

PROJECT APPLICATION

GENERAL GUIDANCE FOR APPLICANTS:

1. Investing in Projects

The key objective of the INVESTMENT FORUM is to allow the Applicants to find the Investors who are interested in acquiring shares in submitted by them Projects.

Such project should have significant potential for impact on the Polish and African economies even with global presence.

Key condition to take part in the Investment Forum is to properly complete and receive Set of Documents (this Application Form together with project business plan, calculations and other required documents - according to this guidance).

- Closing date of application submission: Saturday, May 11th 2019 at 23:59.
- Final (decisive) appointment between the Applicant and the Investor takes place in Warsaw: Tuesday, June 11th 2019 from 10:00 a.m..

2. Description

The INVESTMENT FORUM is organized by Polish-African Chamber of Commerce and Industry ("Organizer") and the "Partners".

Investors, to whom submitted project are presented by the Organizer, express their interest to participate in the best cutting-edge or disruptive ideas with a view to commercialization.

All proposals must be business focused. Applications can come from any area of business, i.e. technology, engineering, trade, creative industries, and so on and be applied to any part of the economy.

Projects can fit into a principle of sustainable growth of industries and promoting a concept of entrepreneurship and cooperation.

3. Funding type

Acquiring a stake in presented Project (other modes of the Investment are acceptable and shall be a subject to mutual consent).

4. Key Project Parameters

Its Maturity (investment exit) to schedule by the Investor depends on parties consent.

Its Equity is at a level of least EUR 1 million (say: one million euros).

5. Who can apply

To lead a Project the Applicant must:

- carry out his Project in EU, African continent or globally;
- intend to exploit the Project results in EU, African continent or globally;
- have and provide all documents needed for its financial assessment (i.e. business-plan with calculations);
- be registered or ready for being registered as a start-up, SPV, research organization or an existing entity to expand its operations;
- have business experience and expertise proven by documents of his already completed Actions. In case of students their business experience could not be required (up to discretion).

6. Project Application

Project Application must demonstrate:

- a clearly disruptive innovative idea leading to new, innovative and/or competitive products, processes, services;
- an idea that is significantly ahead of others in the field, set for rapid commercialization;

- a team, arrangement or working structure with the necessary skills and experience to run and complete the project successfully;
- awareness of all main risks the project will face (including contractor or equipment failure, recruitment delays and so on) with realistic management, mitigation and impact minimization plans for each;
- sound, practical financial plans and timelines;
- a clear, evidence based plan to deliver significant economic impact, return on investment (ROI) and growth through commercialization, as soon as possible after project completion;
- clear, considerable potential to significantly impact the Polish and African economy and/or productivity in a positive way.

7. Before submitting

Please read the general guidance for Applicants. It can raise your chances of submitting a qualitative application. Before filling in this form, please read carefully the above. Please make sure that your application:

- is submitted on the correct form, completed in full and dated;
- is signed by the person authorised to enter into legally binding commitments on behalf of the Applicant;
- presents a business plan in conformity with the funding rules;
- meets the submission arrangements set out in the guidance and in the attached Regulations of the Investment Forum;
- is submitted by the deadline.

8. What happens after Project submission

Applications are assessed by an independent body – The Board of Assessors.

The Board of Assessors may ask an Applicant to provide additional information or to clarify the supporting documents submitted in connection with the application, provided that such information or clarification does not substantially change the Project.

The Applicant will normally be asked to follow a presentation of his Project and within a short notice afterwards will be informed on the investment decision.

For more information, call the Polish-African Chamber of Commerce and Industry office: +48 22 100 14 19 or email investment.forum@paig-pacc.com.

[PREPARED FOR THE INVESTMENT FORUM AND INVESTOR PURPOSES]

0. PROJECT MATRIX

[REFERENCE NUMBER OF THE PROJECT] <i>given by Board of Assessors</i>
PROJECT TITLE (SECTOR)
TYPE OF ACTIVITY
<input type="checkbox"/> Start-up entity, incorporated / non-incorporated <input type="checkbox"/> Continuation of current operations
BRIEF SUMMARY OF THE PROJECT
PROJECT EQUITY (at the beginning) and FINANCIAL RATIOS (NPV, ROI, IRR, ROE)
CAPITAL CONTRIBUTION REQUESTED (in EUR k) vs PROPOSED STAKE IN THE PROJECT

I. INFORMATION ON THE APPLICANT

1 REFERENCES OF THE APPLICANT	
1.1 IDENTITY OF THE APPLICANT	
Official name in full:	
Official legal form: (Not applicable if the applicant is a natural person)	
Date and place of establishment or registration: (Date, address and country)	
Entity registration number:	
VAT number (if applicable):	
1.2 CONTACT DETAILS	
Street address:	
Postcode:	
City:	
Region (if applicable):	
Country:	
Telephone:	Mobile:
E-mail address:	
Website:	

Any change in the addresses, phone numbers or e-mail, must be notified in writing to the Board of Assessors. This body will not be held responsible in the event that it cannot contact an Applicant.

