**Background pattern

Description automatically generated**

PROJECT

PROPOSAL

Project Name

Investor Name

**FOCAL POINT**

|  |  |
| --- | --- |
| CONTACT |  |
| DESIGNATION |  |
| ADDRESS |  |
| E-MAIL |  |
| TELEPHONE |  |

1. COMPANY DETAILS

*Kindly use Brunei Dollar (BND) for any value stated in the brief and indicate the exchange rate used*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Company Name |  | | | | | |
| Company Registration |  | | | | | |
| Type of Company | <Public Limited (Listed/Unlisted)/Private Limited/Partnership/Sole Proprietorship> | | | | | |
| Registered Address |  | | | | | |
| Date of Incorporation |  | | | | | |
| Place of Incorporation |  | | | | | |
| Paid Up Capital |  | | | | | |
| Key Financial Statistics  (kindly provide last 3 years, otherwise please specify) | *BND* | **Year 3** | | | **Year 2** | **Year 1** |
| **Revenue** |  | | |  |  |
| **Gross Profit** |  | | |  |  |
| **Operating Profit** |  | | |  |  |
| **Net Profit** |  | | |  |  |
| **Current Assets** |  | | |  |  |
| **Current Liabilities** |  | | |  |  |
| **Total Assets** |  | | |  |  |
| **Total Liabilities** |  | | |  |  |
| **Total Equity** |  | | |  |  |
| **Exchange rate used** |  | | |  |  |
| Total Number of Employees | <Provide latest statistics and specify the year> | | | | | |
| Company History | <Key milestones of company. E.g. 1st production, IPO etc> | | | | | |
| Company Ownership Structure | <Including parent and subsidiary companies, place of incorporation & % of ownership> | | | | | |
| Board of Directors | <Name, citizenship) | | | | | |
| Management Structure | <Operational structure> | | | | | |
| Nature of Business & Countries of Operation |  | | | | | |
|
| Major Markets / Key Customers |  | | | | | |
| Previous similar project & country | <3 most recent, if any> | | | | | |
| Research & Development activities | Country | | : |  | | |
| R&D project name | | : |  | | |
| Recent Development | <5 most recent developments, if any> | | | | | |

*Note:*

If the proposed investment project is a joint venture, please fill this section in for each partner

1. PROJECT DETAILS

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project Name |  | | | | | | | |
| Project Description | <Insert brief description of the proposed project> | | | | | | | |
| Business Objectives |  | | | | | | | |
| Market Studies and Analysis | <Provide an overview of the market (domestic/Regional/Global)> | | | | | | | |
| Implementation and Marketing Strategy | <Insert brief description of the strategy> | | | | | | | |
| Raw Materials / Feedstock | <Indicate amount in volume and value per year and source> | | | | | | | |
| Products and Services to be offered | <Product/Service name and production capacity with export projection in amount and value> | | | | | | | |
| Target Markets | <Indicate if the products/ services off take is committed or to be identified> | | | | | | | |
| Key Success Factor |  | | | | | | | |
| Local Equity Participation | <If required, indicate % proposed and specify if it is government or private sector> | | | | | | | |
| Ownership Structure |  | | | | | | | |
| Authorised Capital |  | | | | | | | |
| Paid-up Capital |  | | | | | | | |
| Board of Directors |  | | | | | | | |
| Management Structure |  | | | | | | | |
| Project Timeline | <Indicate the target timeline for key milestones including Final Investment Decision, Start/End of Construction, Start/End of Operational, Expansion and etc> | | | | | | | |
| Proposed Total Investment | <Provide the total investment value of the project> | | | | | | | |
| Proposed Capital Expenditure | <Provide total capital expenditure and indication of local spending percentage and, if available, projected top 5 inbound and outbound spending>  <Indicate if total capital expenditure injected in phases> | | | | | | | |
| Proposed Operational Expenditures | <Provide total operational expenditure and indication of local spending percentage and, if available, projected top 5 inbound and outbound spending >  <Indicate if total operational expenditure provided is on annual or total project duration basis> | | | | | | | |
| Financing | Equity Capital | : |  | | | | | |
| Source of Financing | : |  | | | | | |
| Loan Capital | : |  | | | | | |
| Source of Financing | : |  | | | | | |
| Debt to Equity Ratio | : |  | | | | | |
| Projected Revenue | <Indicate if revenue provided is on annual or total project duration basis> | | | | | | | |
| Project Duration | <Indicate the duration that the project is expected to operate including the construction period> | | | | | | | |
| Project Financial Projection | <Provide a financial projection for proposed project duration in a separate attachment including construction period and at least 5 operating years. Refer to excel attachment: Financial Projection> | | | | | | | |
| Key Assumptions used for Financial Projection | <List down the key assumptions used for the project financial projection> | | | | | | | |
| Direct Jobs Creation  (Cumulative employment over the first five years and towards the final employment) | Year | : | **Y1** | **Y2** | **Y3** | **Y4** | **Y5** | **Final** |
| Total Local | : |  |  |  |  |  |  |  |  |  |  |
| Total Foreign | : |  |  |  |  |  |  |
| **Management** | | | | | | | |
| Local | : |  |  |  |  |  |  |
| Foreign | : |  |  |  |  |  |  |
| Type of Qualification required |  |  | | | | | |
| **Supervisory** | | | | | | | |
| Local | : |  |  |  |  |  |  |
| Foreign | : |  |  |  |  |  |  |
| Type of Qualification required |  |  | | | | | |
| **Legal, Administration & Accounts** | | | | | | | |
| Local | : |  |  |  |  |  |  |
| Foreign | : |  |  |  |  |  |  |
| Type of Qualification required | : |  | | | | | |
| **Skilled Workers** | | | | | | | |
| Local | : |  |  |  |  |  |  |
| Foreign | : |  |  |  |  |  |  |
| Type of Qualification required | : |  | | | | | |
| **Others (Drivers, Cleaners, Security, etc)** | | | | | | | |
| Local | : |  |  |  |  |  |  |
| Foreign | : |  |  |  |  |  |  |
| Type of Qualification required | : |  | | | | | |
| Project Development Team | <Provide details of appointed advisors, consultant, etc> | | | | | | | |
| Application of Innovation and/or Technology | <Indicate the type, details and source, licensed or bought> | | | | | | | |
| Proposed Social Contribution & Human Resource Development plan in Brunei Darussalam | <Indicate if there is any proposed project and/or scheme contributing to the social and human resource development in Brunei Darussalam during the project implementation and operational phases> | | | | | | | |

