

# APPLICATION FOR FREE ZONE STATUS

(FORM RESERVED FOR SERVICE COMPANIES ; TO BE COMPLETED IN SEVEN (7) COPIES)

**CORPORATE NAME** :

**KIND OF PROJECT** :

**ADDRESS** :

**TEL** :

**FAX** :

**E-MAIL** :

**DATE OF REGISTRATION WITH FREE ZONE AUTHORITY :**

**RECEIPT N° .....**

## 1- INTRODUCTION OF THE PROMOTERS

Name of the major Promoters	Nationality	Address of the residence

(Attach the CV and the police record of the major Promoter and/or the history of the parent company. Attach also the articles of association of the Company).

## 2- DESCRIPTION OF THE PROJECT

Describe the type of service to be supplied.

## 3- EXPORT SCHEDULE

N°	SERVICES	1st Year		2 <sup>nd</sup> Year		3rd Year		EXPORT COUNTRIES
		Qty	Value	Qty	Value	Qty	Value	

## 4- COMMERCIAL BACKGROUND OF THE PROJECT

Give any information enabling to assess the target market. Example: previous professional experience, market survey, service contract, letters of intent etc... (Use free leaves if necessary).

## **5- MATERIALS AND SUPPLIES (if any)**

N°	MATERIALS AND SUPPLIES	1st Year		2 <sup>nd</sup> Year		3rd Year		COUNTRIES OF ORIGIN
		Qty	Value	Qty	Value	Qty	Value	

## **6- IMPACT ON THE ENVIRONMENT**

Describe the effluents and any other pollutants likely to be generated by the operations, and indicate measures which will be taken to control and eliminate them. (Use free leaves if necessary)

## **7- TECHNICAL EQUIPMENT AND MACHINERY**

Give a description of Machinery and Equipment, transport Material, office Equipment, etc...

Description	Value	State (new/second-hand)	Countries of origin

## **8- NEEDS IN WORKING FUNDS**

Give the estimated amount of the needs in working funds.

## 9- MANPOWER

### 9.1- Work Force

DESCRIPTION	1 <sup>st</sup> Year		2 <sup>nd</sup> Year		3 <sup>rd</sup> Year	
	Nationals	Expatriates	Nationals	Expatriates	Nationals	Expatriates
Managerial staff						
Office staff						
Product° manager						
Skilled workers						
Unskilled workers						
Drivers						
Watchmen						
Any others						
<b>TOTAL</b>						

### 9.2- SALARIES AND LABOUR COSTS

Description	1 <sup>st</sup> Year		2 <sup>nd</sup> Year		3 <sup>rd</sup> Year	
	Nationals	Expatriates	Nationals	Expatriates	Nationals	Expatriates
Managerial staff						
Office staff						
Product° manager						
Skilled workers						
Unskilled workers						
Drivers						
Watchmen						
Any others						
<b>TOTAL SALARIES</b>						
Social security Employer's share : 17.5%						
Tax on salaries : 2%						
<b>Total wage bill</b>						

## 10- FINANCIAL PLAN

### 10.1 TOTAL INVESTMENTS PLANNED

- Initial Expenses :
- Land, Constructions and Developments :
- Technical Equipment and Machinery :
- Needs in Working Funds :

**TOTAL INVESTMENTS** \_\_\_\_\_  
:

### 10.2 DETAILS ON FINANCING SOURCES

- Capital :
- Equity capital :
- Local loans :
- Foreign loans :
- Suppliers' Credits :
- Any other sources (to be specified) :

**TOTAL FINANCING** \_\_\_\_\_  
:

**N. B.**            **TOTAL FINANCING = TOTAL INVESTMENTS**  
**N. B.**            **Attach any evidence on the negotiations with the local or foreign Bank(s).**

## 11- PROFITABILITY OF THE PROJECT

Description	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year
Turnover			
Cost of raw materials	.....	.....	.....
Any other purchase	.....	.....	.....
Transportat° charges	.....	.....	.....
External services A & B	.....	.....	.....
Any other charges (Duties and taxes)	.....	.....	.....
Total operational consumption			
Value-added			
Personnel charges	.....	.....	.....
Financial charges	.....	.....	.....
Depreciation allowance	.....	.....	.....
Operational Result			

## **12. LOCATION**

**Kind of building :** (bare land, enclosed land, industrial and commercial building, building for household use)

**Address:**

**Conditions:** (renting, renting with option to buy, purchase, property of the Promoter)

(Attach plans, copy of the lease contract or the deed of assignment)

## **13- DECLARATION AND COMMITMENT**

**WE HEREBY CERTIFY THAT THE INFORMATION, FIGURES AND DOCUMENTARY EVIDENCE PROVIDED ARE TRUE AND ACCURATE, AND THAT THE ESTIMATES GIVEN IN THIS APPLICATION FORM HAVE BEEN MADE WITH DUE CARE AND PROVISIONS FOR MAKING THEM THE MOST TRUSTFUL POSSIBLE.**

**WE AFFIRM THAT WE ARE FULLY COGNIZANT OF PROVISIONS TAKEN UNDER LAW N° 2011-018 OF 24th JUNE 2011 DEFINING THE LEGAL STATUS OF THE TOGO EXPORT PROCESSING ZONE, AS WELL AS THOSE OF THE IMPLEMENTING DECREE THEREOF.**

**WE COMMIT TO ABIDE BY OUR STATEMENTS AND ENGAGEMENTS HEREIN, AND TO SUPPLY IN THE FUTURE, ANY ADDITIONAL INFORMATION OR ANY SPECIFICATIONS THAT THE EPZ AUTHORITY WILL BE LED TO REQUEST.**

Done in ....., on .....

**NAME AND QUALIFICATION OF APPLICANT**

**SIGNATURE**