of the Project:
- 2.5) Location of the Project:

(Please mention plot number, mouza number, area, up to date rent receipt and statement of land whether it is free from encumbrance.

3. Management Aspects :

- 3.1) Name of Sponsor-Directors of the company, their background and experience:
- 3.2) Comment on the management and financial capabilities and track record:
- 3.3) Performance of other concerns (if any), where such Directors are involved:
- 3.4) Details of foreign collaboration (if any):
- 3.5) Name of Directors with their phone numbers who will be responsible for supervising the administrative and technical aspects of the project at the implementation and production stages:
- 3.6) Name of key personnel of the company, their background, experience & contact number:



4. Technical Aspects :

4.1) Location –

- Area of land:
- Condition of land:
 - High ☐ Low ☐
 - Flood free ☐ Flood affected ☐ Flood controllable ☐
 - One-crop land ☐ Two-crop land ☐
Three-crop land ☐ Not cultivable land ☐
 - The distance of project from localitykm
- Land Value (as per mouza rate) : Per Decimal Tk..... Total Tk.....
- Location and distance of any other projects/Institution within 1.00 km.

4.2) Infrastructure:

- Transportation(in details) :
- Source of Electricity with cost in details.
- Source of Water with cost:
- Source of Gas with cost:
- Renewable Energy (if any) :

4.3) Technology (Description including availability and risk of the technology) :

4.4) Civil works-

- Layout plan of civil construction:
- Type of building and specifications of construction, covered area estimated cost and if development of land is required, the cost thereof :

4.5) Plant and machinery (Quotation of Proforma Invoice of machinery to be enclosed) :

- Imported Machinery : (in BDT)

Name and Specification of Machineries	CFR (Cost & Freight)	Duty and Taxes	Other Costs	Total Cost	Country of Origin	Remarks

- Local Machinery : (in BDT)

Name and Specification of Machineries	Value	Other Costs	Total Cost	Remarks

- Erection and Installation:
- Safety provision:
- Waste disposal and treatment:



4.6) Furniture and Fixture :

Name and Specification of Furniture	Value	Other Costs	Total Cost	Remarks

4.7) Office Equipment :

Name and Specification of Equipment	Value	Other Costs	Total Cost	Remarks

4.8) Transportation (in details):**4.9) Production flow chart :****4.10) Products/Services:**

Name of the Products/ Services	Unit	Value per Unit	Annual Production at Rated Capacity	Capacity Utilization				
				1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year

4.11) Raw and Packing Materials :**a. Imported :**

Name of Raw/Packing Material	Unit	CFR (Cost & Freight)	Duty and Taxes	Other Costs	Total Cost	Remarks

b. Local :

Name of Raw/Packing Material	Unit	Value	Other Costs	Total Cost	Remarks

4.12) Manpower :**a. Managerial and Technical:****b. Administrative and Sales:****c. Labour :**

Skilled –

Semi-skilled-

Unskilled-

(With number and salary/wages)

4.13) Implementation Schedule :

5. Marketing Aspects:

- 5.1) Products / Services:
- 5.2) Usages of the Products / Services (in details):
- 5.3) User of the Products (in details):
- 5.4) Target Market (in details):
- 5.5) Pricing:
- 5.6) Distribution Channel:

6. Financial Aspects:

- 6.1) Assumption for financial analysis:
- 6.2) Cost of the project and means of finance (with details of every element):

COST OF THE PROJECT AND MEANS OF FINANCE

Cost of the Project		Taka in thousand
Particulars		Total Cost
Land, Land Development & Registration		
Building & Civil Works Cost		
Local Plant and Machineries		
Erection & Installation		
Furniture & Fixture		
Office Equipment		
Vehicles		
Preliminary Expenses		
Security Deposit for Power & Gas		
Contingencies		
Other Item (if any)		
Total Fixed Cost		
Net Working Capital		
Total Project Cost		

Means of Finance		Taka in thousand
Sponsor's Equity (Paid-up Capital) (51%)		
ESF Loan (49%)		
Total Means of Finance		

- 6.3) Estimate of working capital:
- 6.4) Sales estimate (in details):
- 6.5) Cost of service/goods sold:
 - a. Raw and packing material cost
 - b. Labour Cost:
 - c. Overhead Cost (power, fuel, water, maintenance, depreciation etc.)



