**Guide and instructions:**

* Please read carefully information on Co-Matching Scheme, the eligibility criteria and application process at <https://www.dare.gov.bn/finance> before filling in application form.
* Completed application form, business proposal and relevant documents must be submitted to [financing@dare.gov.bn](mailto:financing@dare.gov.bn)
* To expedite your application, please provide the information requested as completely as possible. If the space provided is insufficient, a separate sheet may be used. Where information is not yet available or not applicable, please indicate accordingly.
* Upon completion of this application, you are required to submit all documents required in this form. Any supporting documents or information to be provided under appendices as a separator for each section required.
* All information provided will be held in the strictest confidence.
* Submission form checklist, softcopy of:

|  |  |
| --- | --- |
| Completed application form |  |
| Identification card (for shareholder(s) / owner(s) only) |  |
| Business Certificate of Registration & Business Name Extract |  |
| Memorandum and Articles of Association (for Sdn Bhd) |  |
| Financial history including monthly Profit & Loss for at least 1 year |  |
| Financial projection including monthly Profit & Loss for at least the next 3 years |  |
| Business proposal (refer to Appendix A for guideline) |  |

For more information, please visit <https://www.dare.gov.bn/finance> or contact us at:

Tel: +673 8363442

E-mail: financing@dare.gov.bn

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. APPLICABLE CATEGORY | | | | | | | | | | | | | | | |
| Expansion *(for businesses registered & operated for more than 12 months)* | | | | Starting Up *(for businesses registered or operated for not more than 12 months)*  Please state DARe’s Bootcamp Programme or any business programme joined:  Micro  Accelerate  Others (specify): | | | | | | | | | | | |
| **2. BUSINESS DETAILS** | | | | | | | | | | | | | | | |
| **Business/Company Name** | | | |  | | | | | | | | | | | |
| **Registration/Incorporation Date** (DD/MM/YYYY) | | | |  | | | **Registration/Incorporation No.** | | | | | | |  | |
| **Business Address** | | | |  | | | | | | | | | | | |
| **Business Type** | | | | Sole Proprietorship  Partnership  Sdn Bhd | | | | | | | | | | | |
| **Business Category** | | | | Micro (0-4 Employees)  Small (5–19 Employees)  Medium (20–99 Employees) | | | | | | **Please state no. of employees** | | Local: | | |  |
| Non-local: | | |  |
| **No. of years since business has started** | | | |  | | **Year(s)** | | | |  | | **Month(s**) | | | |
| **Details of Proprietors/Partners/Directors/Shareholders/Others** | | | | | | | | | | | | | | | |
| **Name** | | | | **IC No.** | | **Nationality** | | | | | | | | **Designation** | |
|  | | | |  | |  | | | | | | | |  | |
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| **Business Profile of the Owner(s)** | | | | | | | | | | | | | | | |
| 1. **Does the owner(s) own any other business?**   If yes, please state. | | | | | | | | | Yes | | | | No | | |
|  | | | | | | |
| 1. **How many years of industry experience does the owner(s) have for the business you are currently applying for?** | | | | | | | | |  | | | | | | |
| 1. **What is the owner(s) educational background?** | | | | | | | | |  | | | | | | |
| **Current Nature of Business** | | | | | | | | | | | | | | | |
| Agriculture  Education  Logistics | | Health  Food & Beverages (F&B)  Manufacturing | | | | | | IT/Technology  Others (specify): | | | | | | | |
| **3. BUSINESS CONTACT PERSON** | | | | | | | | | | | | | | | |
| **Name** | | | |  | | | | | | | | | | | |
| **IC Number** | | | |  | | | | | **Colour** | |  | | | | |
| **Date of Birth** (DD/MM/YYYY) | | | |  | | | | | | | | | | | |
| **Gender** | | | | Male | | | | | Female | | | | | | |
| **Designation** | | | |  | | | | | | | | | | | |
| **Contact No. (mobile/office)** | | | |  | | | | | | | | | | | |
| **Email** | | | |  | | | | | | | | | | | |
| **4. FUNDING REQUEST** | | | | | | | | | | | | | | | |
| **Brief description of the funding utilization** | | | |  | | | | | | | | | | | |
| Please fill in the costs of the project to your BEST estimate. | | | | | | | | | | | | | | | |
| **Type of Expenditure**  **(Eligible Costs)** | **Quantity** | | | **Unit Price (B$)** | **Duration (months)** | | | | **Total Eligible Cost (B$)** | | | | | **Entitlement Amount (B$)** | |
| **Adoption of technology** | | | | | | | | | | | | | | **70%** | |
