



**Citizens Economic Empowerment  
Commission**

**SKILLS DEVELOPMENT AND ENTREPRENEURSHIP PROJECT SUPPORTING WOMEN AND YOUTH  
(SDEP-SWY)**

**APPLICATION FORM**

**FOR OCCUPATION OF INDUSTRIAL YARDS**

**DISTRICT:** \_\_\_\_\_

*(In which district would you like to have a workshop?)*

**Project Identification Number**

**Type of Project** (Specify whether: *Metal fabrication, wood processing, auto mechanics, gemstone processing, agro-processing, ICT and Energy.*)

**Date of Application**

## CEEC Application Form for Occupation of Industrial Yards

### SPECIFIC INFORMATION TO THE APPLICANT

The Citizens Economic Empowerment Commission (CEEC) is inviting targeted citizens and companies to apply for industrial workshops being constructed by the Commission, for possible occupation in September 2019 in the following districts:

<b>DISTRICT</b>	<b>SIZE OF WORKSHOPS</b>	<b>LOCATION FROM CENTRAL BUSINESS DISTRICT (CBD)</b>
Chipata	10m x 10m	<b>Chipata Industrial Yard</b> 7km from CBD off Chadiza Road is located
Kasama	10m x 10m	<b>Kasama Industrial Yard</b> 5km from CBD off Kasama-Mbala Road
Mongu	10m x 10m	<b>Mongu Industrial Yard</b> 12km from CBD along Mongu-Lusaka Road
Ndola	10m x 10m	<b>Ndola Industrial Yard</b> 10km from CBD along Ndola-Lusaka Road
Solwezi	10m x 10m	<b>Solwezi Industrial Yard</b> 12km from CBD along Solwezi-Chingoma Road

The workshops will come serviced with ZESCO grid electricity, water reticulation, common user restaurant, common user toilets, garbage collection services and general security services.

Successful applicants will be eligible to business loans from CEEC. The target business for the workshops include metal fabrication, wood processing, agro-processing, gemstone processing, auto mechanics, ICT and Energy solutions.

# CEEC Application Form for Occupation of Industrial Yards

<b>1.0 APPLICANT INFORMATION</b>	
<b>1.1 Name of Business or Person Applying</b>	
a. Current business activities, if any	
b. Legal Form of Applicant (e.g. Limited Company, Cooperative, etc.) Attach copy of certificate if registered.	
c. Copy of business registration certificate	Yes <input type="checkbox"/> No <input type="checkbox"/>
d. Physical address of Applicant	
e. Contact Number(s) for Applicant	
f. Next of Kin and their physical address and Phone	

# CEEC Application Form for Occupation of Industrial Yards

## 1.2 Shareholders of the Business:

No.	Full Names	Nationality	NRC/ Passport No. (provide copy of ID)	% share holding	Position in the Business	Physically Challenged (Disabled)	
						Yes	No

## 1.3 Authorized Representative

*(to act on behalf of the Applicant and respond to any questions regarding the Concept Note)*

Name of Contact Person		
Position in the Business		
Contact Number(s)	Cell:	Telephone:
Email		

## 1.4 Previous CEEC Funding

Is Applicant or any of its shareholders already a beneficiary of CEEC Empowerment Fund?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes give details:		
Name of Business		
Type of Registration of Business		

## 1.5 Financial Data *(Please provide Financial data for your business).*

What is the Monthly Income of the business?	<b>ZMW</b>
What is the Monthly Expenses of the business?	<b>ZMW</b>
How much have you invested in the business?	<b>ZMW</b>

**20. MARKET OVERVIEW**

**2.1 Trends in Demand** (describe the market demand for product/service)

**2.2 Trends in Supply** (describe the supply situation in the market of your product/service)

**3.0 DESCRIPTION OF PROPOSED PROJECT**

**3.1 Business Operations**

How is your business going to compete in terms of the following:

**a) What products and/or services will you be selling to your customers?**

## **CEEC Application Form for Occupation of Industrial Yards**

### **b) Technology/Equipment and cost of production**

**i) Briefly explain how your business will operate from Production, Processing up-to Marketing**

**ii) What kind of equipment will be needed for the operations**

**iii) What will such types of equipment be used for in the operations**

**iv) Where will you secure raw materials from and how?**

**v) What will be your cost of production per month**

### **d) Price of products and income:**

**i) What will be the price of your products/services**

**ii) What will be your income per month from the business operations**

## CEEC Application Form for Occupation of Industrial Yards

### e) Sales Volumes

i) What will be your level of production per month or year

ii) Who will be your major competitors in terms of supplying the same products/services and why do you think you will survive the competition

### 3.3 Proposed Management Team

*[Please indicate names, positions, qualification and relevant experience of key members of the management team that will implement and run the proposed business. StartUp businesses may only include positions]*

No.	Full Name	Management Position	Management Qualification and Experience

## CEEC Application Form for Occupation of Industrial Yards

**3.4 What will be the Business Impact?** In not more than a sentence on each, please indicate the positive impact this business will have on the following:

a) How will your <b>customers</b> benefit from your business?						
b) How will your <b>suppliers</b> benefit from your business?						
c) Number of Workers:		<b>Women</b>	<b>Men</b>	<b>Total</b>	<b>Of which</b>	
					<b>Youth</b>	<b>Physically Challenged (Disabled)</b>
	<b>Before CEEC Funding</b>					
	<b>After CEEC Funding</b>					

### 4.0 PROJECT BUDGET

No.	Item	Quantity	Cost (ZMW)	Total (ZMW)
1				
2				
3				
4				
5				
6				
7				
<b>Total Budget</b>				

### 4.1 CLIENT CONTRIBUTION

Will any of the above items be financed by the Business? If so, list below.

No.	Item	Quantity	Cost (ZMW)	Total (ZMW)
1				
2				
3				
4				
<b>Total Budget</b>				

### 4.2 The Loan

Please note that if your loan amount is more than **ZMW 50, 000** you will need to provide collateral. For group businesses such as Cooperatives or Associations, please note that loans going directly to individual members and those going to the group business should be separately itemized and members requiring loans of amounts less than **ZMW 50, 000** will not require collateral.



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<b>If your application falls in the category where collateral is required, please list collateral (e.g. house, farm, etc)</b>	<b>Estimated Value of Collateral (in K)</b>

<b>4.3 Project Implementation</b>			
If you are funded, when would operations start?	Within 1-2 months <input type="checkbox"/>	Within 3-4 months <input type="checkbox"/>	
	Within 5-6 months <input type="checkbox"/>	More than 6 months <input type="checkbox"/>	

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### FOR CEEC USE ONLY

<b>Target Group</b>	<b>Youth</b> <input type="checkbox"/>	<b>Women</b> <input type="checkbox"/>	<b>Physically Challenged</b> <input type="checkbox"/>	<b>Men</b> <input type="checkbox"/>
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**Review Date Stamps:**

Signature \_\_\_\_\_  
**CHAIRPERSON  
 DISTRICT  
 EVALUATION  
 COMMITTEE**

Signature \_\_\_\_\_  
**HEAD  
 QUARTERS  
 CHAIRPERSON  
 EVALUATION  
 COMMITTEE**