



Republic of the Philippines  
City of Naga  
**NAGA CITY INVESTMENT BOARD**

NCIB Form No. 03

**SIMPLIFIED BUSINESS PLAN**  
(New/Expansion Project)

Revised: 19 May 2000

<b>I. TOTAL PROJECT COST</b>	
Land	<b>P</b>
Land Improvements/Buildings	
Machinery and Equipment	
Installation and Other Costs	
Financial Charges	
Others (Please specify)	
Sub-Total	
Add: Working Capital	
Total Project Cost	<b>P</b>

<b>II. SOURCES OF FINANCING</b>	
Equity	<b>P</b>
Local	
Foreign	
Total Equity	
Add: Loans*	
Others	
Total Loans and Others	
<b>TOTAL</b>	<b>P</b>

\* Specify Source & Terms of Loans

NOTE: Where necessary, please use additional sheet

<b>III. MARKET ASPECTS</b>		
A. Describe products to be produced, its uses and targets users. Also specify by-products to be derived from The operations, if any.		
Product Lines	Use	Target Users
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

B. Describe where you will sell the products. What are some of your marketing strategies?

C. Projected Volume of Units to be Sold and Peso Value

Product Lines	Selling Price/Unit	Volume to be Sold/Year	Sales/Year (in Pesos)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
<b>TOTAL</b>			<b>P</b>

**IV. TECHNICAL ASPECTS**

A. Brief description of the process

(Provide separate sheet if necessary or illustrate using process flow chart. For modernization projects, please indicate the improvements over the existing process)

B. Major Machinery and Equipment Requirements					
Type/Description	Number of Units	Unit Cost	Total Cost		
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
<b>TOTAL</b>			<b>P</b>		
C. Utilities required per year					
	Volume	Cost			
1. Power/Electricity					
2. Water					
3. Others					
<b>TOTAL</b>			<b>P</b>		
D. Expected Attainable Volume of Production					
Product Lines	Year 1	Year 2	Year 3	Year 4	Year 5
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
E. Raw Material and Supply Requirements					
Raw Materials/Supplies	Source/Origin	Volume Needed/Yr.	Cost Per Unit	Total Cost	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
<b>TOTAL</b>				<b>P</b>	
F. Project Time Table (From project conceptualization, implementation of pre-operating activities such as building construction, machinery installation, trial runs, etc. to commercial operation of the project)					
Work Activities			Period from Start to Finish		
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

G. Labor Requirements (To include Direct, Indirect, and Administrative Staff)		
Type of Workers	No. to be Employed	Estimated Annual Payroll
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
<b>TOTAL</b>		<b>P</b>

V. WASTE TREATMENT/DISPOSAL		
A. Identify the waste materials to be generated by business operations. Also specify the expected volume; and measures to be undertaken to treat/dispose of waste.		
Waste Material	Volume/Year	Waste Treatment/Disposal Procedures
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

VI. FINANCIAL PROJECTION (Please attach notes and schedules, as may be necessary)					
Projected Income Statement	Year 1	Year 2	Year 3	Year 4	Year 5
Sales/Revenues					
Less: Cost of Sales					
Direct Materials					
Direct Labor					
Manufacturing Overhead					
Total Cost of Sales					
Gross Income					
Less: Operating Expenses					
Selling Expenses					
Administrative Expenses					
Interest Expenses					
Net Income before Taxes					

Prepared by:

Certified by:

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Signature Over Printed Name

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Signature of Representative