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**Malawi Investment and Trade centre**

 **One Stop Service Centre**

**APPLICATION FOR INVESTMENT CERTIFICATE**

An application fee of **US $200** (***non-refundable***) will be paid upon submission of a complete application. If successful, an issuance fee of **US $ 800** will be payable. Investors will be issued with a quotation to facilitate payment and a deposit slip should be presented to the MITC. Bank details are provided ***section E*** of the form.

**SECTION A: COMPANY DETAILS**

1. **Company Name** ………………………………………………………………...............................................
2. **Contact name of Director/Shareholder …………………………………………………………**

 **…………………………………………………………**

 **…………………………………………………………**

1. **Tel/Cell Number for directors/shareholders** …...................................................................

 . .………………………………………………..

 ………………………………………………….

1. **Email Address**……………………………………………..............................................................................
2. **Postal Address** ………………………………..............................................................................................
3. **Physical Address** ….................................................................................................................................
4. **Identification number of Director/Shareholder** [[1]](#footnote-1)…......................................................................................................................................
5. **Tax Identification Number (TIN)** ………………………………………………….

**SECTION B: PARTICULARS OF THE PROJECT SHAREHOLDERS**

**Please List Shareholder/Ownership Information in table below**…......................................................

Tick in the appropriate box

**Shareholder**  **Trustee**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Name** | **Nationality**  | **Percentage Shareholding/Contribution** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

 **List of Local Directors in table below …………………………………………………………………**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Name** | **Contacts** | **Identification Number** |
| 1. |  |  |  |
| 2. |  |  |  |

**SECTION C: PARTICULARS OF THE PROJECT**

1. **Type of Investment**- Tick in the appropriate box

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| New |  |  |  |  |  |  |  | Expansion |  |  |  |  |  | Existing[[2]](#footnote-2) |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PPP[[3]](#footnote-3) |  |  |  |  |  |  |  | Merger |  |  |  |  |  | Acquisition |  |
|  |

1. **Main Sector of Operations [[4]](#footnote-4)(**Refer to footnote 4**)** ……...……………………………………………….....................................
2. **Product (s) / Service(s)**.……………………………………………………………..................................
3. **Project Location**:…..................................................................................................................................
4. **General Investment Details** (please complete the table that follows)…........................

|  |  |  |
| --- | --- | --- |
|  | **New Ventures** | **Existing Ventures** **(Please provide actuals as at date of application)** |
| Investment Level (US $) |  |  |
| Employment Level |  |  |

1. **Specific Employment Details[[5]](#footnote-5)** (please complete the table that follows) …...................

|  |  |
| --- | --- |
| **Malawian Employees** | **Total Number** |
| Management |  |
| Skilled (Professional) |  |
| Skilled (Technical) |  |
| Unskilled  |  |
| **Total Malawian Employees** |  |

|  |  |  |
| --- | --- | --- |
| **Expatriate Employees** | **Total Number** | **Actual Positions to be held** |
| Management |  |  |
| Skilled (Professional) |  |  |
| Skilled (Technical) |  |  |
| **Total Expatriate Employees** |  |  |

1. **Project Investment Costs in US$ -**

|  |  |
| --- | --- |
|  | **Amount (US$)** |
| Land and Land Development |  |
| Plant and Machinery |  |
| Motor Vehicles |  |
| Furniture and Fittings |  |
| Working Capital |  |
| Others (Specify) |  |
| **Total (US$)** |  |

1. **Project Financing Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Source** | **Amount (US$)** **Foreign** | **Amount (US$)** **Local** | **Total (US$)** |
| Equity |  |  |  |
| Loan |  |  |  |
| Profit/Retained Earnings (For Existing/Expansions) |  |  |  |
| Donations/Contributions |  |  |  |
| **Total (US$)** |  |  |  |

1. **Project Implementation Schedule**

|  |  |
| --- | --- |
| **Implementation Stages (in weeks)** | **Estimated Period**  |
| Land or Site acquired |  |
| Land/Site Preparation Completed |  |
| Recruitment of labour initiated |  |
| Building Construction /Rehabilitation/Maintenance of Site Started |  |
| Building Construction /Rehabilitation/Maintenance of Site Completed |  |
| Machinery / Operational Equipment Installation Started |  |
| Machinery / Operational Equipment Installation Completed |  |
| Trial Production Started (not applicable to services) |  |
| Commercial Production/Operations started or service commenced |  |