- 6.6) General, administrative and selling expenses:
- 6.7) Cash-flow statement:
- 6.8) Projected income statement:
- 6.9) Projected balance sheet:
- 6.10) Pay-back period:
- 6.11) Internal rate of return:
- 6.12) Break-even analysis:
- 6.13) Debt-service coverage ratio:
- 6.14) Ratio analysis:
- 6.15) Sensitivity analysis:

7. Economic aspects:

- 7.1) No. of jobs created :

	Male	Female	Total
Full Time			
Part time			

- 7.2) Earning in foreign exchange or foreign exchange savings (if any):

8. Impact on Environment (in details):

9. Other relevant Information:

We do hereby solemnly declare and affirm that the statement and information furnished in this application and the forms enclosed herewith are correct and true. None of the Entrepreneurs/ Directors/Sponsors/Shareholders of this project as mentioned in the application are included as an Entrepreneur/Director/Sponsor/Shareholder of any other project of Agro/IT sanctioned under EEF/ ESF. If the information furnished above is proven false/untrue, we will be compelled to abide by any decision taken by the concerned authority. We do also agree to furnish you any further information as may be required by you.

Sl.no.	Name	Designation	Signature
1.			
2.			
3.			
4.			

Date :

Note : Please use additional sheets/papers (if necessary).



The following documents/papers/information are required for processing the proposal:

1. Certified copy of the Memorandum and Articles of Association, Certificate of Incorporation (Certified by Chairman/Managing Director/Director/Secretary to the Company);
2. Board Resolution for availing the ESF facility;
3. NOC from the Office of Director General of Environment/UNO and other relevant Offices;
4. Bio-Data with Photograph of the Promoters (sponsors)/Directors as in Form-1;
5. Personal net worth statement as in Form-2 (must be supported by IT-10B);
6. A specimen of the letter to be addressed to the applicant's Banker(s) as in Form-3;
7. Projects viability tests (To be filled by Bank/Financial Institution) as in Form-4;
8. e-TIN of all the Director/Sponsor, sister concern and the Company (if any);
9. Bank Account Number of all Director and company;
10. National ID Card (Photocopy);
11. Up to date CIB Report;
12. Copies of relevant document, like foreign collaboration, L/C opened for imported machinery etc. as the case may be;
13. Photocopies of approval letter from Bangladesh Investment Development Authority (BIDA) as the case may be;



FORM-1

Form-1(a)

Name of the company :

BIO-DATA OF THE SPONSORS/DIRECTORS

(Please use separate sheet(s) for each Sponsor/Director)

1. Name :
2. Father's name :
3. Mother's name :
4. Spouse name:
5. Nationality :
6. Date of birth:
7. NID/Passport no:
8. e-TIN no:
9. Present address :
10. Phone number:
Land phone: Cell phone:
11. Email address:
12. Permanent address:
13. Home district :
14. Educational qualification :
(Attested photocopy)
15. Technical or any other qualifications (Please specify) :
16. Industrial/Business/other experience (in details) : (Name and nature of business/industry, its location/address, main products and detailed experience, i.e nature of job, duration with dates, etc. are to be specifically mentioned) :
17. Are you associated with any projects financed by Bank/Financial Institution? If so, please state the name of the company and extent of your shareholding :
18. Any other information :

DECLARATION

I do hereby declare that-

- a) I am a bonafide national of Bangladesh;
- b) I am not a minor;
- c) I am not serving in any Government/ Semi Government/ Autonomous Body; and
- d) The particulars furnished above are true and correct.

Signature of the Sponsor/Director

Date :



Family Member's information of Company Director/Shareholder

1. Director/Shareholder's Name :
2. Father's name :
3. Mother's name :
4. Spouse name:

Information of Children:

(Fill each of the following information separately for more than one)

Name:
Relation with Director/Shareholder:
Date of Birth:
NID number/ Passport number :
Birth registration certificate number(if any):

Information of Siblings:

(Fill each of the following information separately for more than one)

Name:
Relation with Director/Shareholder:
Date of Birth:
NID number/Passport number:
Birth registration certificate number(if any):

Information of Dependable person:

(Fill each of the following information separately for more than one)

Name:
Relation with Director/Shareholder:
Date of Birth:
NID number/ Passport number:
Birth registration certificate number(if any):



FORM-2

Form-2(a)

PERSONAL NET WORTH STATEMENT (e-TIN : _____)

