



**ZAMBIA DEVELOPMENT AGENCY**

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**ENTERPRISE PERFORMANCE FORM**

*The Zambia Development Agency Act requires your enterprise to provide us with a report regarding performance after either securing a Zambia Development Agency (ZDA) Certificate of Registration or engaging in exports of non traditional exports. While the ZDA Act empowers us to collect this information, we have an obligation to keep the information confidential. Data relating to individual enterprises will not be made available to anybody outside ZDA and will only be published in aggregate form. The data and information you supply will be used for investment and trade promotion and facilitation strategies and policy formulation purposes only.*

Name of Enterprise:.....Sector:.....  
 ZDA Investment Certificate/ SME Certificate of Registration No.....Year of Reg with ZDA.....  
 TPIN:.....Postal Address:..... Plot No.....  
 Street/Road:.....City/Town.....Tel.....  
 .....  
 Contact Person Name.....Cell.....  
 .....  
 Fax.....Email.....  
 Address.....  
 Association membership:.....

**1.0 SHAREHOLDERS AND DIRECTORS**

Name	Nationality	Shareholding (%)	Immigration Status
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

(Attach copies of relevant documents from the Registrar of Companies. Attach a separate sheet if there is more than the specified number of shareholders/directors.).

**2.0 ENTERPRISE DESCRIPTION**

2.1 Please give a description of the main activities of your project/investment.....  
 .....  
 .....

**2.2 Type of Project/Enterprise** (*tick where appropriate*)

New     Expansion     Modernisation     Acquired through Privatization

**2.2 Production Quantities for the past two (2) years**

Product	Unit	Installed Capacity	Actual Production		Projected capacity
			20.....	20.....	

**3.1 Export Sales Quantity & Value in United States Dollar (US\$)**

Please indicate unit of measure for quantity and values for the past two years

Product	Market	Unit	Total Export Sales Quantity		Total Export Sales Value	
			20.....	20.....	20.....	20.....

**3.2 ASSESSMENT OF NEEDS AND CONSTRAINTS**

**3.2.1 Production**

3.2.2 If your production capacity is under-utilised, please indicate the reason by picking from the list given below, ranking them from 1 to 4 in order of severity of the problem (1 being strongest and 4 being less severe).

Insufficient domestic demand	
Shortage of raw materials	
Lack of working capital	
Insufficient regional or international demand	
Other (Specify)	

3.2.3 Details of main inputs and machinery that have a bearing on the level of production

**3.2.3.1 Inputs**

Inputs	Annual Requirement	Quantity Utilised in 20.....	Quantity Imported in 20.....	Value of Imports in US \$	Source Country

**3.2.3.2 Machinery**

/Implements	Annual Requirement	Quantity Utilised in the previous year	Quantity Imported the previous year	Value of Imports in US \$	Source Country

3.2.4 Do you have challenges with raw materials?

Yes ----- No. -----

3.2.5 If yes, please specify

.....

.....

3.2.5 What challenges are you facing in relation to machinery?

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.....

.....

3.2.3 Is supply of raw inputs or machinery satisfactory? If not, please indicate the major Problems, ranking them from 1 to 5 in order of seriousness of the problem (1 being strongest and 5 being weakest point):

Local machinery		Imported machinery	
Irregular availability		Restriction on imports	
High cost		High cost of foreign exchange	
Poor Quality		Unstable exchange rate	
Quality inferior to imported materials		High import duties	
Cumbersome procurement procedures		Long delivery time	

3.2.4 What international quality standards are you utilising on your products, if any

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**3.3 Marketing**

3.3.1 Did you participate in any of ZDA market development services? (please specify)

Yes		No	
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3.3.2 If yes, kindly indicate the level of business resulting from your participation in the ZDA market development services.

Activity	Comment

3.3.3 In what way do you think ZDA could improve on the organisation of such activities?

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3.3.4 Please indicate in order of priority international markets you wish to undertake marketing activities in, either by way of **market research, trade mission** or participation in the **trade fair**.

NO	Name of Country	Type of Marketing Activity

3.3.5 Tick the 5 major constraints affecting your exports from the list given below, ranking them from 1 to 5 (1 being strongest and 5 being weakest point).

