



SPECIAL ECONOMIC ZONE APPLICATION FORM

REQUIREMENTS FOR APPLICATION FOR A ZIMSEZA CERTIFICATE

APPLICATION PROCESS

To apply for a licence or permit in a Special Economic Zone you need to provide:

- a. Fully completed ZIMSEZA Application Form,
- b. Feasibility study report
- c. Detailed Business plan which includes master plan, strategic plan, marketing plan and engineering drawings, Financial statements (3 years)
- d. An approved Environmental Impact Assessment Report (*where applicable*)
- e. Proof of advance payment of licence or permit fees

Other SECONDARY LICENCES which the authority will assist in obtaining

- a. Environmental Impact Report, approved by the Environmental Management Agency,
- b. Mining Licences and or Mineral Prospecting Licences Ministry of Mines),
- c. Tourism Licences (Hotels, safari hunting, Tour guides, Casinos, Restaurants, Night Clubs, permits from National Parks and Wildlife Management Zimbabwe Tourism Authority),
- d. Financial Institutions (Reserve Bank of Zimbabwe, insurance companies and brokers),
- e. Medical Projects approved from the Ministry of Health and Child Welfare,
- f. Transport and Communications

Projects seeking to operate Haulage Trucks, Commuter Omnibuses or any form of Transport classified as Public transport shall require approval from Ministry of Transport and Infrastructural Development. Projects in telecommunication such as cellular companies, Internet service providers (ISPs), etc, require a telecommunication approval from Potraz. Projects in broadcasting should have approval of the Broadcasting Authority of Zimbabwe.

1. DETAILS OF INVESTOR

a) Are you applying as a;

| Category | Tick where applicable |
|--------------|-----------------------|
| 1. Developer | |
| 2. Operator | |
| 3. Investor | |

b) Investor/ Company Name: (attach investor/ company profile).....

c) Name of company representative

d) Contact details of company representative

e) Company registration number (attach certificate of incorporation),.....

f) Do you have a tax clearance certificate (if yes please attach)

g) Business Physical Address,.....

.....

h) Telephone & Fax:,.....

i) Business e-mail Address:

j) DETAILS OF COMPANY OWNERSHIP

| Name of Shareholder | Nationality | Passport/ I.D. No. | Resident/ Non-resident | Shareholder's physical address in country of origin | Shareholding (%) |
|---------------------|-------------|--------------------|------------------------|---|------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5 | | | | | |

1. Attach resumes/curriculum vitae

2. If shareholder is a company kindly attach relevant company documents showing the actual directors and shareholders

k) DETAILS OF COMPANY DIRECTORS/ SHAREHOLDERS

| Name | Passport/ I.D. Number | Nationality | Telephone No. | E-mail | Residential Address |
|------|-----------------------------|-------------|------------------|--------|------------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |

Attach resumes or curriculum vitae

2. PROPOSED INVESTMENT DETAILS

a) Investment Sector.....

b) Proposed location of investment

- (i) Property/ farm name
- (ii) Stand/ plot/ farm number
- (iii) Town
- (iv) District
- (v) Province

c) Title deed or lease number (attach)

d) Hectarage or extent of land

e) Proposed date of commencement of the Project Implementation:

f) Estimated date of completion of development

g) Give a brief summary of how the proposed investment will establish linkages within the domestic economy (detail to appear in business plan)

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.....

h) Brief Investment project description, activity and process (detail to appear in business plan)

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

i) What infrastructure shall be developed by the project

.....
.....

j) Estimated total value of infrastructure to be developed

k) How will the proposed investment result in the transfer of technology

.....
.....

l) How will the proposed investment result in the transfer of managerial and other skills

.....
.....

m) How will your investment contribute to foreign direct investment or import substitution

.....
.....

n) How will your investment promote value addition and beneficiation of local raw materials (give specific examples and extents)

.....
.....

o) To what extent will the proposed investment promote industrialisation of the domestic economy and how?

.....
.....

Attach a detailed business plan with more detail of the above

3. INVESTMENT FINANCING

a) What is the estimated Total Cost of the Project:

Capital Working Capital

b) Estimated start-up cost

Capital Working Capital

c) What is the estimated total investment at 5 years

d) Country of origin of funds or financing (provide proof)

.....

| Sources of Funds | Amount US\$ | Name of Bank or Financier & contact details | Define assets and value | % |
|----------------------------|-------------|---|-------------------------|---|
| Domestic Investment | | | | |
| Foreign Direct Investment | | | | |
| Local Assets in kind | | | | |
| Injection Equity/Loan/Debt | | | | |
| Capital Equipment | | | | |
| Other | | | | |
| Total | | | | |

The investor must attach an itemized list and value of local assets, capital equipment and machinery locally or foreign abroad.

4. ENVISAGED PROJECT BENEFITS

a. Projected Sales (Values of Products and/or Services)

5 Year projection

| Yr | Product or Services | Local Sales US\$ | Total Output US\$ | Total Exports US\$ | % Exports |
|----|---------------------|------------------|-------------------|--------------------|-----------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |

b. Employment

| Category | Year 1 | | Year 2 | | Year 3 | |
|------------------|--------|------------|--------|------------|--------|------------|
| | Zim. | Expatriate | Zim. | Expatriate | Zim. | Expatriate |
| Managerial staff | | | | | | |
| Technical staff | | | | | | |
| Operations | | | | | | |
| Skilled | | | | | | |
| Others | | | | | | |

5. ENVIRONMENTAL PROTECTION

a) Is there provision for key utilities such as sewer, water and power or are you going to develop the utilities for the project

.....

b) Emissions, Waste Product and Hazardous Materials Production

| Item | Proposed Method of Treatment or Disposal |
|------|--|
| | |
| | |

Approval will be granted subject to an approved Environmental Impact Assessment Report

6. DECLARATION

I, the undersigned, being duly authorised, hereby certify to the best of my knowledge and belief, that the information contained in this application form is substantially true and correct. Should this be approved, I undertake to comply with all requirements, conditions and regulations set out by the Zimbabwe Special Economic Zones Authority.

(N.B. The declaration should only be done by an authorised Director of the Company)

Full Name

Date

Signature

FOR OFFICIAL USE

Date Submitted.....

Received by.....

Processed by.....

Brief Comments

.....

Information Captured by.....

Brief Comments

.....

Date submitted for approval

Approved Yes..... or No.....

Brief Comments

.....

Date licence or permit issued