1. PROJECT REQUIREMENTS

|  |  |  |  |
| --- | --- | --- | --- |
| Proposed Site |  | | |
| Land | Area (*in hectares*) | : |  |
| Dimensions (in m2) | : |  |
| Electricity | Peak (in MW) | : |  |
| Constant (in MW) | : |  |
| Annual Consumption (in kWh) | : |  |
| Water | Annual Consumption (in m3) | : |  |
| Wastewater | Annual Discharge (in m3) | : |  |
| Telecommunication Bandwidth | MBps | : |  |
| Gas | ft3 per year | : |  |
| Purpose of gas usage | : |  |
| Steam | Ton per hour | : |  |
| Other Utilities | Indicate in International system of units | : |  |
| Operating period | Hour per Day | : |  |
| Day per Month | : |  |
| Month per Year | : |  |
| Effluents / Emissions | <Indicate Emission type and quantity> | | |
| HSE Standard Used |  | | |
| Supporting Infrastructure required | <Indicate any supporting infrastructure required, for eg: Building, Export facility, Site Clearance, Earthworks, Drainage, Access, Site Preparation, Substation, etc> | | |
| Government Support Required | <Indicate any incentives, approvals, permits and/or licenses that the proposed project requires, for eg: Pioneer Status, Training Scheme, Import & Export Licenses, HACCP, ISO, Halal Certification, etc> | | |

1. SUPPORTING DOCOUMENTS

|  |  |
| --- | --- |
| Latest 3 years audited financial statement *(original and translated version)* | <Provide in separate attachment> |
| Technical/Expertise Certification related to the proposed project | <Provide in separate attachment> |
| Certificate of Incorporation\* | <Provide in separate attachment> |
| Certified copy of the memorandum and articles of association\* | <Provide in separate attachment> |
| Register of Directors/equivalent\* | <Provide in separate attachment> |
| Notice of Situation of registered office \* | <Provide in separate attachment> |
| Register of Members/equivalent\* | <Provide in separate attachment> |
| Certificate of Good Standing | <Provide in separate attachment> |
| Written declaration by the Company on whether the Company is subjected to any insolvency, bankruptcy, winding-up or liquidation order/petition in the past 3 years. If so, provide details. | <Provide in separate attachment> |

*Note:*

\*Documents must be certified by a notary public, where applicable, all documents are to be translated in English and authenticated by a notary public.