

## **BUSINESS PLAN**

### **LOAN GUARANTEE PROGRAMME**

#### **BUSINESS PLANNING**

A Business Plan is a written presentation of your business idea, fully supported by market facts and financial data. The attached form is merely a **guide** to assist you and can be elaborated upon as you see fit.

Your business plan will serve you in: obtaining funding; decision making; and measuring performance.

The time lapse in securing funding is reduced when you have a document which a lender can read in response to a number of questions that may be asked. The Business Plan serves as a benchmark against which, once in operation, you can gauge whether you have reached the targets you projected.

#### **OFFICE LOCATIONS:**

151B Charlotte Street  
Port-of-Spain  
Republic of Trinidad and Tobago  
Tel: 868-623-5507  
868-624-3932/3923  
Fax: 625-8126

Shop 1, Ground Floor  
Carlton House Extension  
Carlton Centre  
63 St. James Street  
San Fernando  
Republic of Trinidad and Tobago  
Tel: 868-652-3973/8779  
Fax: 868-657-4613

E-Teck Mall  
Sangster's Hill  
Scarborough  
Republic of Trinidad and Tobago  
Tel: 868-639-4340/4067

E-mail: [info@bdc.co.tt](mailto:info@bdc.co.tt)

Website: [www.bdc.co.tt](http://www.bdc.co.tt)

B2B Portal: [www.smexchange.com](http://www.smexchange.com)

## **LOAN GUARANTEE PROGRAMME**

READY...

SET...

GROW...

### **Loan Guarantee Programme**

Business Development Company Limited (BDC) Loan Guarantee is specifically designed to assist businesses in securing loans from lending agencies by providing **part** collateral, since a lack of collateral has been identified as the major constraint to obtaining the finances needed for business establishment and expansion.

### **Loan Guarantee Programme provides support to the following:**

Existing and expanding businesses  
New, innovative businesses

### **Financial support can be obtained for the following purposes**

Working capital financing  
Inventory purchases  
Revolving loan facility  
Purchase of existing business as a going concern  
Purchase of equipment and machinery

### **Participants in the Programme**

**GUARANTOR** – In this process, the BDC acts as guarantor for loans to successful applicants.

**LENDER** – Any commercial bank, credit union or other lending institution, participating in the Guarantee Programme.

**BORROWER** – Any prospective or existing entrepreneur seeking funding to either expand or start a business.

### **Terms & Conditions of a Loan Guarantee**

Guarantees are provided to businesses for funding purposes upon qualification for a loan from the Lender and the BDC.

A premium fee of 5% of the guaranteed amount is charged to the Applicant by the BDC for the processing of the guarantee.

The loan repayment period is a maximum of seven (7) years.

Maximum guarantee value – TTD500,000.00

## **Eligibility Criteria**

Businesses that qualify for the Loan Guarantee Programme include:

- Sole Proprietors
- Partnerships
- Franchises
- Co-operatives and  
Limited Liability Companies

owned and operated by citizens of the Republic of Trinidad and Tobago, operated for profit and engaged in legitimate business activities.

## **Benefits of the Programme**

Improved accessibility to funding

Increased cash-flow which can be used to assist in other business operations

Business support

Business participating with the BDC through Loan Guarantee Programme will improve their competitive advantage in the market place.

## **Application Process**

The Borrower submits a Business Plan (available at ALL BDC office locations) outlining the proposal of the Lending Agency.

If the Lending Agency deems the project viable, they complete a Loan Guarantee Application form and submit to the BDC with all relevant supporting documents.

The BDC evaluates the Application and undertakes a site visit to the proposed/existing business location.

The outcome of the evaluation is communicated to the Lending Agency within ten (10) working days.

The Lender advises the client of the outcome.

## **Apply Now!**

Let our team of professionals at the Business Development Company Limited assist you in taking your business further.

Business Plans are available on our Website: [www.bdc.co.tt](http://www.bdc.co.tt)

Be sure to join our smeXchange, an online Business-to-Business (B2B) Portal where users can search or post information to find potential business partners regionally and internationally. Register Online.

