



**VICMEM INVESTMENT
SERVICES LIMITED.**
RC 801982

Passport
Photo

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VENTURE CAPITAL FUND APPLICATION FORMS – INVESTEE

To be returned to Service desk (Tel: +(234) 70 12379442 or e-mail: info@vicmeminvestment.com

This is an application form of a Venture Capital Fund. You need to complete all sections and sign the section at the end of the form. This application form should be completed after you have carefully read and understood the guidelines.

- a) Provide honest and accurate information. If you misrepresent information, your application will be disqualified.
- b) It is compulsory to complete all relevant sections of the application form.
- c) If you do not provide all the information required we cannot assess your application. Where information is not applicable to you or your organization state by writing 'N/A' in the appropriate place on the form.
- d) Ensure that all the required supporting documents are included in your application.
- e) Only registered companies/organizations will be supported.
- f) Companies/organizations should send only one application.
- g) Please note: **THIS APPLICATION FORM MUST BE FILLED IN, IN RELATION TO THE CRITERIA FOR PROPOSALS.** This will help you in adhering to the Criteria.

1 BUSINESS DETAILS

Business name:

Location address:

Local Govt Area:State

Company RC No:.....Date established:

Web address:E-mail address

Type of business: Sole Proprietorship Partnership Limited Liability Company PLC

Nature of the business of the Applicant:
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.....

Is applicant licensed and/or regulated by any regulatory authority? Yes No

If yes, please state
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.....

Bankers:

Account type: Savings Current Account no: **To be provided on fund approval**

2 PERSONAL CONTACT DETAILS

Name of Contact:

Surname First name Middle name
.....

Residential address:
.....
.....

Contact phone number:..... Gender: Male Female

Position/Status in the Company
.....

Date of birth..... Place of birth:.....

ID type: Passport Driver's license National Id Voter's card Id number:

E-mail address:.....

Nationality:..... Mother's maiden name:.....

3 OWNERSHIP

Is the Applicant

- a) Listed on any stock exchange?
- b) Listed on any unlisted securities market or exempt exchange?
.....
.....
- Name and addresses of members/partners who own or control, directly or indirectly 5% or more of the capital of the firm/company:

Serial No	Name and Address	Amount (N)	%	Held

- Particulars of Directors/Partners:

Name and Address	Qualification and Experience	Previous Employment and Date (if any)	Reasons for leaving

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NB: The CV of the directors will be required for submission

- Particular of executive and Senior Staff/Management Team:

Name	Qualification with date	Designation

NB: The CV of the management team will be required for submission

How many staff are under your employment?.....

4

BUSINESS INFORMATION

Briefly describe your experience in the industries (*Attach additional information, **MUST NOT EXCEED ONE PAGE***)

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Which of the following will the project impact on?

Youth Women Job Creation Urban Rural others, Please state

.....

Based on the box you have ticked above, please describe in brief, how your business proposal will achieve this?

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5 FINANCIAL DETAILS

Please attach a two years actual and three years budget and projections which indicates the details per item (P&L, Balance Sheet and Cashflow)

Summary of Funds/Budget available to start the project:

Items	financial year		
	year 1	year 2	year 3
Total funds available			

Summary of Cost Projections/Estimates for the project:

Items	financial year		
	year 1	year 2	year 3
Total funds available			

6 ANNUAL AUDIT OF THE COMPANY/PARTNERSHIP

i. State the name(s) and address(es) of the auditor(s) of the applicant

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ii. Has there been any change in Auditor(s) over the past three years? If yes, why?

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iii. State the basis of remuneration for services rendered

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7 FUNDING REQUIRMENTS

- i. What is the minimum amount required for your project? ~~N~~
\$.....@N/\$.....
- ii. What kind of Funding Structure are you interested in? Equity () Debt () or Both ()
- iii. If Both, What proportion of Equity to Debt will you require:.....

NB: Subject to the financial analysis of the investee and funding recommendations.

8 DECLARATION

We (the undersigned):

- a) Acknowledge that we have read and understand the Important Notices contained in this application form;
- b) Confirm that we have the authority to complete and sign this application on behalf of the organization named in this application.
- c) Agree that this details, together with any other information or documents supplied, shall form the basis of any resulting contract
- d) Declare after enquiry that the statements, particulars and information contained in this application and in any documents accompanying this application are true and correct in every detail and that no other material facts have been misstated, suppressed or omitted;
- e) We further confirm that the activity for which the organization is applying falls within the mission and constitution or memorandum and articles of association of the organization.
- f) Undertake to inform Vicmem of any material alteration to those facts before completion of the contract.

Name of Chairperson.....

Signature of Chairperson:.....	Date:.....
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Name of Managing Director/Chief Executive Officer.....

Signature of Managing Director/Chief Executive Officer:.....	Date:.....
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NB: The following documents will be required for submission with this form:

1. Copy of the applicant's and the directors means of identifications.
2. Certified true copies of the Company's MEMART
3. Copies of Particulars of Directors (CAC 7);
4. Allotment of Shares (CAC 2);
5. Certificate of Incorporation and
6. Evidence of the Authorized Share Capital (CAC 2.4)
7. An Executive Summary and Business Plan of the company.
8. Actual financial position (past two years) and three- five year's financial projections (Hard & soft Copies)
9. CV of the Directors and the key management staff
10. Details of the employee specifying names, address, nature of Employment, designation and other

In addition to the application form and supporting documents, Vicmem may require further information from you. We will contact you if further information is required.

No applications or attached documents will be returned to you.

We will inform you of the outcome of the decision of your application.