BUSINESS AND PRODUCTION PLAN

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Ⅰ. General information of the project

|  |  |  |
| --- | --- | --- |
| Company |  | |
| Project's name |  | |
| Project's object |  | |
| Project product |  | |
| Execution period | From month\_ \_, 20\_ \_ ~ to month\_ \_, 20\_ \_ (\_\_\_) Month | |
| C.E.O |  | |
| Staff number | Korean ( ) | Vietnamese( ) |
| Capital | ( )million VND, of which :  - From available funds :  - From funds that can be mobilized :  - From other sources : | |
| Project status | ☐ New  ☐ From the result of Science Research and Development topics that has been accepted and recommend to approach. (project's name, date of evaluating acceptance, official acceptance agreement) | |
| Business Partner | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Full name |  | | Major |  | | | | | ID card NO. |  | | | | | Gender | ☐M ☐F | | E-mail |  | Website | | |  | | | | Phone |  | Fax | | |  | | | | Address |  | | | | | | | | |

*※ If you do not have a business partner , Leave a blank.*

Ⅱ. Company outline

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CEO | |  | | | | capital  (VND) | |  | | The date of incorporation | | (Target date) |
| Type of business | |  |
| Type of business | | Ex) Corporation, Private company, Others\_\_\_\_\_\_ | | | | | | | | Prime product | |  |
| Address | Head Office |  | | | | | | | | Tel | |  |
| A place of business |  | | | | | | | | Tel | |  |
| Site | | m² | | Factory | m² | | | Form of possession | | Own/Renting |
| History of your business or Career | | | Date | | Main contents (The change of increase and decrease of capital , representative , company name and management contents ) | | | | | | | |
|  | |  | | | | | | | |
| Business alliances and Present cooperation situation | | | Institution[Company] name | | | | | | Date of contract | | Contents | |
|  | | | | | |  | |  | |
|  | | | | | |  | |  | |
|  | | | | | |  | |  | |

*※ If you can’t answer the space, Leave a blank.*

*※ It is Ok to fill your target in form. Such as “(Target Answer)”*

Ⅲ. Propriety of project

1. Business outline

|  |  |  |  |
| --- | --- | --- | --- |
| Projects's name | |  | |
| Product | Title | Period | Contents and Method |
|  |  |  |
|  |  |  |
| Explain the Product. | Ex) Characteristic, Using, Advantages, and so on. | | |

2. Business Plan

|  |
| --- |
| ※ Free format (Object, Process, Result, Plan and so on..) |

3. Patent contents

|  |  |  |  |
| --- | --- | --- | --- |
| A field of content | Publishing office | The expiration date of the period | Remark |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Sum |  |  |  |

4. Technology contents

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Status of technology content | Serial number | The name of technology | Possession(○Mark) | | | | | |
| Developed | | Developing | | Development plan | |
|  |  |  | |  | |  | |
|  |  |  | |  | |  | |
|  |  |  | |  | |  | |
|  |  |  | |  | |  | |
| Features of technology | Serial number | The pros and cons of a product compares to replacement or competing product | | Development degree of difficulty | | | | |
| Good | | Fair | | Poor |
|  |  | |  | |  | |  |
|  |  | |  | |  | |  |
|  |  | |  | |  | |  |
|  |  | |  | |  | |  |

*※ If you can’t answer the space, Leave a blank.*

*※ It is Ok to fill your target in form Such as “(Target Answer)”*

5. Business marketability

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Scale of  a market  (VND) | Division | | The previous year | | | | Relevant year | | | 1st year | | | | 2nd year | | | 3rd year |
| The world market | |  | | | |  | | |  | | | |  | | |  |
| The domestic market | |  | | | |  | | |  | | | |  | | |  |
| Next  market characteristic | Division | | | Domestic | | | | | | | | Foreign | | | | | |
| Character  (monopoly, entry barrier,  etc) | | |  | | | | | | | |  | | | | | |
| Safety | | |  | | | | | | | |  | | | | | |
| Durability | | |  | | | | | | | |  | | | | | |
| Growth | | |  | | | | | | | |  | | | | | |
| Major  buyer | Name of Buyer Company | | | | Demand scale  (the whole market  , vnd) | | | | | | Supply objective cost (VND) | | | | | | |
| 1st year | | | | 2nd year | | 3nd year |
|  | | | |  | | | | | |  | | | |  | |  |
|  | | | |  | | | | | |  | | | |  | |  |
|  | | | |  | | | | | |  | | | |  | |  |
|  | | | |  | | | | | |  | | | |  | |  |
|  | | | |  | | | | | |  | | | |  | |  |
| States of competition company | Division | Company name | | | | | | Technical standard  (good/ fair/ poor ) | | | A market share (%) | | | | | | |
| Relevant year | | | | 1st year | | 2nd year |
| Domestic |  | | | | | |  | | |  | | | |  | |  |
|  | | | | | |  | | |  | | | |  | |  |
|  | | | | | |  | | |  | | | |  | |  |
| Foreign |  | | | | | |  | | |  | | | |  | |  |
|  | | | | | |  | | |  | | | |  | |  |
| Domestic market  Share objectives | 1st year | VND | | | | 2nd year | | | VND | | | | 3rd year | | | VND | |