## **Confidentiality Clause**

Personal data provided in applications and supporting documents under the Loan Guarantee Programme (the Programme) will be used by the Business Development Company Limited for considering and processing applications for guarantees under the Programme **only** and will be held in strict confidence by the Officers handling these applications. Incomplete or inaccurate information provided in the applications and supporting documents may affect the consideration and processing of the applications, and may result in their being deferred or rejected.

# BUSINESS PLAN

## (I) SUMMARY

Summarise the main aspects of the proposal including a brief history and principal objective of the project.

BRIEF HISTORY (if existing):

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OBJECTIVE (Business Objectives are measurable targets of how business aims are to be achieved):

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Client's Name (Print)

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Signature

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Date

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Client's Name (Print)

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Signature

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Date



Please Provide Two References:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

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\_\_\_\_\_

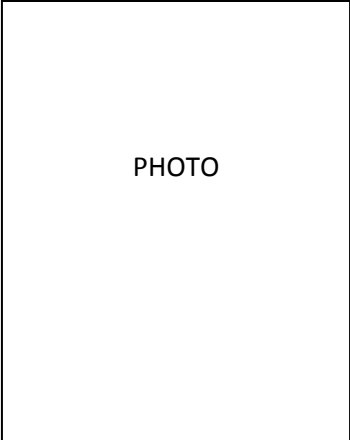
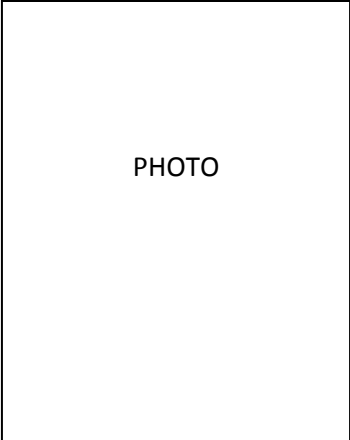
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\_\_\_\_\_

Telephone Contacts ( ) \_\_\_\_\_ - \_\_\_\_\_  
( ) \_\_\_\_\_ - \_\_\_\_\_

Telephone Contacts ( ) \_\_\_\_\_ - \_\_\_\_\_  
( ) \_\_\_\_\_ - \_\_\_\_\_

**PLEASE INCLUDE COPY OF IDENTIFICATION PROVIDED**





Please Provide Two References:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

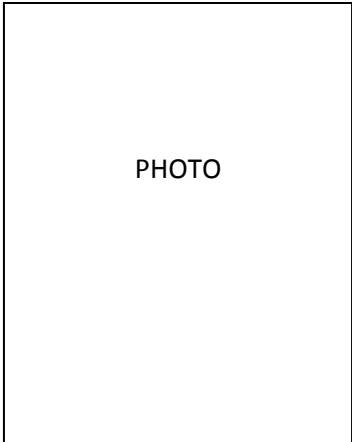
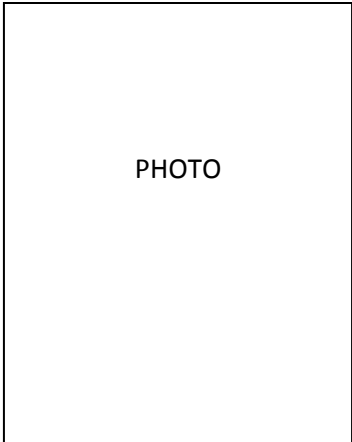
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Telephone Contacts ( ) \_\_\_\_\_ - \_\_\_\_\_  
( ) \_\_\_\_\_ - \_\_\_\_\_

