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**CEEC CONCEPT NOTE**

**APPLICATION FORM**

**FOR**

**ENERGY (SOLAR EQUIPMENT/GENSET) LOAN**

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| **Type of Empowerment Products-Energy (Solar Equipment/Genset/ Bioenergy)** |
| Energy solutions that address issues of load shedding  **Indicate Line of Business:** |

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| **THE LOAN** | |
| Indicate the loan amount applied for not exceeding K500,000 (including working capital) | **ZMW** |
| Your Proposed Loan Repayment Period (Months) Maximum 5 years loan tenure at 12% interest rate per annum |  |

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| **Date of Application** |  |

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| **1.0 APPLICANT INFORMATION** | |  | | | | | | |
| **1.1 Name of Business (MSME) or Cooperative Applying** | |  | | | | | | |
| * 1. Legal Form of Applicant (e.g., Limited Company, Cooperative, etc.) Attach copy of certificate | |  | | | | | | |
| * 1. Business/ Cooperative Registration Number | |  | | | | | | |
| * 1. Social Distribution (majority composition of business) (please tick where applicable) | | Youth-Female | | Youth- Male | Persons with Disability | | Women | Men |
|  | |  |  | |  |  |
| * 1. ZRA Taxpayer Identification Number (TPIN) | |  | | | | | | |
| * 1. Province |  |  | Village and Name of Headman/Induna | | |  | | |
| * 1. District |  |  | Street Address & Plot No. | | |  | | |
| * 1. Ward |  |  | Contact Number(s) for Applicant | | |  | | |

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| **1.2 Shareholders of the Business/ (For Cooperatives, attach list of paid-up members):** | | | | | |
| **No.** | **Full Names** | **Nationality** | **NRC/ Passport No. (provide copy of ID)** | **% share holding**  **where applicable** | **Position in the Business** |
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| **1.3 Authorized Representatives (Provide two Names)** | | |
| **1. Name of Contact Person** | | |
| Position in the Business |  | |
| Contact Number(s) | Cell: | Telephone: |
| Email |  | |
| Physical Address ( Residential Address) |  | |
| **2. Name of Contact Person** | | |
| Position in the Business |  | |
| Contact Number(s) | Cell: | Telephone: |
| Email |  | |
| Physical Address (Residential Address) |  | |

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| **1.4 Previous CEEC Funding** |  |
| Is Applicant or any of its shareholders already a beneficiary of CEEC? | Yes No |
| If Yes give details: |  |

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| 2.0 Business information |
| |  |  | | --- | --- | | 1. Date business was formally established: |  | |  |  | | 1. Economic sector of business: |  | |  |  | | 1. State business product/service |  |  1. Briefly describe the nature of business and its operations.  |  | | --- | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 1. Is the business currently operational? | Yes |  |  | No |  |  |  |  | | --- | --- | | 1. If business is not currently operational, state reasons for this: |  |  1. What challenges does your current business face? (e.g., meeting the demand, working capital, skills, technological, etc.) Please provide brief explanation.  |  | | --- | |  |  1. If funded, clearly explain how your business will operate from Production, Processing up to Marketing.  |  | | --- | |  |  1. List all the essential equipment that will be required in your business in order to produce the product/service.  |  |  |  |  | | --- | --- | --- | --- | | **Description** | **Source/ country** | **Value of Machinery** | | | **ZMW** | **USD** | |  |  |  |  | |  |  |  |  | |  |  |  |  | | **Total** |  |  |  |  1. Give a brief description on what your innovation will be and what problem it will solve or the process it will improve.  |  | | --- | |  |  1. Explain how your innovation will generate income for you or others or how it can assist in improving operations of your business.  |  | | --- | |  | |

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| **3.0 MARKET INFORMATION** |
| 1. Which market are you currently servicing? Include market location where applicable?  |  | | --- | |  |  1. If funded, what will be your target market for your processed products?  |  | | --- | |  |  1. Where will you secure raw materials?  |  | | --- | |  |  1. Who will be your major competitors, and why do you think you will survive the competition?  |  | | --- | |  |  1. State the location of your project and its advantage for business.  |  | | --- | |  | |

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| **4.0 FINANCIAL INFORMATION** | |
| 1. What is your current production volume (capacity) per month? Where applicable | **KG/LITRES** |
| 1. What will be the price of your products? | **ZMW** |
| 1. How much will be your monthly revenue? | **ZMW** |
| 1. What will be the total direct cost of production per month? | **ZMW** |
| 1. How much will be your monthly gross profit? | **ZMW** |
| 1. How much did you spend to start your business? i.e., Capital | **ZMW** |

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| **5.0 Proposed Management Team** | | | |
| *[Applicant to indicate names, positions, qualification, and relevant experience of key members of the management team that will implement and run the proposed business]* | | | |
| **No.** | **Full Name** | **Management Position** | **Management Qualification and Experience** |
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| **6.0 BUSINESS IMPACT**  **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: | | |
| --- | --- | --- |
| 1. Benefit to **customers** |  | |
| 1. Benefit to **suppliers** |  | |
| 1. Revenue Generation | **Before CEEC Funding** | **ZMW** |
| **After CEEC Funding** | **ZMW** |

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| 1. Number of Workers |  | **Women** | **Men** | **Youth (Male)** | **Youth (Female)** | **Total** |
| **Before CEEC Funding** |  |  |  |  |  |
| **After CEEC Funding** |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | | | **Before CEEC Funding** | | **After CEEC Funding** | |
| 1. Market Penetration (Market Share %) | | |  | |  | |
| 1. Access to export markets i.e., value of exports (ZMW) | | |  | |  | |
| 1. Social contribution i.e., business benefit to the community | | |  | |  | |

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| **7.0 PROJECT BUDGET** |

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| **7.1 PROJECT BUDGET**  [Please indicate all the items needed to operationalize your business including raw materials and working capital | | | | |
| **No.** | **Item** | **Quantity** | **Cost (ZMW)** | **Total (ZMW)** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| **Total Budget** | | |  |  |

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| **7.2 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 |  |  |  |  |
| **Total Budget** | | | |  |

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| **8.0 THE COLLATERAL** |
| Please note, that this is a Special Call for Applications to mitigate the effects of the drought as such this facility will only be secured by the equipment that CEEC will fund. The equipment will be registered in the name of CEEC under Movable Property Registry System (MPRS). This means therefore that no additional property will need to be pledged as security.  The maximum loan amount is **K500,000** at 12% interest rate per annum and the maximum loan tenure is 60 months. |

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| **9.0 PROJECT IMPLEMENTATION** | | | | | |
| If you are funded, when would operations start? | | Within 1-2 months Within 3-4 months  Within 5-6 months More than 6 months | | | |
| **Signature** |  | | **Date** |  |

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| **10.0 CHECKLIST ( Please check and tick all the necessary documents that must be submitted** | |
| For Limited Company and Cooperative (Attach valid copy of certificate) |  |
| For Cooperatives (Attach valid list of paid-up members and resolution minutes as confirmation that they are aware) |  |
| For Limited Company (Attach copies of NRCs for Shareholders) |  |
| For Cooperatives (Attach copies of NRCs for Chairperson, Vice Chairperson, Secretary and Treasurer and Two Committee Members) |  |
| Attach Valid Quotations of equipment to be procured |  |