Item	Ranking	Item	Ranking
Lack of market information		Restrictive import regulations in target market(s )	
Lack of market demand		High duties in target market(s)	
Lack of trade contracts			
Low prices		Payment problems	
High shipping costs		High quality requirements	
Other (Specify)		Other (Specify)	

4 CAPITAL INVESTMENTS MADE (from time of issuance of ZDA Certificate of Registration)

4.1 Detailed Description of Machinery and Equipment (Tick Reporting Currency: US\$ / ZMK)

Description of Machinery and Equipment	Year 1		Year 2		Year 3		Year 4		Year 5	
	Source of Finance		Source of Finance		Source of Finance		Source of Finance		Source of Finance	
	Foreign	Local	Foreign	Local	Foreign	Local	Foreign	Local	Foreign	Local
1. Transport equipment										
2. Computer equipment										
3. Plant machinery										
4. Other machinery/equipment										
<b>Sub Total</b>										
Working Capital										
<b>TOTAL VALUE</b>										

4.2 Detailed Description of Other Investments: (Tick Reporting Currency: US\$ / ZMK)

Description of Other Investments	Year 1		Year 2		Year 3		Year 4		Year 5	
	Source of Finance		Source of Finance		Source of Finance		Source of Finance		Source of Finance	
	Foreign	Local	Foreign	Local	Foreign	Local	Foreign	Local	Foreign	Local
1. Land and land improvement										
2. Buildings/other construction										
3. Furniture & fittings										
4. Patents, goodwill, WIP etc.										
5. Other										
<b>TOTAL VALUE</b>										

## 5.0 EMPLOYMENT

### 5.1 Full time additional employment after obtaining certificate of registration

Item	Year 1				Year 2				Year 3				Year 4				Year 5			
	Zambians		Non Zambians		Zambians		Non Zambians		Zambians		Non Zambians		Zambians		Non Zambians		Zambians		Non Zambians	
M = Male, F = Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 Working proprietors and other active business partners																				
3 Manager, professionals and executives																				
4 Technicians and associate professionals (e.g. supervisor, chief foreman,																				
5 Clerical and related occupations (e.g. clerks, typists, sales personnel etc)																				
6 Elementary occupations (e.g. drivers, telephone operators, security guards, )																				
7 Plant / machine operators, assemblers																				
8 <b>Number of Seasonal labourers employed</b>																				
9 Other																				
TOTAL																				

### 5.2 Education and Training of Employees

(Indicate educational qualifications of the full employees)

Qualification	Year 1	Year 2	Year 3	Year 4	Year 5
Primary education					
Secondary education					
Diploma or equivalent					
Bachelor's degree or equivalent					
Postgraduate or equivalent					
<b>Total</b>					

### 5.3 What training programme(s) has your company put in place for its employees?

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 .....  
 .....  
 .....

## 5.4 Labour Costs and Social Scheme

Description	Year 1	Year 2	Year 3	Year 4	Year 5
1. Gross wages and salaries					
2. Employer portion contribution to pensions and other social security schemes					
3. Other labour payments					
4. National Pensions Scheme Authority (NAPSA)					
5. Workers' Compensation Fund					
6. Other (specify) .....					
<b>TOTAL LABOUR COSTS</b>					

## 6.0 FINANCIAL PERFORMANCE

### 6.1. Profit and Loss Account

Item	At Registration	Year 1	Year 2	Year 3	Year 4	Year 5	Tax Paid in year prior to investment project
1 Turnover							
2 Profit/(Loss) Before Taxation							
3 Taxation							
4 Profit/(Loss) After Taxation							
5 Remittances (Funds) Externalized							
6 Dividends Paid							
7 Retained Profit							

### 6.2. Balance Sheet

Description	At Registration (specify year)	Year 1	Year 2	Year 3	Year 4	Year 5
1 Fixed Assets						
2 Current Assets						
3 Current Liabilities						
4 Net Current Assets (Liabilities)						
5 Long Term Liabilities						
6 Net Assets						

If the company has been operating for more than one year, please attach a copy of the latest audited financial statements (or final year-end accounts where audited accounts are not available).

## 7.0 FEEDBACK ON INVESTMENT CLIMATE / BUSINESS ENVIRONMENT

### 7.1. Regulatory and Administrative Business Environment

When starting operating your business in Zambia how long did it take to obtain the following; (Indicate the number in the space provided)

Infrastructure and Services	Day(s)	Month(s)	Year(s)
Land Acquisition			
Electricity Connection			
Water Connection			
Telecommunication Services			
Other Secondary Licences			
Immigration Permits			
Import Clearing Lead Time			

7.2. Please suggest what ZDA may do to improve the general investment climate and matters relating to your industry or sector.  
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.....  
.....

7.3. Are you interested in forming a partnership (Joint Venture) or any strategic business alliance? (*Tick*)  
Yes ..... No.....

7.4. If yes, you may request for more information from the Zambia Development Agency.

8.0 **Declaration:**

I, the undersigned, do hereby declare that the information given in this document is, to the best of my knowledge, accurate.

**Name of principal person completing the form:**  
.....

Designation:.....Signature:.....Date: .....

9. **Name of ZDA officer receiving the form:** .....

Designation:.....Signature:.....Date: .....

**THANK YOU FOR YOUR COOPERATION**