

## Guidelines for Preparation of Business Plan

The business plan shall include information not limiting to the following:

### 1. Proposed project name:

Provide name of the business as approved by the Company Registry Division (Online at [www.cra.gov.bt](http://www.cra.gov.bt))

### 2. Promoter(s) details:

#### a. Local Partner(s) details (where relevant):

Name:.....  
CID No:.....  
Date of Birth: .....  
Contact Number (s): .....  
Email ID:.....

#### b. Permanent Address of Local Partner(s):

Village/Town: .....  
Gewog:.....  
Dzongkhag/Dungkhag/Thromde: .....

#### c. Details of Foreign Investor (s):

Name of Individual/Company: .....  
Nationality:.....  
Mailing Address: .....  
Email: ..... Contact No: .....  
Website: .....

#### d. Profile of Investor (s):

Please provide brief profile of the foreign investor(s).

*In case of more than one promoter, please provide details of all the investors separately.*

#### e. Details of Contact Person/Authorized Representative:

Name:.....  
Nationality:.....  
Mailing Address:.....  
Contact Number (s): .....  
Email ID: .....

**3. Project activity:**

Specify project activity/activities

**4. Project description:**

Provide brief description of the project

**5. Location of Project:**

Village/Town:

Gewog:

Dzongkhag/Dungkhag/Thromde:

The proponent need to obtain location clearance from relevant authority.

**6. Land (acre/decimal/sq.ft.):**

- i. Land requirement for the project.
- ii. Provide details of land such as Thram No., Plot No., Ownership Type, etc. in case of private land (Please enclose a copy of the land ownership certificate)
- iii. Provide proper authorization from the family members/landowner(s), in case of family/joint/third party ownership.
- iv. Provide land lease certificate/land allotment order in case of State Reserved Forest Land (SRF)/Land in Industrial Parks/Estates from concerned agencies.

**7. Layout plan of plant/factory:**

Provide Plant/Factory layout drawn to scale (with dimension).

**8. Project cost (excluding working capital):**

Provide detailed breakdown of the project cost including cost of land, building, machineries, site development, equipment, etc.

**9. Project Financing:**

Provide information on the sources of finance including debt to equity ratio.

**10. Installed capacity:**

Provide information on installed capacity of the project. In the event of multiple activities/products, provide details of installed capacity of each activity/product. The business plan must contain information on capacity utilization for different phases/stages of the project.

**11. Machineries and equipment details:**

Provide information on all machineries and equipment required for the project with details of their origin and estimated costs.

**12. Power requirement:**

Provide information on the total power required for the project in KW/MW. The conditional power sanction order specifying exact power sanction in KW/MW must be sought from Bhutan Power Corporation.

**13. Foreign exchange requirement:**

Provide information on foreign exchange requirement of the project:

- a) **Capital:** Provide information on foreign exchange requirement for capital expenditure such as for import of plant and machineries.
- b) **Recurrent:** Provide details on annual requirement of foreign exchange for the project’s operational purpose. The information must include plan to manage foreign exchange requirement of the project.

**14. Raw materials:**

This section must highlight information on the raw materials required for the project including the following:

Sl.#	Particulars of raw materials	HS Code	Quantity per annum (Unit) (A)	Unit Price (B)	Source (country)

**15. Final Product(s):**

This section must including information on the final products as follows:

Sl.#	Product Particulars	HS Code	Quantity (Unit)	Unit Cost	Cost of raw materials per unit	Ex-factory Price per unit

**16. Market:**

Provide details of target markets including projected share percentages amongst domestic, India and other countries.

**17. Manpower (during operation):**

Provide details on manpower requirement such as category of professional and non-professional, breakdown of Bhutanese and expatriate employees, etc. The section must include plans for training and skills transfer and phasing out of expatriate employees.

**18. Environmental impact and mitigation plan:**

This section must highlight possible impacts on land, water, air, etc. and the plans to mitigate the impacts.

### 19. Value Addition

Please provide details on the cost of production and raw materials cost including its components to compute the value addition achieved by the project. The following formula may be used for its computation:

$$\frac{(\text{Cost of production} - \text{Raw materials cost})}{\text{Cost of production}} \times 100$$

### 20. Brief description on manufacturing process/technology:

This section must provide brief highlight on manufacturing process with the use of process chart and type of technology used for production.

### 21. Rationale and benefits of investment:

Provide the reasons for investing in the proposed business and benefits of investment.

### Declaration

I/We, the undersigned, being duly authorized, declare to the best of my/our knowledge and belief that the information contained in this application is correct and complete and I/We authorize the Department to make all necessary inquiries and to conduct all necessary checks in relation to this business plan. In case the information provided in the plan is found to be false, the Department may withdraw the proposal and take action as per the laws of the land.

Promoter/Authorised representative: \_\_\_\_\_

Signed at: \_\_\_\_\_ this \_\_\_\_\_ Day of \_\_\_\_\_ 20 \_\_\_\_\_

#### NOTE:

1. All the clearances must be in the name of the project.
2. The project activity/activities mentioned in all the clearances must be same.
3. For projects in services category, the details under serial No. 10, 14, 15, 19 & 20 above may be provide based on relevance to the project.
4. Any proposal for upgradation/additional activity/activity conversion must contain information vis-à-vis details of the approved existing project.