

GEARED2SOLVE BUSINESS PLAN

CHECKLIST

Registration Documents (CM1, CM22, CK1, CK2, ect.)	
Income Tax and VAT Documents	
Registered proof of address of the Company	
Tax Clearance Certificate	
FICA Documents for all Shareholders and the Company	
Detailed CV's of all Shareholders and Personnel (Senior personnel)	
Details of the Shareholders involvement	
Shareholders own financial contributions	
Signed Shareholders Agreement	
BBBEE Certificate + BBBEE Implementation Plan	
Organogram - Hierarchy of employees	
Intended job creation - how many permanent and/or contract positions are you creating	
Facilities - Lease Agreement or Draft Agreement	
Motivation of the site - availability of materials, logistics, target market	
Availability of services for the workspace (water and sanitation)	
Process flow diagram of your intended production	
Copy of factory layout	
Bill of materials, and recent quotations for all raw materials input cost	
Cost to Company breakdown of all salaried, waged, part-time, contract employees	
Sales Forecasts	
Existing contracts with clients	
Contracts with major clients over the passed 12 months	
Detailed marketing strategy and market analysis	
Letter of intent from potential clients	
Take off agreements with possible clients (list of customers)	
Financial statements of the last 3-5 years in Excel (Income and balance statements)	
Amount of funding applied for	
Agreements of financiers for existing loans, including security offered for these loans	
Details of overdraft facilities in place and security offered for these	