**In the Name of God**

*Dear applicant*

*In order to verify the possibility of stablishing activities in Garmsar Special Economic Zone, it is necessary to provide information and complete the bellow tables. In case of need to providing additional information and documentation please attach more relevant items.*

***Thanks/Investment Management***

**1. Activity title:**

**2. Brief description of the activity:**

**3.The personal/legal name of the applicant:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Tax Code** | **National ID** | **Date of registration** | **Place of registration** | **Registration number** | **Type of company** | **Company Name** | Legal Applicant |
|  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **National ID** | **Name & Surname**  | PersonalApplicant |
|  |  | 1- |
|  |  | 2- |
|  |  | 3- |
|  |  | … |
|  |  | … |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Postal Code |  | Address | Contact Information |
|  | E-mail |  | Mobile No.\* |  | Phone No. |

*\* The announced mobile number is the confirmation of the applicant to receive information and notifications from the special zone through cyberspace messaging software.*

*Note: in the case of Individual persons: national ID copy national card copy, Military service cards, education license and in the case of legal persons, the documents relating to the company (the articles of Association, official registration and legal newspaper) should be attached.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Mobile No |  | Date of Completion of The Form |  | Representative's Name |

**4. The product or products and the planned capacity:**

**5. Market studies include**: *the statistics of current production in the country, the study of product target market, the reasons for choosing the Garmsar special economic zone, export program, …*

**6. The production process:**

**7. Required manpower and the number of working shifts:**

**7. Profile and the amount of solid liquid and gaseous waste:**

**9. How to refine wastewater and secure treatment wastes?**

**10. Annual estimates of the required raw materials**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Total Price ($)** | **Unit Price ($)** | **Value/Ton** | **Supply Place**  | **Application**  | **Material** | **Row** |
|  |  |  |  |  |  | 1 |
|  | **Total sum ($)** |

*Note: Consider transport cost and other costs in the Price of raw materials*

**11. The required staffing**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **The annual salary** **(14 months) ($)** | **Monthly salary** **per person ($)** | **Quantity** | **Job description** | **Row** |
|  |  |  |  | 1 |
|  | Sum ($) |
|  | %23 share of the employer's insurance |
|  | **Total sum ($)** |

**12. Estimation of the required energy for production:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Total Price ($)** | **Annual consumption** | **Unit Price ($)** | **Unit** | **Description** | **Row** |
|  |  |  | kw/h | Electric power | 1 |
|  |  |  | lit/s | Water | 2 |
|  |  |  | m3/h | Gas | 3 |
|  |  |  | lit | Oil, gas | 4 |
|  |  |  | lit | Gasoline | 5 |
|  |  |  |  | Other | 6 |
|  | **Total sum ($)** |

**13. Production line machineries:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Price ($)** | **Vendor/ Country** | **Machinery Type**  | **Row** |
|  |  |  | 1 |
|  | **Total sum ($)** |

**14. cost of installation of equipment and machineries**

|  |  |  |  |
| --- | --- | --- | --- |
| **Price ($)** | **Vendor/ Country** | **Description** | **Row** |
|  |  |  | 1 |
|  | **Total sum ($)**  |

**15. Land and buildings:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Total Price ($)** | **Unit Price ($)** | **Quantity** | **Description** | **Row** |
|  |  |  | Land | 1 |
|  |  |  | Production building | 2 |
|  |  |  | Administrative building | 3 |
|  |  |  | site preparation | 4 |
|  |  |  | Fencing | 5 |
|  |  |  | Green space | 6 |
|  |  |  | Other | 7 |
|  | **Total sum ($)** |

**16. The cost of the pre-operation:**

|  |  |  |
| --- | --- | --- |
| **Price ($)** | **Description** | **Row** |
|  | Preliminary studies | 1 |
|  | The cost of obtaining licenses and facilities | 2 |
|  | Current costs during the implementation period  | 3 |
|  | Local and abroad Staff training costs | 4 |
|  | Other | 5 |
|  | **Total sum ($)** |

**17. Fixed capital estimation:**

|  |  |  |
| --- | --- | --- |
| **Price ($)** | **Description** | **Row** |
|  | Land | 1 |
|  | building and site preparation | 2 |
|  | production machineries | 3 |
|  | Required vehicles, equipment and installations | 4 |
|  | pre-operation costs | 5 |
|  | Unpredicted costs (10% of the total) | 6 |
|  | **Total sum ($)** |

