

## [Company Name]

Address :  
 Phone No. :  
 E-mail Address :

### Business Plan [Date]

#### I. Business Model *[Briefly describe your business]*

Principal Business (Please attach a copy of your company / product brochures if available)	Products / Services _____ <input type="checkbox"/> Manufacturing : <input type="checkbox"/> OEM <input type="checkbox"/> ODM <input type="checkbox"/> Trading : <input type="checkbox"/> Importer <input type="checkbox"/> Exporter <input type="checkbox"/> Re-exports <input type="checkbox"/> Wholesaler <input type="checkbox"/> Retailer <input type="checkbox"/> Others, Please specify _____
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#### II. Production / Trade Pattern *[Explain the production process of your products / services]*

Contract Sum of Orders on Hand	HKD	
Major Inputs / Raw Materials	Major Supplier(s)	Payment Terms
1.		
2.		
3.		
4.		
5.		
Finished Goods / Services	Major Buyer(s)	Payment Terms
1.		
2.		
3.		
4.		
5.		

#### III. Development Plan *[Specify purpose and usage of funds]*

Future Development / Loan Purpose	<input type="checkbox"/> Business Expansion <b>(Go to Section IV)</b> <input type="checkbox"/> New Business Start-up <b>(Go to Section V)</b>
Funding Requirement HKD [                    ]	Self-Financed : HKD [                    ] Bank-Loan : HKD [                    ] to be repaid by [                    ] monthly instalments

**IV. Financial Overview** [Describe the financial summary of your business]

Paid-up Capital	HKD			
Financial Summary	(HKD000')	Current Financial Year (N)	Year (N - 1)	Year (N - 2)
Sales Turnover [a]				
Cost of Goods Sold [b]				
Gross Profit [a-b]				
Expenses [c]				
<b>NET PROFIT</b> [a-b-c]				
<b>NET PROFIT MARGIN (%)</b> [a-b-c]/[a]				
Retained Earnings:				

**V. Financial Projections** [Provide financial projections]

Set-up Cost	Amount (HKD000')	
Advanced Rental Payment		
Decoration Work		
Equipment & Furniture Purchase		
Marketing & Advertising		
Others		
<b>TOTAL</b>		
Cash Flow Projection (Monthly)	Amount (HKD000')	
Sales		
- Cost of Goods Sold		
- Rental Expenses		
- Salary Expenses		
- Utilities Expenses		
- Loan Repayment		
- Others		
<b>NET PROFIT</b>		

**VI. Attachments** [Provide company's financials of the last three years]

Attachment I – SME Credit Facilities Application Form  
Attachment II – Balance sheet, income / cash flow statement