

APPLICATION TO LEASE A STALL



PREMISES: _____

APPLICATION FORM

IMPORTANT NOTICE

Please complete this form carefully, using **BLOCK LETTERS** and **BLACK PEN**.
This form will be used to assess your application for business premises.

YOUR PERSONAL DETAILS:

First Name:

Last Name:

Date of Birth:

Nationality:

Gender:

Male: Female:

Postal Address:

Physical Address:

Telephone/Fax/E-mail:

Home:

Business:

Mobile:

Fax:

DETAILS OF YOUR BUSINESS:

Language Proficiency:
(Indicate as Good, Average or Poor)

E-mail:

Language	Speak	Read	Write

Name of Business:

Current Location of Business:

Telephone no.:

Company Registration No.:

(If applicable)

Social Security Registration No.:

(If applicable)

Type of Business:
(please tick the relevant box or boxes)

Woodwork:	<input type="checkbox"/>	Electrical:	<input type="checkbox"/>	Design:	<input type="checkbox"/>
Metalwork:	<input type="checkbox"/>	Upholstery:	<input type="checkbox"/>	Technology:	<input type="checkbox"/>
Automotive:	<input type="checkbox"/>	Clothing:	<input type="checkbox"/>	Other: <i>Please specify:</i>	
Concrete works:	<input type="checkbox"/>	Computers:	<input type="checkbox"/>	_____	
Leather work:	<input type="checkbox"/>	Food:	<input type="checkbox"/>	_____	
Printing:	<input type="checkbox"/>	Beverages	<input type="checkbox"/>		

Year in which business was established:

No. of employees:

Total:

Specify:

Full-time:	<input type="text"/>
Part-time:	<input type="text"/>
Contract:	<input type="text"/>

**PROFILE OF
ENTREPRENEUR**

Male:
Female:
Disabled:

What motivated you to start your own business?

- 1) I am unemployed.
- 2) I have a unique business idea.
- 3) I have been thinking of starting my business for a long time.
- 4) I want to be my own boss, even though I like my current job.
- 5) I have an opportunity to buy an existing operational business.

Do you have experience in the line of business in which you plan to start your business?

- 1) This line of business is totally new to me.
- 2) I have worked in this line for a short while. (Indicate time) _____ mnths/yrs
- 3) My hobby is linked to this business.
- 4) I have been working in this line of business for a few years and know the products and services very well. (Indicate time) _____ yrs
- 5) I have been working in this line of business for a long time in different duties? (Indicate time) _____ yrs

Secondary school:

Highest Grade obtained:

Tertiary Qualification:

Other:

What strengths do you possess that will make you a successful entrepreneur?

What are your weaknesses that will constraint your entrepreneurial capacity?

**ASSISTANCE YOU
HAVE RECEIVED
UP
TO NOW:**

**Please specify the organisation/institution/business consultant who has
given your business advice, financial and/or other assistance:**

Institution/organisation/consultant	Type of assistance:

NATURE OF THE BUSINESS:

INFORMATION ON THE MARKET FOR YOUR PRODUCT AND/OR SERVICE:

What has been the impact of this assistance on your business? Explain

Please give a description of your business/business idea, i.e. the nature of the product(s) and/or the services you do/intend to produce or deliver:

Who your target market? (Please tick one or more boxes)	Central Government	<input type="checkbox"/>
	City of Windhoek	<input type="checkbox"/>
	Contractors	<input type="checkbox"/>
	Wholesalers	<input type="checkbox"/>

Companies

Individuals

Other:
(Specify)

Who are your main competitors, and what are their strengths and weaknesses?

**INFORMATION ON
THE MARKET FOR
YOUR PRODUCT
AND/OR SERVICE:**

What is unique about your product or service?

What marketing methods would you make use of?

How are you going to produce or deliver your product and/or service?

Do you need special equipment and/machinery to produce or deliver your product or service?

Do you have the equipment/machinery already?

YES

NO

Does your business have any specific requirements in terms of the premise?

FINANCIAL PLANNING

You should try to complete this section to the furthest extent possible. If you do not have the data requested, please mark the box with N/A (not available).

Capital Contributions

Current assets owned that will be utilized by the business, i.e. no additional funds are required.

Assets	Amount
Telephone/Fax	
Computer hardware	
Computer software	
Machines/Equipment	
Furniture	
Supplies	

Other: Specify	Amount

Investments

What you need to invest in, so that you can start your business?

Investment	Amount
Telephone/Fax	
Copying Machine	
Computer Hardware	
Computer Software	
Machines	
Equipment	

Other: Specify	Amount

Supplies	
Furniture	
Models, prototypes etc.	

Do you have access to funds in order to acquire the above-mentioned items?

- 1) Yes, I can access the funds to make the investments necessary to start my business.
- 2) I am operational, so I have already made the necessary investments.
- 3) No, I have been unable to access the necessary funds.
- 4) Partly, I have some funds that will enable me to make some of the investments.

Have you taken out a loan for your business? Yes: No:

If yes, from whom:

- Bank:
- NDC:
- DFN:
- Family:
- Other: _____

If yes, size of loan:

If yes, year in which loan was taken:

Do you keep your own financial records? Yes: No:

If no, who does your book-keeping:

**ACTUAL OR
ESTIMATED
FIGURES**

PRO FORMA CASH FLOW

Period starting: _____ Ending: _____

	Month 1	Month 2	Month 3	Month 4
-				
Opening Cash Balance				
-				
<i>Cash Receipts</i>				
Cash Sales				
Accounts Receivable				
Other:				

-				
Total Cash Receipts				
-				
Cash Disbursements				
Inventory Purchases				
Salaries				
Fixed Assets				
Rent				
Insurance				
Utilities				
Interest				
Advertising				
Taxes				
Office expenses				
Accounting				
Other payments (Specify):				

OTHER:

Please add to your application any additional information you have available on your business and future plans (e.g. brochures, leaflets, feasibility study or business plan, photos etc.) that will help us evaluate your application for a premises.

Name:

Position:

Signature

Date:

THANK YOU FOR YOUR INTEREST.

**YOUR APPLICATION WILL BE EVALUATED BY THE ECONOMIC DEVELOPMENT DIVISION.
YOU WILL THEN BE INFORMED WHETHER OR NOT THE COMMITTEE HAS DECIDED
TO INVITE YOU FOR AN INTERVIEW.**