|  |  | | |  |  | | | |  | | | | |  | |
| **Total** | | | | | | | | | *A1* | | | | | *B1* | |
| **Consultancy services** | | | | | | | | | | | | | | **70%** | |
|  |  | | |  |  | | | |  | | | | |  | |
| **Total** | | | | | | | | | *A2* | | | | | *B2* | |
| **Costs of obtaining license and certification** | | | | | | | | | | | | | | **70%** | |
|  |  | | |  |  | | | |  | | | | |  | |
| **Total** | | | | | | | | | *A3* | | | | | *B3* | |
| **Machine and equipment** | | | | | | | | | | | | | | **70%** | |
|  |  | | |  |  | | | |  | | | | |  | |
| **Total** | | | | | | | | | *A4* | | | | | *B4* | |
| **Marketing expenses** | | | | | | | | |  | | | | | **70%** | |
|  |  | | |  |  | | | |  | | | | |  | |
| **Total** | | | | | | | | | *A5* | | | | | *B5* | |
| **Other costs (not covered by DARe)** | | | | | | | | | **Total Ineligible Cost (B$)** | | | | | **Not covered by DARe** | |
|  | | | | | | | | |  | | | | | **-** | |
| **Total** | | | | | | | | | *A6* | | | | | **-** | |
|  | | | | | | | | | | | | | | | |
| **OVERALL TOTAL** | | | | | | | | | *(A1+A2+A3+A4+A5+A6) = C* | | | | | *(B1+B2+B3+B4+B5) = D* | |
| **ENTITLEMENT AMOUNT IN BND**  *(maximum entitlement amount should be B$10K for Starting-Up Scheme and B$20K for Expansion Scheme)* | | | | | | | | | | | | | | *D* | |
| **AMOUNT CONTRIBUTED BY THE BUSINESS/COMPANY IN BND** | | | | | | | | | | | | | | *C - D* | |
| **5. SELF DISCLAIMER** | | | | | | | | | | | | | | | |
| 1. **Do any of the proprietor/partner/director/shareholders currently have any ongoing lawsuit?** | | | | | | | | | Yes | | | | | No | |
| 1. **Do any of the proprietor/partner/director/shareholders currently have any ongoing bankruptcy filings?** | | | | | | | | | Yes | | | | | No | |
| 1. **If the response to any of the above questions is ‘Yes’, please provide further details below:** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **6. OTHERS** | | | | | | | | | | | | | | | |
| 1. **How did you find out about Co-Matching Scheme?** | | | DARe Instagram  DARe Facebook  DARe Website  DARe Email  DARe LinkedIn | | | | | | BizBrunei Instagram  BizBrunei Facebook  BizBrunei Website  Others (specify): | | | | | | |
| 1. **Do you have existing financing from any banks/institutions?**   If yes, please answer c only. If no, proceed to d. | | | | | | | | | Yes | | | | | No | |
| 1. **Is the financing to cover the balance of this project cost that you are applying under the Co-Matching Scheme?** | | | | | | | | | Yes | | | | | No | |
| 1. **Are you planning to apply for financing in the future to cover the balance of this project cost that you are applying under the Co-Matching Scheme?** | | | | | | | | | Yes | | | | | No | |
| 1. **Are you open for DARe to assist you in referring your application information to the banks?** | | | | | | | | | Yes | | | | | No | |
| **7. ADDITIONAL REMARKS** (if any) | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **DECLARATION** | | | | | | | | | | | | | | | |
| I hereby declare that the information given in this form are true and accurate to the best of my knowledge and in case any of the above information are found to be false or inaccurate, the relevant authority has the right to disqualify my application form.  I understand that there will be a quarterly business progress report required to be submitted if my application is successful.   |  |  |  | | --- | --- | --- | | **Authorised Signatory** |  | | | Name: | |  | | | Designation: | |  | | | Business/Company Name: | |  | | | Signature: | |  | | | Date: | |  | |   - End of Application Form - | | | | | | | | | | | | | | | |

APPENDIX A: BUSINESS PROPOSAL

**Project Name**

*Business Proposal*

**Business/Company Name**

**Company’s Logo**

1. **Business & Project Background and Description**

* *Details of the company, mission, vision, strategies, company’s structure, core business activity, etc.*
* *Summary of project including objectives (clearly defining objective of the project). State clearly what is the problem you are going to solve. Explain how you could increase revenues, reduce costs, increase speed, expand reach, eliminate inefficiency, and increase effectiveness. Use commonly used terms to state concretely what you have, or what you do, that solves the problem you’ve identified. Clarify where you fit in the value chain or distribution channels – who do you work with in the ecosystem of your sector, and why will they be eager to work with you.*
* *What is the business/company revenue model, source of revenue?*
* *SWOT analysis of your business/company*

