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. ___________________ _______ ______________________
2. ___________________ _______ ______________________
3. ___________________ _______ ______________________
4. ___________________ _______ ______________________
5. ___________________ _______ ______________________

Authorised person: ____________________________________________
Date of submission: ____________________________________________
Signature: ____________________________________________________

Firm Activities (Existing / Proposed):
(Please give brief description of other businesses and their performance) (if applicable)

(Information submitted will be held in confidence and used for the purposes of admittance to BBIC)
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

<table>
<thead>
<tr>
<th></th>
<th>1st year</th>
<th>2nd year</th>
<th>3rd year</th>
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<tbody>
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12. Annual Production / Service Target (Quantity / Value)

<table>
<thead>
<tr>
<th></th>
<th>1st year</th>
<th>2nd year</th>
<th>3rd year</th>
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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)

<table>
<thead>
<tr>
<th>List of items and specifications</th>
<th>Approximate present value</th>
</tr>
</thead>
</table>

16. Equipment/machinery needed at start up stage

<table>
<thead>
<tr>
<th>List of items and specifications</th>
<th>Cost</th>
<th>Source</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Raw Material (Items)</th>
<th>Quantity</th>
<th>Price</th>
<th>Source and terms of trade</th>
</tr>
</thead>
</table>
18. Financing required to start the Business

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Machinery and Equipment</td>
<td></td>
</tr>
<tr>
<td>Furniture/Fixtures and Other Fixed Assets</td>
<td></td>
</tr>
<tr>
<td>Initial Working capital (3 months)</td>
<td></td>
</tr>
<tr>
<td>Others (Pre-operative)</td>
<td></td>
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<tr>
<td><strong>Total:</strong></td>
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</table>

19. Source of financing

- Personal Resources
- Private investors
- Bank loan

Others, please indicate nature: ______________________________________________________________
________________________________________________________________________________________

20. Number of existing employees (if applicable)

<table>
<thead>
<tr>
<th>Skills</th>
<th>Bahraini</th>
<th>Non-Bahraini</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

21. Number of future employees proposed

<table>
<thead>
<tr>
<th>Years</th>
<th>Skills</th>
<th>Bahraini</th>
<th>Non-Bahraini</th>
<th>Total</th>
</tr>
</thead>
</table>
| One   | 1. _____ 3. _____  
       | 2. _____ 4. _____ |
| Two   | 1. _____ 3. _____  
       | 2. _____ 4. _____ |
| Three | 1. _____ 3. _____  
       | 2. _____ 4. _____ |
22. Average Salary provided for Bahraini employees

☐ Below BD 200  ☐ BD 400-600
☐ BD 200-400  ☐ more than BD 600

23. Average Salary provided for non-Bahraini employees

☐ Below BD 200  ☐ BD 400-600
☐ BD 200-400  ☐ 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

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