Telephone Contacts ( ) \_\_\_\_\_ - \_\_\_\_\_  
( ) \_\_\_\_\_ - \_\_\_\_\_

**PLEASE INCLUDE COPY OF IDENTIFICATION PROVIDED**



**(I) THE BUSINESS**

1. Business Name: \_\_\_\_\_

2. Registered Address: \_\_\_\_\_  
\_\_\_\_\_

3. Mailing Address: \_\_\_\_\_

4. Business Address (Trading Location): \_\_\_\_\_  
\_\_\_\_\_

5. Telephone Contacts: ( )\_\_\_\_-\_\_\_\_ ( )\_\_\_\_-\_\_\_\_ e-mail: \_\_\_\_\_

Fax #: ( )\_\_\_\_-\_\_\_\_

VAT #: \_\_\_\_\_

BIR #: \_\_\_\_\_

NIS #: \_\_\_\_\_

6. Limited Liability Co. / Partnership / Sole Trader / Co-Operative / Other (specify): \_\_\_\_\_

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7. (Intended) Start-up Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
dd mm yr

Date Commenced Trading \_\_\_\_/\_\_\_\_/\_\_\_\_  
dd mm yr

8. Business Activity:

Transport Business Services Agriculture

Construction Wood & Related Products Distribution / Retail

Other (explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total No. of Employees: \_\_\_\_\_

Proposed No. of New Employees: \_\_\_\_\_

**Total Asset Value:**

- < \$250,000  \$250,000 - \$1,500,000  \$1,500,001 - \$5,000,000  > \$5,000,000

**Sales Value :**

- < \$250,000  \$250,000 - \$5,000,000  \$5,000,001 - \$10,000,000  > \$10,000,000

**Please attach copies of all Business Registration Documents to your application.**

(II) KEY PERSONNEL

OWNERS and / or STAFF

1. Owner  Staff

Name: \_\_\_\_\_  
Surname First Middle

ID# / DP# / PP#: \_\_\_\_\_

Qualifications: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Employed: \_\_\_\_/\_\_\_\_/\_\_\_\_  
dd mm yr dd mm yr

Work Experience: \_\_\_\_\_

Duties: \_\_\_\_\_ Full Time  Part Time

2. Owner  Staff

Name: \_\_\_\_\_  
Surname First Middle

ID# / DP# / PP#: \_\_\_\_\_

Qualifications: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Employed: \_\_\_\_/\_\_\_\_/\_\_\_\_  
dd mm yr dd mm yr

Work Experience: \_\_\_\_\_

Duties: \_\_\_\_\_ Full Time  Part Time

3. Owner  Staff

Name: \_\_\_\_\_  
Surname First Middle

ID# / DP# / PP#: \_\_\_\_\_

Qualifications: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Employed: \_\_\_\_/\_\_\_\_/\_\_\_\_  
dd mm yr dd mm yr

Work Experience: \_\_\_\_\_

Duties: \_\_\_\_\_ Full Time  Part Time

4. Owner

Staff

Name: \_\_\_\_\_  
Surname First Middle

ID# / DP# / PP#: \_\_\_\_\_

Qualifications: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
dd mm yr

Date Employed: \_\_\_\_/\_\_\_\_/\_\_\_\_  
dd mm yr

Work Experience: \_\_\_\_\_

Work Experience: \_\_\_\_\_

Duties: \_\_\_\_\_ Full Time  Part Time

**(III) PRODUCT / SERVICE AND THE MARKET PLACE**

1. Describe your product or service: (main features, differences from competitors')

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2. Existing Market and Potential Market:

a) Describe the type of customer that you **intend** to sell to.

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b) If existing, list main clients.

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c) Where are your customers located?

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d) Is it a requirement to have your product market tested? Yes  No

e) If yes to [d] above, has it been tested to the market? Yes  No

If yes, please provide details (evidence of market testing must be provided):

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3. Marketing Strategy:

a) How will you attract customers and maintain or increase market share?

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b) Give details of any contract or arrangements for sale of your product or services:  
(Attach copies of contracts)

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4. Major competitors:

NAME	LOCATION	STRENGTHS	WEAKNESSES
a)			
b)			
c)			

Please briefly outline the strategy you hope to use to counteract the strengths of your competitors as stated above.