**18. Working capital estimation (three-month):**

|  |  |  |
| --- | --- | --- |
| **Price ($)** | **Description** | **Row** |
|  | Raw materials | 1 |
|  | Salaries and employee pays | 2 |
|  | Factory insurance | 3 |
|  | Quarterly energy | 4 |
|  | The cost of the sale (half-cent of sales) | 5 |
|  | The predicted cost half-cent of sales | 6 |
|  | **Total sum ($)**  |

**19. Estimation of total investment:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Price ($)**  | **Percentage**  | **Description** | **Row** |
|  |  | Company share | 1 |
|  |  | Bank facilities | 2 |
|  |  | The annual bank fees | 3 |
|  | **Total sum ($)** |

*Note: Total investment= Fixed capital + working capital*

**20. Estimation of depreciation expenses:**

|  |  |  |
| --- | --- | --- |
| **Price ($)** | **Description** | **Row** |
|  | building and site preparation  | 1 |
|  | production machineries | 2 |
|  | production machineries | 3 |
|  | **Total sum ($)** |

*Note: depreciation**calculation should be in 20 years for buildings and site preparation, in 15 years for machinery and equipment and in 10 years for machine tools.*

**21. Cost of maintenance and repairs estimation:**

|  |  |  |
| --- | --- | --- |
| **Price ($)** | **Description** | **Row** |
|  | building and site preparation | 1 |
|  | production machineries | 2 |
|  | production machineries | 3 |
|  | **Total sum ($)**  |

*Note: to be calculated as 10% of the total Price.*

**22. Estimation of employees accessories:**

|  |  |  |
| --- | --- | --- |
| **Price ($)** | **Description** | **Row** |
|  | Accessories for Office | 1 |
|  | Health & safety supplies, work wear | 2 |
|  | **Total sum ($)** |

**23. Estimation of laboratory cost:**

|  |  |  |
| --- | --- | --- |
| **Price ($)** | **Description** | **Row** |
|  | Current laboratory costs | 1 |
|  | Cost of sales | 2 |
|  | **Total sum ($)** |

**24. Manufacturing Fixed costs:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Price ($)** | **Percentage**  | **Description** | **Row** |
|  |  | Wages and salaries of employees | 1 |
|  |  | Types of energy | 2 |
|  |  | Repairs and maintenance | 3 |
|  |  | Factory insurance | 4 |
|  |  | Interest of bank facilities | 5 |
|  |  | Depreciation | 6 |
|  | **Total sum ($)** |

**25. Variables cost of production estimation:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Price ($)** | **Percentage**  | **Description** | **Row** |
|  |  | Raw materials | 1 |
|  |  | Salaries and employee pays | 2 |
|  |  | Types of energy | 3 |
|  |  | Maintenance and repairs | 4 |
|  |  | Operational costs | 5 |
|  |  | employees Accessories | 6 |
|  | **Total sum ($)** |

**26. Presentation of FPC (Flow Process Chart):**

**27.Initial Layout, Tim Schedule(Engineering, Construction,Operation):**

**28. Complete Pre-Feasibility Study(Excel Doc) & Providing Financial and production indicators calculation:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Calculation** | **Formula** | **Indicator** | **Row** |
|  | Total costs**=** Fixed costs + Variable costs  | **Total costs of production estimation** | a |
|  | $\frac{The total cost of production}{Annual production capacity}$ = Prime cost per unit/product | **Prime cost estimation** | b |
|  | The average sale Price based on the homeland and abroad market | **Sale Price estimation**  | c |
|  | Percent of sales at break-even point =$ \frac{fixed cost}{ Total sales - variable costs }$ ×100  | **Percent of sales at break-even point** | d |
|  | Net profit / loss= Total sales - Total cost of the production | **Net profit / loss** | e |
|  | $\frac{Fixed costs}{1- \frac{Variable costs}{Total sales }}$ = Cost at break-even point | **Cost at break-even point** | f |
|  | $\frac{Fixed capital}{ Total number of employees}$ = Fixed capital per capita | **Fixed capital per capita** | g |
|  | $\frac{Total capital}{Total profit }$ = Investment return period | **Investment return period** | h |
|  | $\frac{Total sales }{Total number of employees }$ = Sales per capita | **Sales per capita ($)**  | i |
|  | $\frac{ Total salary}{ Total number of employees}$ = Salary per capita | **Salary per capita ($)** | j |
|  |  100× $\frac{Annual profit }{Total capital}$ = The rate of return on investment | **The rate of return on investment** | k |