1. **Project Requirements** *(Please tick (√) in the boxes, indicate number of permits, size of land required and location, type of utilities and capacity where appropriate)*

|  |  |  |
| --- | --- | --- |
|  | **Tick** | **Number/Size**  |
| Business Residence permit |  |  |
| Employment permit |  |  |
| Tax Incentives |  |  |
| Industrial plots (Land) |  |  |
| Utilities (power, telephone, water) |  |  |

**SECTION D: SUBMISSION**

1. **Project Application Enclosures** (please indicate the application enclosures)….................
* Detailed Business Plan
* Certificate of Incorporation in Malawi
* Memorandum and Articles of Association
* Scanned/Photocopied Passport Personal Information pages of Shareholders
* If the shareholder is another company provide the certificate of incorporation
* Brief description of positions to be held by expatriates
* ***Project Brief (3-5 Paged Summary of Project Which will be sent to the Environmental Affairs Department to determine whether project requires Environmental Impact Assessment Study)***

***2.* Applicant/Entity Disclosure**

***Have you or any of the directors or the entity been convicted of any crime Yes □ No □***

***If yes briefly explain …………………………………………………………………………………………………***

***………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………***

***(Failure to disclose may lead to revocation of certificate)***

**3. Declaration**

I/we hereby declare that the particulars given in this application are true to the best of my/our knowledge and all financial estimates have been made in good faith. Any false information may render this application ineligible for investment approvals/investment incentives

Dated this ……………day of …………………..20………………….

Signature……………………………………………………………….

Name…………………………………………………………………

**(BLOCK LETTERS**)

Designation:

1. **To be submitted to:**

The Chief Executive Officer, Malawi Investment and Trade Centre, Private Bag 302, Lilongwe 3, Malawi. Tel: +265 770 800 / +265 771 315; Fax: +265 771 781,

Email: mitc@mitc.mw / tbanda@mitc.mw Website: [www.mitc](http://www.mitc).mw

1. **For Official Use only**

|  |  |  |
| --- | --- | --- |
|  |  | **Name of officer/signature** |
| **Date Application is Received** |  |  |
| **Date Application Fee is Paid**  |  |  |
| **Date Application is Tabled**  |  |  |
| **Date Recommendations are submitted to Board for Approval** |  |  |
| **Date Board Communicates Determination of Submissions** |  |  |
| **Date Issuance Fee is Paid**  |  |  |
| **Date of Issuance of the Investment Certificate** |  |  |
| **Approved/not Approved** |  | **(Circle as appropriate)** |

**SECTION E: PAYMENT DETAILS**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Investment Certificate Number |  |  |  |  |  |  |  |  |  |

Dollar payments should be made to **TRADE FEES FCDA, ACCOUNT NUMBER 1000944617** National Bank of Malawi, Capital City Branch. Kwacha Equivalent payments should be made to **TRADE FEES LOCAL ACCOUNT 1000298804**, National Bank of Malawi, Capital City Branch.

1. For local directors/shareholders provide national identification number whilst for foreign directors/shareholders provide passport numbers [↑](#footnote-ref-1)
2. Existing entails a company that is already operational (i.e. already producing and/or providing a service). [↑](#footnote-ref-2)
3. PPP entails Public Private Partnership [↑](#footnote-ref-3)
4. Ensure that all sectoral licenses, permits and requirements have been acquired and satisfied [↑](#footnote-ref-4)
5. **Management Employees** entail those in supervisory and decision making positions;

 **Skilled Employees** entail those with formal training in their area of work and capable of exercising considerable independent judgement and discharging duties with responsibility. They possess a thorough and comprehensive knowledge of their trade. Examples of **Skilled Professional** labor include accountants, Human Resource and Administration, physicians, attorneys, engineers, scientists, architects, professors. Examples of **Skilled** **Technical** labour include plumbers, electricians, secretaries, drivers, builders

**Unskilled Employees** entail those who carry out operations that involve the performance of simple duties, which require little or no independent judgement or previous experience although familiarity with the occupational environment is necessary. Their work may thus require in addition to physical exertion, familiarity with variety of articles or goods. The work requires no specific education or experience and takes no more than 30 days to learn. [↑](#footnote-ref-5)