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5. Sources of supply:

SUPPLIER NAME, CONTACT NAME, ADDRESS, TELEPHONE NO., FAX NO., E-MAIL	LENGTH OF RELATIONSHIP (YEARS, MONTHS)	ITEMS PURCHASED
a)		
b)		
c)		

6. Production / Operation

a] Please describe briefly your methods of production / operation:

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b] Are there any special skills required? Please indicate who within the organisation possesses these skills:

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c] Have the following requirements been satisfied?:

**STANDARDS COMPLIANCE** (Mandatory: the certificates relevant to the following requirements **must** be attached to your application)

OSHA \_\_\_\_\_  
\_\_\_\_\_

Environmental Stds. \_\_\_\_\_  
\_\_\_\_\_

EMA \_\_\_\_\_  
\_\_\_\_\_

Disaster Planning \_\_\_\_\_  
\_\_\_\_\_

Food Safety (e.g. ISO 22000, HACCP) \_\_\_\_\_  
\_\_\_\_\_

Quality (e.g. ISO 9001) \_\_\_\_\_  
\_\_\_\_\_

**OTHER REQUIREMENTS**

Lease \_\_\_\_\_  
\_\_\_\_\_

Rental \_\_\_\_\_  
\_\_\_\_\_

Town and Country \_\_\_\_\_  
\_\_\_\_\_

Food and Drugs \_\_\_\_\_  
\_\_\_\_\_

Food Badge \_\_\_\_\_  
\_\_\_\_\_

Other \_\_\_\_\_  
\_\_\_\_\_

Sales and Expenses for Last 3 Years:

Year	Sales (TTD)	Expenses (TTD)

1. Records System

a) Indicate record books to be kept. (Please tick)

Purchases                       Sales                       Cash   
 Expenses                       Receipts                       Stock Control

b) Which method will be used for record-keeping?

Handwritten records                       Computer records

c) Who will be responsible for keeping these records updated?

Owner                       Accountant (internal)                       Accountant (external)

2. Project Cost and Financing (TTD)

a) Project Cost:

PROJECT ITEM	TOTAL COST \$	OWN FUNDS \$	BANK LOAN \$
Equipment & Machinery	_____	_____	_____
Vehicle(s)	_____	_____	_____
Working Capital	_____	_____	_____
Other (specify)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

**N.B. INVOICES AND A DETAILED BREAKDOWN OF REQUIREMENTS MUST BE SUBMITTED**

b) Collateral / Security (specify)

		(\$)
Personal:	_____	_____
Private Guarantor:	_____	_____
Assets:	_____	_____
Other:	_____	_____
	TOTAL	_____

**Please ensure that you have answered ALL relevant questions!**



**CASH FLOW PROJECTIONS**

(Please note that the 1<sup>st</sup> month is the projected month for loan distribution)

<b>CASH RECEIPTS</b>	1 <sup>st</sup> Month	2 <sup>nd</sup> Month	3 <sup>rd</sup> Month	4 <sup>th</sup> Month	5 <sup>th</sup> Month	6 <sup>th</sup> Month	7 <sup>th</sup> Month	8 <sup>th</sup> Month	9 <sup>th</sup> Month	10 <sup>th</sup> Month	11 <sup>th</sup> Month	12 <sup>th</sup> Month	TOTAL
Cash Sales													
Collection of Accounts Receivables													
Loan Proceeds													
Other Cash Receipts													
<b>Total Cash Receipts (A)</b>													