1.3 CONTACT PERSON RESPONSIBLE FOR THE PROJECT	
Family name:	First Name:
Position/Function:	
Telephone:	Mobile:
E-mail address:	

3 PROFILE OF THE APPLICANT	
3.1 PROFILE OF THE APPLICANT — GENERAL AIMS AND ACTIVITIES	
The Applicant shall state his legal status by ticking one or several options	
<input type="checkbox"/> Legal person (start-up entity, just incorporated SPV)	<input type="checkbox"/> Legal person (a Project to expand its operations)
<input type="checkbox"/> Business project non-incorporated yet	<input type="checkbox"/> Research Centre / Academic Institute
<input type="checkbox"/> Natural person (i.e.: individual, student, etc.)	<input type="checkbox"/> Others (please, specify)

II. APPLICANT EXPERIENCE - OPERATIONAL & FINANCIAL CAPACITY

1 OPERATIONAL CAPACITY – APPLICANT TRACK RECORD

The Applicant should provide a description of its relevant competences and previous business experience as well as those of the key staff who will be involved in the submitted Project (according to their profiles or CV) as a proof of its capacity to implement the Project effectively.

[Please, fill in below table, if appropriate]

Action A				
Business name:		Sector:		
Revenue [EUR k]	Net profit (EUR k)	Market share	Applicant role in the Action	Dates (from mm/yyyy to mm/yyyy)
Market value of the Action (estimate) [EUR k]				

Action B				
Business name:		Sector:		
Revenue [EUR k]	Net profit (EUR k)	Market share	Applicant role in the Action	Dates (from mm/yyyy to mm/yyyy)
Market value of the Action (estimate) [EUR k]				

2 FINANCIAL CAPACITY – APPLICANT TRACK RECORD

In case if above mentioned Action (s) have performed / have been performing, Applicant should provide us with following documents as an evidence of his experience and his financial capacity:

- Balance sheet and Income Statement for the last financial year for Action (s) where the Applicant is/have been involved.

III. INFORMATION ON THE PROJECT FOR WHICH THE CONTRIBUTION IS REQUESTED

1 DESCRIPTION OF THE PROJECT

Title:

Sector:

Describe the general and specific objectives that the Project aims to achieve:

The Applicant should explain how the general and specific objectives of the Project will contribute to the positive impact to the African country(ies) and/or the Polish and/or global economies.

Where possible, specify related indicators, milestones to assess the project's achievements and expected impacts.

Your answers to these questions will be verified by the Board of Assessors.

Please, find below suggested by us a structure of Business plan to be submitted to us as source document to this Project Application.

- 0. Cover sheet*
- 0. Statement of purpose*
- 0. Table of contents*

1. Executive Summary

Short form of the business plan: business idea, business strategy, market services, team, financial requirements etc.

2. The Project

Development to date: founders, date of incorporation, development, success (for existing businesses only).

Current situation: legal and ownership structure, key figures.

Further information depending on financial environment: financing of formation, expansion, acquisition and turnaround financing, as well as successor regulation.

3. Project products and services

Market services: detailed description of the market services, customer benefits, customer needs and advantages/disadvantages of competitor products.

Details on the subject of research and development: further development, successor products, product innovation, patents.

4. Markets

Overview of the market: market analysis, customer structure, purchase incentives.

Own market position: canvassed market segments, target customer groups, sale channels.

Market evaluation: market trends, estimated growth rate of target markets, barriers to entry.

5. Competitors

Competitive businesses: name, location, target markets, market position, strengths and weaknesses of main competitors.

Competitive products: range of products, properties, additional services, strengths and weaknesses of competitive products.

6. Marketing/Completion of the business idea

Presentation of market segments: target markets and customer groups.

Market canvassing: sales, advertising/events/promotion, distribution.

Details on product-range, product, service and pricing strategy.

Sales targets: budgeted sales volume or revenues from services per market segment for the next five years, planned market shares in the respective market segments.

7. Location / Production / Administration

Location: business domicile, advantages and disadvantages of chosen location.

Production: in-house or outsourced production, purchase of merchandise and material.

Administration: structure of administration, organization of accounting, IT and office infrastructure.

8. Management and international organization

*Team servicing the business: members, functions and responsibilities (possibly including an organizational chart), salaries, special skills.
CV of each member: education, schooling, professional experience, previous projects.*

9. Risk analysis

*Internal risks: management, production, marketing and finances.
External risks: economical, ecological, legal and social areas.*

10. Financial planning

*Short-term and long-term financial planning: determination of financial requirements by means of budgeted balance sheet, budgeted income statement and budgeted cash flow statement.
Furthermore, liquidity needs to be planned.*

11. Investment Proposal

What is your proposal regarding a stake in the Project (shares package) that will be acquired by the Investor instead of his financial contribution ?

