GARMSAR SPECIAL ECONOMIC ZONE ADMINISTRATING CO.

The Questionnaire of applicants for Stablishing Industrial, Service or Constructive Enterprises in "Garmsar Special Economic Zone"

IDRO

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:

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

	Name & Surname	National ID	
Personal Applicant	1-		
	2-		
	3-		
	…		
	…		

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

** 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.

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

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

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

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

11. The required staffing

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

12. Estimation of the required energy for production:

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

13. Production line machineries:

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

14. cost of installation of equipment and machineries

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

15. Land and buildings:

Row	Description	Quantity	Unit Price ($)	Total Price ($)
1	Land			

2	Production building			
3	Administrative building			
4	site preparation			
5	Fencing			
6	Green space			
7	Other			
			Total sum ($)	

16. The cost of the pre-operation:

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

17. Fixed capital estimation:

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

18. Working capital estimation (three-month):

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

19. Estimation of total investment:

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

Note: Total investment= Fixed capital + working capital

20. Estimation of depreciation expenses:

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

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:

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

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

22. Estimation of employees accessories:

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

23. Estimation of laboratory cost:

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

24. Manufacturing Fixed costs:

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

25. Variables cost of production estimation:

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

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:

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