<b>CASH DISBURSEMENTS</b>	1 <sup>st</sup> Month	2 <sup>nd</sup> Month	3 <sup>rd</sup> Month	4 <sup>th</sup> Month	5 <sup>th</sup> Month	6 <sup>th</sup> Month	7 <sup>th</sup> Month	8 <sup>th</sup> Month	9 <sup>th</sup> Month	10 <sup>th</sup> Month	11 <sup>th</sup> Month	12 <sup>th</sup> Month	TOTAL
Purchase of Materials or Stock													
Purchase of Fixed Assets													
<b>SELLING EXPENSES</b>													
Advertising													
Vehicle Expense and Travel													
Freight/Transport/Overseas Travel													
<b>OFFICE EXPENSES</b>													
Rent													
Maintenance and Repairs													
Telephone													
Utilities – T&TEC/WASA													
Office Expenses/Postage/Stationery													
<b>GENERAL EXPENSES</b>													
Accounting and Legal Fees													
Management Salaries/Drawings													
Other Salaries and Wages													
Insurances													
<b>MISCELLANEOUS</b>													
Interest and Bank Charges													
Payment on Loans/Mortgages													
<b>OTHER -</b>													
<b>Total Cash Paid Out (B)</b>													

<b>Cash Surplus or (Deficit) (A-B)</b>													
<b>Opening Cash Balance (C)</b>													
<b>Closing Cash Balance (D)</b>													

Note: Line "C" is a carry-forward from "D" in the previous month



**PRO FORMA BALANCE SHEET (Companies Only)**

<b>ASSETS</b>			
<b>CURRENT</b>			
Cash and Bank Accounts			
Stocks and Bonds at cost			
Cash Value Life Insurance			
Accounts Receivable (Less Doubtful Accounts)			
Inventory at Lower of Cost or Market			
Prepaid Expenses			
Other Current Assets			
<b>TOTAL CURRENT ASSETS (A)</b>			

<b>FIXED (net of accumulated depreciation)</b>			
Land and Buildings			
Furniture, Fixtures and Equipment			
Automobile			
Other Assets			
<b>TOTAL FIXED ASSETS</b>			
<b>TOTAL ASSETS</b>			

<b>LIABILITIES</b>			
<b>CURRENT</b>			
Bank Loans			
Loans-Other			
Accounts Payable & Accrued Liabilities			
Taxes Payables			
Current Portion of Long Term Debt			
Other Current Liabilities			
<b>TOTAL CURRENT LIABILITIES (B)</b>			

<b>LONG TERM</b>			
Mortgages & Notes Payable			
Loans from Shareholders			
Other Loans of a Long Term Nature			
<b>TOTAL LONG TERM LIABILITIES</b>			

<b>DEFERRED TAXES</b>			
Capital Preferred Shares			
Common Shares			
Retained Earnings			
<b>TOTAL SHAREHOLDER'S EQUITY</b>			
<b>TOTAL LIABILITIES AND SHAREHOLDER'S EQUITY</b>			

<b>WORKING CAPITAL (A-B)</b>			
<b>DEBT EQUITY RATIO</b>			
<b>RETURN ON EQUITY (%)</b>			

**PERSONAL STATEMENT OF AFFAIRS**

(SOLE PROPRIETORS / PARTNERS)

ASSETS

- Cash at Bank \_\_\_\_\_
  - Deposit Accounts at other Financial Institutions \_\_\_\_\_
  - Credit Union, Unit Trust, Other Shares \_\_\_\_\_
  - Cash Value of Life Insurance \_\_\_\_\_
  - Inventory of Materials \_\_\_\_\_
  - Equipment / Machinery \_\_\_\_\_
  - Vehicles \_\_\_\_\_
  - Land / Buildings \_\_\_\_\_
  - Other (specify) \_\_\_\_\_
- TOTAL ASSETS (A) \_\_\_\_\_

LIABILITIES

- Bank / Credit Union Loans \_\_\_\_\_
  - Other Loans / Debts \_\_\_\_\_
  - Mortgages \_\_\_\_\_
  - Other (specify) \_\_\_\_\_
- TOTAL LIABILITIES (B) \_\_\_\_\_
- NET WORTH (A – B) \_\_\_\_\_

• Are there any judgements or legal proceedings pending against you? Yes  No   
If yes, please give details:

• What is your monthly income? (TTD) \_\_\_\_\_

I / We declare this statement to be true and the complete status of my / our financial position.

Date \_\_\_\_\_

Signature/s \_\_\_\_\_

\_\_\_\_\_