

BOI Simple Business Plan Template

**Company Overview:**

1. **Company Name:**
2. **Business Sector (Agriculture, Fashion etc):**
3. **Company Description (What the Business Does):**
4. **Company Address:**
5. **Business Structure:**  
   (Check/Tick one)  
   ☐ Sole Proprietorship  
   ☐ LLC  
   ☐ Corporation  
   ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. **Directors & Management Team (Roles Included):**
   * Director/CEO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * Manager/COO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. **Target Market:**
8. **Years in Business:**
9. **Current Employees (Number of employees):**
10. **Marketing & Distribution Model:**
11. **CEO/Chief Promoters Skills & Experience:**

**Loan Purpose & Breakdown of Proposed Items to be Financed:**

1. **Purpose of Loan:**
2. **Breakdown of Proposed Items to be Financed:**
   * Item 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * Item 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * Item 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
     (Add more items as needed)

**Financial Overview:**

1. **Current Revenue (Annual Revenue):**  
   N\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Projected Revenue (Next 12 Months after Funding):**  
   N\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Key Expenses (List major expenses):**
   * Rent: N\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * Payroll: N\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * Supplies: N\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_