

ENERGY REGULATION BOARD

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Outline of Business Plan

1) **Basic Information**

- a) Name of Business
- b) Business Activity
- c) Physical and Postal Address
- d) Telephone, Fax and Email Addresses
- e) Names and background Information of main role players/owners/shareholders

2) **Background Information**

- a) Outline history and purpose of the business.
- b) Description of location of business – customers and geographically.
- c) Outline the proposed project/business
- d) Details of technical requirements that will have to be fulfilled, e.g., Environmental Impact Assessment.

3) **Management and Marketing**

- a) Outline who will be involved in the Management of the business and any legal agreements, e.g., permits, licences.
- b) Briefly outline levels of skill, technical ability and past experience of the Management team by providing short C.Vs on the key players.
- c) Outline brief descriptions of who the customers are, their buying trends and the overall market plan.

4) **Project Plan** (for new developments or installations)

- a) Outline the proposed plan for development (include site plan/map).
- b) Outline the standards to be adhered to in the development phase of the project.

- c) Outline where specialised equipment will be purchased from and the standards to which this equipment will comply.

5) **Sponsors and Advisors**

- a) Describe the project sponsors providing proof of their commitment to the proposed project.
- b) State the advisors, if any, assisting in the project planning and subsequent implementation.

6) **Implementation**

- a) Describe the specific steps and schedules to progress the project to operation level.

7) **Financial and Administrative Plan** (Should show projected sales covering all projected expenses)

- a) Outline expenses in relation to projected income for the required period – 3 to 5 years.
- b) Projected sales budget reflecting projected number of units to be sold, projected sales prices and turnover, i.e., projected monthly sales for the first year of operation and annually for the remaining years.
- c) Include projections of the operating statements and balance sheet for the required period – 3 or 5 years.
- d) Outline details of financial requirement for start up or expansion of business.

8) **Impact and Risks**

- a) Outline the social and environmental benefits regarding the project.
- b) Describe the social and environmental risks associated and any plans to deal with these. Consider contingencies and the use of Strengths, Weaknesses, Opportunities and Treats (SWOT) analysis.

9) **Supporting Documentation**

- a) Attach any documents that will verify the information in the business plan. For instance, previous feasibility studies that were done, Management CVs, etc.

PROJECTED CASHFLOW					
	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
RECEIPTS					
Cash sales	XX	XX	XX	XX	XX
Loans/ Director Investments	XX	XX	XX	XX	XX
TOTAL RECEIPTS	XX	XX	XX	XX	XX
PAYMENTS					
Salaries	XX	XX	XX	XX	XX
Insurance and licence	XX	XX	XX	XX	XX
Interest	XX	XX	XX	XX	XX
Travel expenses	XX	XX	XX	XX	XX
Electricity	XX	XX	XX	XX	XX
Rent	XX	XX	XX	XX	XX
Consultancy Services	XX	XX	XX	XX	XX
Other Administration Expenses	XX	XX	XX	XX	XX
Taxation	XX	XX	XX	XX	XX
TOTAL PAYMENTS	XX	XX	XX	XX	XX
NET CASHFLOW FOR THE PERIOD	XX/(XX)	XX/(XX)	XX/(XX)	XX/(XX)	XX/(XX)
OPENING BALANCE	XX	XX	XX	XX	XX
CLOSING BALANCE	XXX	XXX	XXX	XXX	XXX

PROJECTED INCOME STATEMENT					
	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
REVENUE	XX	XX	XX	XX	XX
DIRECT EXPENCES	(XX)	(XX)	(XX)	(XX)	(XX)
GROSS PROFIT /(LOSS)	XX/(XX)	XX/(XX)	XX/(XX)	XX/(XX)	XX/(XX)
EXPENSES					
Salaries	XX	XX	XX	XX	XX
Depreciation	XX	XX	XX	XX	XX
Insurance and licence	XX	XX	XX	XX	XX
Interest	XX	XX	XX	XX	XX
Travel expenses	XX	XX	XX	XX	XX
Electricity	XX	XX	XX	XX	XX
Rent	XX	XX	XX	XX	XX
Consultancy Services	XX	XX	XX	XX	XX
Other Administration Expenses	XX	XX	XX	XX	XX
Total Expenses	xx	xx	xx	xx	xx
PROFIT/(LOSS) BEFORE TAXATION	XX/(XX)	XX/(XX)	XX/(XX)	XX/(XX)	XX/(XX)
TAXATION	(XX)	(XX)	(XX)	(XX)	(XX)
PROFIT/(LOSS) AFTER TAXATION	XX/(XX)	XX/(XX)	XX/(XX)	XX/(XX)	XX/(XX)

PROJECTED BALANCE SHEET					
	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
NON-CURRENT ASSETS					
Motor Vehicles	XX	XX	XX	XX	XX
Property Plant and Equipment	XX	XX	XX	XX	XX
Land and Buildings	XX	XX	XX	XX	XX
TOTAL NON-CURRENT ASSETS	XX	XX	XX	XX	XX
CURRENT ASSETS	XX	XX	XX	XX	XX
Bank And Cash	XX	XX	XX	XX	XX
Trade Receivables	XX	XX	XX	XX	XX
Other Receivables	XX	XX	XX	XX	XX
TOTAL CURRENT ASSETS	XX	XX	XX	XX	XX
TOTAL ASSETS	XXX	XXX	XXX	XXX	XXX
EQUITY AND LIABILITIES					
EQUITY AND RESERVES					
Share Capital	XX	XX	XX	XX	XX
Revenue Reserves	XX	XX	XX	XX	XX
	XX	XX	XX	XX	XX
NON - CURRENT LIABILITIES					
Loans	XX	XX	XX	XX	XX
Directors Investments	XX	XX	XX	XX	XX
	XX	XX	XX	XX	XX
CURRENT LIABILITIES					
Taxation	XX	XX	XX	XX	XX
Trade Creditors	XX	XX	XX	XX	XX
Accrued Expenses	XX	XX	XX	XX	XX
	XX	XX	XX	XX	XX
Total Equity And Liabilities	XXX	XXX	XXX	XXX	XXX