



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 pre-screening of the 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

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.....

2. Postal Address

.....
.....

3. Physical Address

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.....

4. Tel/Cell Number

.....
.....

5. Fax Number

.....
.....

6. Email Address

.....
.....

7. Contact

Person.....
.....

SECTION B: PARTICULARS OF THE PROJECT SHAREHOLDERS

1. Please List Shareholder Information in table below.....

No	Shareholder Name	Nationality	Percentage Shareholding
1.			
2.			
3.			
4.			

2. Please List Ownership Information in table below (for Business Oriented Trust Companies).....

No	Ownership	Nationality	Percentage of Donation
1.			
2.			

SECTION C: PARTICULARS OF THE PROJECT

1. Type of Investment- Tick in the appropriate box

New	<input type="checkbox"/>	Expansion	<input type="checkbox"/>	Existing ¹	<input type="checkbox"/>
PPP ²	<input type="checkbox"/>	Merger	<input type="checkbox"/>	Acquisition	<input type="checkbox"/>

2. Main Sector of Operations

.....

3. Product (s) / Service(s).

.....

¹ Existing entails a company that is already operational (i.e. already producing and/or providing a service).
² PPP entails Public Private Partnership

4. Project

Location:.....

5. General Investment Details (please complete the table that follows).....

Pledged Investment (US \$)	
Total Employment Level	

6. Specific Employment Details³ (please complete the table that follows).....

Malawian Employees	Total Number
Management	
Skilled (Professional)	
Skilled (Technical)	
Unskilled	
Total Malawian Employees	
Expatriate Employees	Total Number
Management	
Skilled (Professional)	
Skilled (Technical)	
Total Expatriate Employees	

7. Project Investment Costs in US\$ - Estimated

<i>(for expansion projects indicate additional investments only)</i>	Amount (US\$)
Land and Land Development	
Plant and Machinery	
Motor Vehicles	
Furniture and Fittings	
Working Capital	
Others (Specify)	

³ **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.

Total (US\$)

8. Project Financing Plan

	Amount (US\$) Foreign	Amount (US\$) Local	Total (US\$)
Equity			
Loan			
Profit/Retained Earnings			
Others (Specify)			
Total (US\$)			

9. 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	

10. Project Requirements (Please tick (√) in the boxes where appropriate)

Business Residence permit	
Employment permit	
Tax Incentives	
Industrial plots (Land)	
Utilities (power, telephone, water)	
Communications License	
Financial Services License	
Mining License	
Tourism License	
Energy License	
Forestry License	
Others (Specify)	

SECTION D: SUBMISSION

1. Project Application Enclosures (please indicate the application enclosures).....

- Business Plan
- Certificate of Incorporation in Malawi
- Memorandum and Articles of Association
- Scanned/Photocopied Passport Personal Information pages of Shareholders
- 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

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(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 thisday of20.....

Signature.....

Name.....

(BLOCK LETTERS)

Designation:

2. 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 / ossc@mitc.mw
 Website: www.mitc.mw

3. For Official Use only

		Name of officer/signature
Date Application is Received		
Date Application fee is Paid		
Date Application is Pre-screened		
Date Approved by Investment Approval Committee		
Date Issuance fee is Paid		
Approved/not approved		(Circle as appropriate)

Investment Licence Number									
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SECTION E: PAYMENT DETAILS

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.