

Brief Business Profile

Guidelines

In this topic enter the following details:

Personal Data

Full Name, permanent address, House no., Thram no., CID No, Education and experience of the proprietor, etc

1. Business Project Profile

Business Name, Legal status, Business Activities, Description of main products and Services, Location of business etc

2. Market Information

Main Customers, suppliers, competitors, strategy to cope with competition etc.

3. Human Resources / Head Count

Availability and employment of skilled, semi-skilled and unskilled employees in the enterprise, Management structure (General Manager, Financial Manager, Accountant /Cashier etc)

4. Financial Information

- **In case enterprises started its operation within one year from now** (Initial fixed capital Investment, cash available for doing business,)
- **In case enterprise operating more than one year** (Turnover of last two financial years and initial fixed capital Investment)

5. Action Required

Description of the areas of training/seminar/workshop for the enterprise to overcome the applicant's constraints. In addition the applicant has to describe how the action will turn his weaknesses in strengths. Moreover the applicant has to describe the kind of training, category of trainer required and his /her qualification to assure the expected improvement of hard/soft skills after finalization of the action.

6. Action's estimated Cost

Indicate an estimate (he/she should seek help where available to determine an estimate) the action will cost and whether he/she can afford to meet her contribution.

7. Documents required

Copy of valid Trade licence and copy of Proprietor's CID as well as other relevant certificates and documents.

Signature with date on the Brief Business Profile