1. Name :
2. Father's name :
3. Mothers name :
4. Spouse name :
5. Address :

NETWORTH STATEMENT AS ON :

LIABILITIES	ASSETS
Loan from Banks/Financial Institutions	CASH
	a) In hand Tk.....
(Schedule-A)	
Secured Tk.....	b) With other Banks Tk.....
Unsecured Tk.....	
Other Creditors Tk.....	INVESTMENT
Unpaid Taxes Tk.....	Government Securities Tk.....
	Shares, Debenture, Bonds, etc.Tk.....
	Debtors Tk.....
	Real Estate (encumbered)
Other liabilities :	(Schedule-B)Tk.....
(Details attached) Tk.....	Real Estate (unencumbered)
	(Schedule-C)Tk.....
	Cash surrender value for
	Life Policy Tk.....
	Others (Details attached) Tk.....
Total Tk.....	Total Tk.....

NETWORTH (Total Asset – Total Liabilities) Tk



Name of the Entrepreneur/Sponsor:

Schedule -A

LIABILITIES TO BANKS / FINANCIAL INSTITUTIONS:

Name & address of the Bank /Financial Institution.	Date of availing of the Loan	Limit with validity	Present outstanding	Secured or unsecured with nature of security

Schedule-B

REAL ESTATES (ENCUMBERED)

Location and tenure of Market price ownership	Area of land	Description and schedule of the Property and type of building	Mortgage and mortgage amount	Market Price		
				Land	Building	Total

Schedule-C

REAL ESTATES (UNENCUMBERED)

Location and tenure of ownership	Area of land	Description and schedule of the Property and type of building	Market Price		
			Land	Building	Total

Note : Please use additional sheets/papers (if necessary) .



DECLARATION

(a) I do hereby declare that I have/do not have liabilities to any Bank/Financial Institution other than above named Banks/Financial Institution in my name or in the name of any company/concern in which I hold interest;

(b) I do hereby declare that the above mentioned assets are owned by me ; and

(c) I do hereby also declare that my Income Tax Identification Number (TIN) is and Income Tax Liability is clear up to the assessment year(Certified copy of IT-10B is enclosed).

The undersigned certifies that the information furnished herein is true and correct

Signature of the Sponsor/Director

Name: (with seal)

Date:

Note: Please use additional sheets/papers (if necessary) .



FORM-3

SPECIMEN LETTER TO BE USED FOR AUTHORIZATION OF THE BANKER (To divulge confidential information)

Date :

The Manager,

.....Branch

.....Bank.

Dear Sir,

Account No.

I /We have applied for loan to the Bank/Financial Institution/ESF under ESF scheme.

In this connection, I/we do hereby authorize you to furnish them any information as per their requirement regarding the maintenance of the account(s) and loan facilities that have been extended to me/us maintained through your Bank/Financial Institution.

.....
Signature of Account holder

.....
Signature of the bearer

.....
Signature of Account holder

Copy to the Bank/Financial Institution/ESF



FORM-4

Project's Viability Tests

(To be filled by Bank/Financial Institution)

- 1) The highest importance shall be accorded to the appraisal of the sponsors/entrepreneurs, which shall include inter alia-
 - a. their educational qualifications in the relevant discipline;
 - b. their knowledge in the technology / process involved;
 - c. their skill in marketing of the products/services in question;
 - d. their proven track record in implementing and operating any project;
 - e. their track record in financial conduct;
 - f. their track record of relationship with any Bank/ Financial Institution.
- 2) the project shall be technically sound and technologically appreciate in Bangladesh and environment friendly;
- 3) the project shall be financially feasible and offer an Internal Rate of Return of not less than 15 % (fifteen percent);
- 4) the project shall generally generate a minimum of 15% (fifteen percent) per annum after tax return on its paid-up capital from the 3rd year of operation.
- 5) where the project is also financed by loan(s) other than ESF, its projected debt service coverage ratio should be 2:1 and its current ratio not below 1.5:1;
- 6) in the case of the project at mentioned above, the sponsors stakes therein i.e. their equity contribution thereto may vary corresponding to-
 - a. the degree of risk inherent in the project ; and
 - b. the known debt-equity ratios for the successful units in the same sector ; and
- 7) Any other relevant aspects of the project such as SWOT (strengths, weaknesses, opportunities and threats) analysis, sensitivity analysis etc.

Note: Please use additional sheets/papers (if necessary) .

