

## Application Proforma

### Application Instructions

Thank you for your curiosity about our Business Incubation Centre (BIC). Please note the instructions for your application as below:

1. The BIC will support business start-ups upto a period of 1 year that may be extendable.
  2. The form should be completed by the Principal Applicant or Owner of the business.
  3. Applicants must have a legal business or business idea.
  4. Applicants must have a business plan and ready to share with Selection Committee.
  5. Application with asked documents (Business Plan, Legal Status, CNIC, etc.) should be submitted electronically to **bic@nu.edu.pk**
  6. Applicants are required to provide name and contact details of a guarantor.
  7. Successful applicants must abide by the BIC terms and conditions and sign the agreement for use of the University before facility access.
  8. Shortlisted applicants will be informed within 14 days after submission of the application.
  9. Please ensure that all sections of the proforma are duly completed. Indicate NA (not applicable) where appropriate.
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Reference No: \_\_\_\_\_

Date: \_\_\_\_\_

### Business Incubation Centre

### Application

(Information submitted will be held in confidence)

#### Section I: Basic Information

1. Name of Principal Applicant:
2. Date of Birth:
3. CNIC:
4. NTN (if available):
5. Cell Number:
6. Email ID:
7. Last Academic Degree:
8. Specialization:
9. Current/Last Job Title:
10. Postal Address:
11. Permanent Address (Parental Residence - if different from above):
12. Guarantor's Name:
13. Guarantor's CNIC:
14. Guarantor's Contact number:
15. Guarantor's Postal Address:

#### Section II: Venture Snapshot

16. Project / Business Title:
17. Project Domain
  - (1) Education
  - (2) Health
  - (3) IT Services
  - (4) Telecommunications
  - (5) Agriculture
  - (6) Renewable Energy
  - (7) Other (Mention) \_\_\_\_\_
18. Legal Status: (1) Sole Proprietorship (2) Limited Company (3) Partnership

19. If Registered, please enter details below: (If only business idea, mark NA)

- a. Date of Registration & Statutory Body with whom registered:
- b. Registered Office Address:
- c. Registered Number:
- d. Website Address and Business Email:

20. Team Members (not more than four, also attach CVs with CNIC copy):

Name	Title	Organization
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

21. Affiliation with FAST NU: (1) Faculty (2) Student (4) Alumni (4) NA

22. Explain your Product or Service:

23. Current development status of product or service (Idea / Prototype / Patent):

24. Anticipated / planned timeline of product service development (6/12/18 months):

25. Describe the target market segment or segments:

26. Financial Planning

- a. Total funds needed for:
  - (1) Prototype development
  - (2) Product launch (with marketing)
- b. Funds held:
- c. Any funding avenues explored / approached?

### **Section III: Incubator Requirements**

27. Will there be some swap / changeover of employees working in the Incubator?

28. Do you anticipate having any equipment other than standard office equipment in the incubator in support of your business? Please explain.

### **Section IV: Declaration by Principal Applicant**

*I, hereby declare that the information provided in this application form is true and correct to the best of my knowledge.*

Signature: \_\_\_\_\_  
(Principal Applicant)

Date: \_\_\_\_\_

**NOTE:** Please attach or mail application with business plan and summary, company and / or project literature, and management team biographies to:

**Director ORIC**

4<sup>rd</sup> Floor (Incubator), FAST House,

Rohtas Road, G-9/4  
Islamabad (44000) Pakistan.