*※ If you can’t answer the space, Leave a blank.*

*※ It is Ok to fill your target in form Such as “(Target Answer)”*

*※ Domestic(Vietnam)*

Ⅳ. R&D staff

1. CEO Information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name |  | | ID No. | |  | |
| Address |  | | Phone number | | Home |  |
| Cell Phone |  |
| Academic background | Period | College | Majority | | Status | |
| ～ |  |  | |  | |
| ～ |  |  | |  | |
| ～ |  |  | |  | |
| Career Background | Period | Workplace | | Final Title | | Charge of department |
| Company | type of business |
| ～ |  |  |  | |  |
| ～ |  |  |  | |  |
| ～ |  |  |  | |  |

1. Participation staff

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Personnel organization  of research manpower | Academic background | | Major field | |
| Doctor |  | Machinery |  |
| Master |  | Telecommunication |  |
| Bachelor |  |  |  |
| Under college |  |  |  |
| Name | Academic background | Career background | Major | Remark |
|  |  | \_\_\_\_years more |  | Exist / New |
|  |  | \_\_\_\_years more |  | Exist / New |
|  |  | \_\_\_\_years more |  | Exist / New |
|  |  | \_\_\_\_years more |  | Exist / New |
|  |  | \_\_\_\_years more |  | Exist / New |
|  |  | \_\_\_\_years more |  | Exist / New |

*※ If you can’t answer the space, Leave a blank.*

*※ It is Ok to fill your target in form Such as “(Target Answer)”*

Ⅴ. Status of Equipment or Facility

1. Equipment

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Charge department | Title |  | | | | Number of staff | |  |
| Major study equipment | Name of equipment | | | Use | | | Standard | |
|  | | |  | | |  | |
|  | | |  | | |  | |
| R&D figure | R & D Projects | | Study period | | Study cost | | Remark  (How to carry) | |
|  | |  | |  | | Ex) buying, bring, borrowing, | |
|  | |  | |  | |  | |
|  | |  | |  | |  | |
|  | |  | |  | |  | |

1. Facility

|  |  |  |  |
| --- | --- | --- | --- |
| Facilities | Existing | Plan | Remark |
| Land | ㎡ | ㎡ |  |
| Building | ㎡ | ㎡ |  |
| Production equipment | Example)  O O production facilities  2 Line year 8 unit | Example)  O O production facilities  2 Line year 8 unit |  |
| Hydroelectricity | KV KVA | KV KVA |  |
| Industrial water | Ton/day | Ton/day |  |
| Wastewater treatment | Ton/day | Ton/day |  |

*※ If you can’t answer the space, Leave a blank.*

*※ It is Ok to fill your target in form. Such as “(Target Answer)”*

Ⅵ. Production and Sales Plan

1. Production and Sales figure

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Division | Product | Years | | Years | | Years | |
| Quantity | Total cost | Quantity | Total cost | Quantity | Total cost |
| Ability of productivity |  |  |  |  |  |  |  |
| Sum |  |  |  |  |  |  |
| Rate of availability | ( %) | | ( %) | | ( %) | |
| Sales figure |  |  |  |  |  |  |  |
| Sum |  |  |  |  |  |  |
| Exports figure |  | |  | |  | |
| Procurement of raw material |  |  |  |  |  |  |  |
| Sum |  |  |  |  |  |  |
| Imports figure | ( VND) | | ( VND) | | ( VND) | |
| Annual production capacity : (Now) | | | | Calculation reason of production capacity  : Date, Hours, Year, Operation Criteria | | | |

2. Production and Sales plan

*- Production Plan*

*- Sales plan*

*※ Free Format*

*.*

Ⅶ. Funds spent and procurement plan

1. Funds spent (VND)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Division | | Invested cost | Future cost | Sum | Remark |
| Facility Funds | Site |  |  |  |  |
| Building |  |  |  |  |
| Facility |  |  |  |  |
| R/D |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Subtotal |  |  |  |  |
| Operation Capital | |  |  |  |  |
| Total sum | |  |  |  |  |

1. Procurement Plan

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Division | | Procured cost | Future cost | Sum | Procurement method |
| Own  equity  (Private) | Increase capital |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Subtotal |  |  |  |  |
| Debt capital | Financial Institutions |  |  |  |  |
| Corporate bond issuance |  |  |  |  |
|  |  |  |  |  |
| Subtotal |  |  |  |  |
| Total sum | |  |  |  |  |

*※ If you can’t answer the space, Leave a blank.*

*※ It is Ok to fill your target in form Such as “(Target Answer)”*

Ⅸ. Expectancy effects

※ Free Format