1. **Products/Services**

* *Products and services offered by the business/company*
* *Go into greater details about what you do; how your product or service solves consumers’ problems, or meets their wants and needs (including pricing, revenue and cost structure)*
* *What is your Unique Value Proposition (UVP)?*
* *What makes your product or service better than your competitors?*

1. **Application of innovation/technology in the business (if applicable only)**

* *Defining the product or application*
* *Nature of technology used*
* *Components required for the application*
* *Equipment required for the development of the product*

1. **Industry Overview**

* *Target market* 
  + *Describe the business target market in terms of customers, market niche, demographic, geographical coverage*
  + *This is where you will tell the reader (the evaluator of this application) who the target market is (also known as target audience or the potential consumer). The target market description should address these issues that flow together as follows: Description of the customer needs; a statement about the general characteristics of the customers, and an identification of major customers if they are a limited group; a brief description of major competitors and their relative positions; a brief history of the industry and the major players; is entry into the market easy or hard? a statement about industry growth in the past and the expectations.*
* *Competitor analysis*
  + *Who are your competitors, what products/services do they offer, SWOT analysis of the competitor, etc.*
  + *Detail the top companies that are your competition in your target market. What will be your ongoing strategy? No matter what you might think, you have competition. You either compete with the current way of doing business, a new competitor or a direct competitor that is about to emerge. The “first mover advantage” is NOT a competitive edge. Articulate your unique benefits and advantages.*
  + *Trends and outlook for the industry segments that the company in operating in*

1. **Business Strategy (including short-term and long-term plan)**

* *Track record of existing customers/revenue sources/working partners/projects completed, etc.*
* *Pipeline of new markets/customers/revenue sources/working partners/other expansion plans*
* *New capabilities/competencies/intellectual property that will be developed by the company*
* *Describe your strategy for entering the market/ international market. If moving into a foreign market, in which manner will you enter the marker? If you are a new business, what is your strategy for entering the local market?*

1. **Marketing Plan**

* *Please share your marketing strategy*

1. **Management & Organization**

* *Details of founders/owners*
* *Current team structure (please provide curriculum vitae of key players, team members, details of their roles and experience)*
* *Organization chart and description of how each staff or management function is accomplished.*
* *Identify any gaps or vacancies in any role and explain how you fill in the gap.*
* *State the details of 3-year projection of manpower expansion (if any).*

1. **Funding Utilisation** (compulsory)

* Detailed description of funding utilisation
* How would this grant help your business? Why is it important for your business to get this grant?

1. **Financial**

* Financial history including monthly Profit & Loss for at least 1 year
* Financial projection including monthly Profit & Loss for at least the next 3 years
* In a separate document, please layout your cost by way of fixed cost (FC) and variable cost (VC)

1. **Details of the milestones and deliverables** (compulsory)

* *Please state details of the milestones and deliverables you are expecting to achieve throughout the project period including its delivery timeframe (maximum of 12 months starting from the award date).*
* *Example 1: a company requesting to fund for Consultancy Services to be audit ready for ISO 9001 and to pay cost of audit and certification to get ISO 9001:*

|  |  |  |
| --- | --- | --- |
| **Milestones** | **Deliverable** | **Delivery Timeframe** |
| *Audit ready for ISO 9001* | *Initial review and gap analysis* | *Five (5) months*  *January to May 2021* |
| *Awareness Training* |
| *Documentation & management system* |
| *Internal auditor training and conduct internal audits* |
| *Implementation of management system* |
| *Preparation of audit* |
| *Recommended and certified with ISO 9001* | *Audit & Certification* | *Two (2) months*  *June 2021* |

* *Example 2: a company requesting to fund for machinery and development of e-commerce website:*

|  |  |  |
| --- | --- | --- |
| **Milestones** | **Deliverable** | **Delivery Timeframe** |
| *Increase monthly production from 1000 to 2500*  *Increase average monthly revenue from BND6,000 to BND9,000*  *Targeted number of sales from website: 250 in month 6* | *Installation of machineries and development of e-commerce website* | *End of Month 6* |
| *Targeted number of sales from website: 500 in month 9*  *Negotiated and got contract from local stores to sell our products* | *End of Month 9* |
| *Targeted number of sales from website: 750 in month 12*  *Increase average monthly revenue BND12,000* | *End of Month 12* |

1. **Letter of Intent**(if applicable)

* State if there’s a Letter of Intent or any supporting document from end-users/ potential investors, buyers, etc.