Tables and annexes

2 PLANNED DURATION OF THE PROJECT					
INCOME STATEMENT FOR THE PROJECT					
<i>in EUR k [net]</i>	Year 1	Year 2	Year 3	Year 5	Year 5
Revenue					
Expenses					
Income before income tax					
Net Income					

BALANCE SHEET FOR THE PROJECT					
<i>in EUR k [net]</i>	Year 1	Year 2	Year 3	Year 4	Year 5
Current assets					
Non-current assets					
Stockholder's equity					
Liabilities					

CASH FLOW STATEMENT FOR THE PROJECT					
<i>in EUR k [net]</i>	Year 1	Year 2	Year 3	Year 4	Year 5
Net Cash from operating activities					
Net Cash from investing activities					
Net Cash from financing activities					
Cash and cash equivalent carried forward					

IV. ADDITIONAL FUNDING

OTHER SOURCES OF EXTERNAL FUNDING	
Has the Applicant already received confirmation relating to any external funding for the Project? <input type="checkbox"/> NO <input type="checkbox"/> YES	
Conditions for receiving the contributions (if any)	

CHECK-LIST FOR APPLICANTS

<i>All sections of the application form have been filled in, where appropriate, in accordance with the guidance related to the Investment Forum concerned.</i>	<input type="checkbox"/>
<i>Business plan with calculations for submitted Project.</i>	<input type="checkbox"/>
<i>Balance sheet and Income Statement for the last year for Action (s) where the Applicant is/have been involved</i>	<input type="checkbox"/>
<i>CVs and Credentials of the Project key persons.</i>	<input type="checkbox"/>

STATEMENTS / OŚWIADCZENIA

<p><i>The requirement to participate in Investment Forum is to accept the following conditions: The Organizer and Board of Assessors members undertake to keep confidential and not disclose any Information regarding the projects submitted by the Applicants for purposes of the Investment Forum, as well as to protect against theft, damage, loss or unlawful access. Only authorized persons have access to this type of information.</i></p> <ul style="list-style-type: none"> <i>We have read and accepted the attached Regulations of the Event.</i> <i>We consent to the processing of our personal data for purposes related to the Investment Forum by the Organizer and by the Partners in accordance with the Act of 29 August 1997 on the Protection of Personal Data (Dz.U.02.101.926 consolidated text with subsequent amendments).</i> <i>The Applicant, if he has provided third party data in the application (i.e. Project partners), did so with the authorization of the persons whose data is in the application.</i> <i>We are the owners of the rights to the presented idea.</i> <i>Implementation and dissemination of the submitted idea will not infringe the rights of third parties.</i> <i>We are taking the full responsibility of the provided data in this project application.</i> 	<p>Accepting all statements is mandatory to send a completed application form.</p>
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<p><i>Wymogiem udziału w Imprezie jest akceptacja poniższych warunków: Organizator i członkowie Kapituły oceniających zgłoszenia zobowiązują się do zachowania w tajemnicy i nie ujawniania jakichkolwiek Informacji dotyczących przesłanych przez twórców projektów opisanych w zgłoszeniu do Imprezy Investment Forum, a także zabezpieczenia i ochrony przed kradzieżą, uszkodzeniem, utratą lub bezprawnym dostępem. Dostęp do tego typu informacji mają jedynie osoby upoważnione.</i></p> <ul style="list-style-type: none"> <i>Zapoznałem/zapoznałam się i akceptuję załączony Regulamin Imprezy.</i> <i>Wyrażam zgodę na przetwarzanie moich danych osobowych w celach związanych z realizacją Imprezy Investment Forum przez Organizatora i Partnerów oraz Kapitułę zgodnie z Ustawą z dnia 29 sierpnia 1997 roku o ochronie danych osobowych (Dz.U.02.101.926 tekst jednolity z późniejszymi zmianami).</i> <i>Zgłaszający, jeśli zamieścił w formularzu dane osób trzecich (np. partnerów Projektu) uczynił to z upoważnienia osób, których dane są w formularzu.</i> <i>Jesteśmy Właścicielami praw do przedstawionego pomysłu.</i> <i>Wdrożenie i rozpowszechnianie zgłoszonego pomysłu nie naruszy praw osób trzecich.</i> <i>Ponosimy pełną odpowiedzialność za dostarczone dane w tym wniosku projektowym.</i> 	<p>Zaakceptowanie wszystkich oświadczeń jest niezbędne do wysłania wypełnionego kwestionariusza.</p>
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[date, place and the Applicant signature]