



Notes on Investment Permit Application Form (Expansion)

1. A completed application form is one of the documents required for an investment permit. It is therefore necessary to complete the form as fully and accurately as possible. If the space provided in the form is not sufficient, use supplementary sheet of paper.
2. Every investor is required to abide by the laws and regulations of the Country. An investor who submits an application for investment permit will, therefore, be automatically taken for unconditional commitment to all laws, regulations, directives and specifically those related to the specific investment area.
3. The investment permit should be used only for the purpose of implementing the approved investment project.
4. The application form should be submitted together with other required documents.
5. The application form is **FREE COPY**. Receipt is provided for any payment effected for the service rendered.
6. Please attach relevant documents that inform about your previous business background.
7. Do not detach this cover page from this application form.
8. For further information, kindly contact the Agency.

Contact Address

Ethiopian Investment Commission (EIC), P.O.Box 2313, Tel. 251-011-551 00 33, Fax 251-011-551 43 96, Addis Ababa, Ethiopia;

Web site: <http://www.investethiopia.gov.et>

Provision of efficient and fair services at the best satisfaction of Our Customers is our Core value.

APPLICATION FORM FOR EXPANSION

Upgrading investment project

1. PARTICULARS OF THE APPLICANT

1.1 Name and Address

- *Name of Investor Company*.....
.....
- *Location of the previous project*
 - *Region*..... *Telephone*.....
 - City*..... *Project site*
 - Zone*..... *Cell phone*.....
 - Wereda*..... *Fax*.....
 - Kebele* *E-mail*
 - P.O.Box*.....

If the expansion location is different from the previous

Region _____ *City/Zone*.....

Wereda _____ *Kebele*.....

2. Profile of Proposed Investment for the expansion/upgrading

2.1 Project title /Investment activity/

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.....

2.2 Brief description of the project objective and major activities:-

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.....
.....

3. Proposed capital and source of capital for the expansion/upgrading

➤ *Proposed Expansion Capital* _____

➤ *Source of Finance*

Equity _____

Loan _____

Others please list all source of capital for the project.

➤ *Estimated investment cost*

- *Land*.....
- *Building*.....
- *Working Capital*.....
- • *Machinery*.....
- • *Material/Equipment*.....
- *Other Costs*.....
- *Total*.....

3. Expected employment opportunity

3.1 Expected

Permanent _____

Temporary _____

3.2 Previously created opportunity

<i>No.</i>	<i>Permanent</i>		<i>Temporary</i>	
	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>
<i>1</i>				
<i>Total</i>				

4. Project site/utility required for expansion

4.1 *Size of land required* _____ (Sq.M or Ha)

4.2 *Electrical Power* _____ Kw

4.3 *Water* _____ m³

4.4 *Telecom services needed*

-
-
-

4.5 *Others (if any)* -----

5. Main Products/ Services

Show the Average production capacity (in percentage %) of each products/services and market destination in the past 2 year and anticipated amount with increased percentage in volume and new products as a result of expansion.

5.1 The past 2 years production services and sale program (average)

<i>Type of Products</i>	<i>Capacity</i>		<i>Market share</i>	
	<i>Unit</i>	<i>Quantity</i>	<i>Domestic</i>	<i>Export</i>

5.2 Anticipates (future) annual prod/service and Percentage increase and market share.

<i>Type of product</i>	<i>Capacity</i>		<i>Percentage increased</i>		<i>Expected market share</i>	
	<i>Unit</i>	<i>Quantity</i>	<i>Capacity</i>		<i>Domestic</i>	<i>Export</i>
			<i>Unit</i>	<i>Quantity</i>		

Raw material requirements (applicable to manufacturing and agricultural projects only)

No.	Type of Raw Material	Source of supply (to be marked as ✓)	
		Local	Foreign

6. PROJECT IMPLEMENTATION PLAN

Please provide as reasonable and appropriate schedule

6.1 Starting and ending date of the project

Starting Date _____

Ending Date _____

6.2 Detail Activities and implementation time

NO	Activities	Implementation date D/M/Y
1	Project development and feasibility study	
2	Land acquisition	
3	Building/Civil work <ul style="list-style-type: none">• Including for construction material Purchasing order and purchase.	
4	Public utility acquisition <ul style="list-style-type: none">• Electricity• Water• Telecom• If other.....	
5	Machinery procurement purchase	
6	Reaching of machinery at project site	
7	Work permit for technician	
8	Machinery erection installation	
	Preparation of raw material (order, Purchase, import)	
10	Co missing machines and make ready for operator	
11	Any other	
12	Common cement of product service	

** Please try to provide accelerate information for further support of EIA on the expansion process*

7. Document to be attached

The following documents should be attached with the application letter.

1. Copy of business license
2. Summary of financial statement of the recent two years
3. Feasibility study of the project
4. List of capital goods and basic raw materials
 - 4.1 machinery
 - 4.2 workshop tools and
 - 4.3 laboratory equipment
 - 4.4 construction materials (if imported)
 - 4.5 raw materials and inputs (if imported)
5. land lice agreement (if the expansion or upgrading is planned to be held on existing site)

8 Please provide as information on the following

1. Main factors influencing project implementation Plan and product marketing of the existing project (Facility land , sales performance, variation in gross margin, over heads, finance cost, raw material cost variation, tax system.....)
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 -
 -
2. What do you intended to do in order to avoid previous problems for the fast. And accurate implementation of the expansion project.

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3. What are the Basic support that has to be provided by EIC

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4. Please specify If you have other comments

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Declaration and Signature of Applicant

I, hereby, declare that all the information provided are complete and correct.

Name of Applicant

Responsibility

Signature

Date

FOR OFFICE USE ONLY

Permitted

Rejected

If rejected, reasons:

.....
.....

Reviewed/ Approved by:

Name:

Signature:

Date: