

Application Form



Application Form

1. Applicant Information

Firm Title:

Type of Company:

Address:

Telephone: Mobile: Fax:

The date of establishment: CR number:

Shareholders:	Share percentages:	Nationality:
1. <input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>	<input type="text"/>

Authorised person:

Date of submission:

Signature:

Firm Activities (Existing / Proposed):

(Please give brief description of other businesses and their performance) (if applicable)

(Please give names of your Bankers, details of borrowings (business/personal), if any, and the outstanding balance.

2. Applicant's biography

(Every shareholder must complete the below section and include their CV if possible.)

Name: _____ Surname: _____

Date of Birth: ____ / ____ / ____

Address: _____

Telephone: _____ Mobile: _____

Married: ☐ Single: ☐ No. of Children: _____ Ages: _____

Spouse Working: Yes ☐ No ☐

Occupation: _____

Education Level: _____

Languages known: _____

Present Occupation: _____ Company's Name: _____

Date of Employment: _____ Job: _____

Do you have any sibling or
first degree relative having a unit at BBIC?

Yes ☐ No ☐

If yes, please specify _____

Have you attended the Entrepreneurship Development Programme (EDP)?

Yes ☐ No ☐

Have you attended the Entrepreneurship Orientation Programme (EOP)?

Yes ☐ No ☐

Brief Background of Applicant:

3. Description of manufacturing/service activity that will be carried out in the Incubator

(Definition of product / service, purpose and rationale for it, all the details about the functions and properties of your product / service can be included in here)

4. Market

Where do you expect to sell your product or services and who would be your target customers?

5. Market Research

What do you know about the overall size of the market? (Please provide basis for information)

6. Are you planning to export? If so, Where?

7. Who are your major competitors
(Names) and what do you know about them?

8. How will you compete with them?

Distinctive advantages, if any, over your competitors?

9. Did you do a market research?

If yes, how did you carry it out? (Please provide brief on approach and methodology adopted)

10. Promotion/Advertising

What is your promotion strategy and Why?

11. Promotion Budget

1st year	2nd year	3rd year

12. Annual Production / Service Target (Quantity / Value)

1st year	2nd year	3rd year

13. BBIC manufacturing / service space requirement:.....m²

14. Existing place (if applicable)

Description of your existing place:m²

Owned: ☐ Rented: ☐ _____BHD / Month

Brief Description:

15. Existing assets with the firm (if applicable)

List of items and specifications	Approximate present value

16. Equipment/machinery needed at start up stage

List of items and specifications	Cost	Source

17. Supply of raw material (As per production targets)

Raw Material (Items)	Quantity	Price	Source and terms of trade

18. Financing required to start the Business

Particulars	Amount
Machinery and Equipment	
Furniture/Fixtures and Other Fixed Assets	
Initial Working capital (3 months)	
Others (Pre-operative)	
Total:	

19. Source of financing

	Amount
<input type="checkbox"/> Personal Resources	_____
<input type="checkbox"/> Private investors	_____
<input type="checkbox"/> Bank loan	_____
Others, please indicate nature: _____	

20. Number of existing employees (if applicable)

Skills	Bahraini	Non-Bahraini	Total

21. Number of future employees proposed

Years	Skills	Bahraini	Non-Bahraini	Total
One	1. _____ 3. _____ 2. _____ 4. _____			
Two	1. _____ 3. _____ 2. _____ 4. _____			
Three	1. _____ 3. _____ 2. _____ 4. _____			

22. Average Salary provided for Bahraini employees

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Below BD 200 | <input type="checkbox"/> BD 400-600 |
| <input type="checkbox"/> BD 200-400 | <input type="checkbox"/> more than BD 600 |

23. Average Salary provided for non-Bahraini employees

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Below BD 200 | <input type="checkbox"/> BD 400-600 |
| <input type="checkbox"/> BD 200-400 | <input type="checkbox"/> more than BD 600 |

24. Manufacturing Process: Provide a brief on process adopted and attach process flow chart (if possible):

25. Why do you want to start your business through the incubator centre?

26. Special facilities required:
(please specify electrical, ventilation etc.)

27. BBIC support services and resources required:

28. If you have prepared a business plan for your product / service please attach. If not would you like help preparing a business plan?

☐ Yes

☐ No

29. Project Profit and Loss Account

		Amount		
		1st year	2nd year	3rd year
A	Sales / Service Revenue			
B	Cost of Manufacturing / Services			
	1. Raw Material / Consumables			
	2. Salaries			
	3. Working Expenses			
	(Utilities, rent, freight etc.)			
	4. Administrative and Marketing Expenses			
	Total			
C	Gross profit (A-B)			
D	Other Expenses			
	1. Depreciation			
	2. Interest and Repayment			
	3. Misc. Expenses			
	Total			
E	Net Profit (C-D)			

30. Documents Required

First:

The applicant documents:

1. Copy of Smart card
2. Copy of passport
3. Personal details and background (CV)

Second:

The project documents:

1. Copy of CR or No Objection Letter from Ministry of Industry & Commerce
2. Copy of industrial license (in case of manufacturing firm)
3. Business plan (feasibility study)
4. Six months bank statement and audited financial reports (if any)
5. Memorandum / Articles of Association
6. Signatory Authorisation Letter (if any)

Third: for enterprise applicants only

The security support documents:

1. Six months bank statement and audited financial report
2. Copy of the guarantor letter (if any)

31 Eligibility Criteria for Tamkeen/BBIC Scheme

- Bahraini National.
- Entrepreneurs who want and have the ability to start their businesses within the manufacturing and / or service - based industries; excluding real estate, construction, contracting, trading and storage activities.
- Under formation or newly established businesses with less than one year of existence.
- The application needs to satisfy the selection process of the BBIC.

32. Application form fee: BD 15.000 (Bahraini Dinars Fifteen only)






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