

BUSINESS PLAN

*For Groups seeking Registration
under the Co-operative Societies Act*

ALL QUESTIONS MUST BE COMPLETED

1. Name of Society _____

2. Name of Contact Person _____

Address of Contact Person _____

Telephone No. of Contact Person _____

3. State product(s) or service(s) to be offered

4. Membership at present _____ b) Shares/Saving at present _____.

Projected in 1st year _____ Projected in 1st year _____.

Projected in 2nd year _____ Projected in 2nd year _____.

Projected in 3rd year _____ Projected in 3rd year _____.

5. How will you increase the awareness of potential members?

6. What strategies will be utilized to ensure member/client satisfaction?

7. a) Where will the society be located? _____.

b) Will the location be...

Owned rented leased others _____

(Attach agreement or letter of commitment.)

c) Describe the premises:

d) Outline the advantage(s) of the location:

e) Describe the competition (*give business names*).

8. Staff required for society:

a) _____	d) _____
b) _____	e) _____
c) _____	f) _____

9. Give a brief job description of each of the above:

a)	d)
b)	e)
c)	f)

10. (a) Give a brief description of the production process (*if applicable*)

(b) State at least two (2) policies/procedures that the society will establish for business efficiency?

(c) Describe market or target group for goods/services.

11. a) Where will the society obtain its start-up and operating money?

- (i) if from members shares (*attach share listing*)
- (ii) if from grant, loans etc. (*provide letter of commitment from institution*)

(b) What other amounts of capital will be expected to be available and what will be the source?

\$ _____ Source _____.

\$ _____ Source _____.

\$ _____ Source _____.

(c) How will the money be allocated? (*Submit list of expenditure*)

Start-up \$ _____.

1st Year \$ _____.

2nd Year \$ _____.

12. (a) List your existing equipment, material and other assets.
(eg. Machines, office furnitures, etc.)

	<u>ITEMS</u>	<u>COST(\$)</u>
i.		
ii.		
iii.		
iv.		
v.		
vi.		

vii.

viii.

ix.

(b) Other Fixed Assets needed:

<u>Start-up</u>	<u>1st Year</u>	<u>2nd Year</u>	<u>3rd Year</u>

13. (a) Describe present trading activities (*if any*)

(b) Submit a balance sheet.

- Three year summary
- First year and second year detailed by month.
- Third year annualized
- Notes and explanations

(c) If trading, submit a Trading and Profit and Loss account. If **NOT** trading, submit a projected Income and Expenditure Statement viz:

- Three year summary
- First year and second year detailed by month.
- Third year annualized
- Notes and explanations

(d) Submit the following where applicable:-

- Sample of Market Survey (*if any*)
- Letters of intent or contract from clients
- List information on suppliers