

Checklist for

(Project profile/ financial forecasting)

This checklist is for prepared to assess the requirements of the client.

List of required documents are given below:

1. Brief profile of proposed project [name, location, nature of business, production capacity, types of products, factory address, ownership of the factory.
2. Profile of directors [age, education, experiences, etc.] and status of successors [name, age, education, involvement in business]
3. Utility arrangement [electricity, water, gas, generator]
4. Revenue estimation: Details revenue component, products, capacity per day, annual working days, annual capacity, selling price, and annual sales capacity.
5. Cost of goods: Associated raw material cost of each year. How much raw material will be needed (cost break up for individual product line) for per unit production (products, raw materials, unit required for per unit sales produce, price, local/import, selling unit)
6. Personnel requirement – department-wise (designation no of the head, gross salary, overtime)
7. Expected Sources of the fund – (equity debt portion)
8. Details of the securities that are going to be offered for obtaining debt. –(If Any)
9. Warehouse set up a plan – location, number of warehouses, area, own follow the table
10. Other office equipment details
11. Brief description of other sister concerns
 - a) Audit report for last three years
 - b) Updated liability position of the group
 - c) Nature of business (Company Name and Nature of Business)

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