Business Profile

**(date)**

**Applicant details**

|  |  |
| --- | --- |
| **For Individuals** | **For Companies** |
| Full name: | Company name: |
| ID card no: | Company address: |
| Contact no: | Contact no: |
| Email address: | Email address: |

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# Business Background

*Introduction of the business*

*Location business is based in and target industry*

*Type of the business (sole proprietorship, partnership or company)*

*How the business was started*

*Objectives of the business*

# Management Profile

##

*Details of directors and key management personnel including educational background, work experience and technical expertise.*

*Employee Structure*

*No. of existing employees with payroll details*

*Additional staff requirements and recruitment plan if any throughout the loan tenor*

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# Product and Service

*Existing products and services portfolio*

*Summary of how products/raw materials are sourced*

*Summary of how products are sold/services are given*

*Cost to produce or purchase products (monthly)*

*Procedures to maintain quality of products and services, quality control plan*

*Zone and size of target market for products and services (Island, Atoll)*

*Details of target market*

# Operational Plans

*Where does your currently business operate from? (office, shop, processing site)*

*How and who manages the daily operations of the business?*

*Key business processes*

*Key suppliers (existing contracts / arrangements)*