



# Business Plan

Name of Business

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Name .....

Address .....

Telephone No. ....

E-mail .....

## 01 Entrepreneur's Details

1.1	Name	
1.2	Address	
1.3	Date of Birth	
1.4	Female/Male	
1.5	Telephone No.	
1.6	E-mail	
1.7	Educational Qualifications	
1.8	Professional Qualifications	
1.9	NIC No.	
1.10	Grama Niladhari Division	
1.11	Divisional Secretariat	
1.12	District	

## 02 Introduction of Business

2.1	Nature of Business	
2.2	Name of Business	
2.3	Address of Business	
2.4	Telephone No.	
2.5	E-mail	
2.6	Year of Commencement	
2.7	Registration No.	
2.8	Date of Registration	
2.9	Legality	Sole Proprietorship/Partnership/Company (Please Mark)
2.10	Investment (Rs.)	
2.11	No. of Employees	

### 03 Market Information

(Proposed goods and services, target market segments, target audience, marketing strategy)

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### 04 Technical Details

(Machinery, equipment, supply of raw material, infrastructure, production plan, cost schedule)

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### 05 Management Details

(Organisational structure, number of employees, salary particulars)

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### 06 Financial Details

6.1	Initial total Capital	
6.2	Fixed Capital	
6.3	Working Capital	
6.4	Personal Contribution	
6.5	Bank Loans	
6.6	Annual Net Profit	
6.7	Return on Investment	$\frac{\text{Net Profit}}{\text{Investment}} \times 100$
6.8	Debt Service Payment cover	$\frac{\text{Net Profit} + \text{Interest} + \text{Depreciation}}{\text{Loan Instalment} + \text{Loan Interest}}$

Estimate of Business Capital

	Current		Proposed		Total Capital
	Personal Contribution	Bank Loan	Personal Contribution	Bank Loan	
Land and Land Development (Annex No.....)					
Building (Annex No.....)					
Machinery (Annex No.....)					
Equipment (Annex No.....)					
Furniture (Annex No.....)					
Motor Vehicles (Annex No.....)					
Other Fixed Assets (Annex No.....)					
Initial Expenses for Supply of Electricity (Annex No.....)					
Initial Expenses for Supply of Water (Annex No.....)					
Initial operational Expenses (Annex No.....)					
Miscellaneous Expenses (Annex No.....)					
Net Fixed Working Capital (Annex No.....)					
Total					

Working Capital Estimate (Annex No.....)

Items	Dates	Capital
Raw Materials		
Carriage Inward Expenses		
Wages		
Packaging		
Fuel/Electricity		
Other		
Interest on Loans		
Total		

Profit & Loss Estimate

	Current Year	Proposed 1st Year	Proposed 2nd Year	Proposed 3rd Year
Sales Revenue (Annex No.....)				
Less - Lease (Annex No.....)				
Net Sales				
Less				
Purchases (Annex No.....)				
Carriage Inwards Expenses (Annex No.....)				
Wages (Annex No.....)				
<b>Gross Profit</b>				
Organisational Expenses				
Shop Rental				
Assessment Tax				
Electricity Expenses				
Insurance Expenses				
Renovation Expenses				
<b>Administrative Expenses</b>				
Salaries and Wages				
Welfare Expenses				
Telephone Expenses				
Postal Charges				
Stationery Charges				
Licence Charges				
<b>Sales and Distribution Expenses</b>				
Distribution Expenses				
Promotional Expenses				
Commission				
Discounts Offered				
Packaging Expenses				
<b>Financial and Other Expenses</b>				
Interest on Loans				
Depreciation				
Net Profit				

Machinery Estimate (Annex No.....)

Machinery	Currently Available			Proposed			Total Value
	No. of Units	Unit Price	Value	No. of Units	Unit Price	Value	
Total							

Equipment Estimate (Annex No.....)

Equipment Category	Currently Available			Proposed			Total Value
	No. of Units	Unit Price	Value	No. of Units	Unit Price	Value	
Total							

Furniture Estimate (Annex No.....)

Furniture	Currently Available			Proposed			Total Value
	No. of Units	Unit Price	Value	No. of Units	Unit Price	Value	
Total							

Estimate of Initial Operational Expenses (Annex No.....)

Details	Expenses Incurred	Expense Forecast	Total Expenses
Business Registration Fee			
Initial Costs incurred for Loan			
Name Boards			
Training Expenses			
Inspection Expenses			
Opening Day Expenses			
Total			

Annual Sales and Revenue Estimate (Annex No.....)

Goods/Services	Monthly			Annually		
	No. of Units	Unit Price	Revenue	No. of Units	Unit Price	Revenue
Total						

Annual Raw Material Estimate (Annex No.....)

Raw Materials	Monthly			Annually		
	No. of Units	Unit Price	Revenue	No. of Units	Unit Price	Revenue
Total						

Annual Assets Depreciation Statement (Annex No.....)

Assets	Value	Life Span	Depreciated Value
Total			

Action Plan

Duties	20 ..												Expenses	Responsibility
	Month	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....		