

*TRANSLATED INTO SPANISH*  
(RESIDENCE PERMIT AND A WORK PERMIT AS AN ENTREPRENEUR)

**Business Plan Summary**

**1. THE PROJECT**

- Name and brief description of the business
- Location an opportunity
- Starting date
- Registration details (type of corporate entity)
- Number of employees
- Quantification of estimated investment and financial resources
- Permits and/or licences and status of the registration process if necessary

**2. THE FOUNDERS**

- Entrepreneur's details
- Personal data and brief résumé
- Professional qualifications and membership to professional associations, if any
- Personal economic and financial situation (income, expenses, personal assets, equity)
- Future involvement in the project

**3. PROJECT/SERVICE DESCRIPTION**

- Description of the product and/or service
- Innovation elements and competitive value

**4. BUSINESS DESCRIPTION**

- Business plan description(if any)
- Major costs
- Main suppliers and contracts
- Description of facilities, necessary equipment and premises arrangements (buy/lease)
- Comparison with other companies of the sector

**5. MARKET ANALYSIS**

- General overview, expected evolution
- Current and potential customers
- Competitors
- Offer/demand analysis

## **6. COMMERCIAL PLAN**

- Sales strategy, pricing, distribution channels, etc.
- Promotion, advertising, etc.

## **7. ORGANISATION AND PERSONNEL**

- Staff
- Qualifications and experience
- Training programs
- Necessary external services

## **8. REQUIRED INVESTMENT**

- Required start-up investment: expenses details and amounts (land, property, facilities, vehicles, tools, furniture, rental lease cost, patents, trade mark, financial deposits, registration costs, funds provision, etc), suppliers and operations planning
- Current assets: inventory, accounts receivable, payment terms

## **9. FINANCIAL PLAN**

- Finance required
- Planned financial tools: capital increase, subsidies, credits, suppliers deferred payment, etc.
- Cash flow forecast

## **10. PROFIT AND LOSS FORECAST**

- Expected sales (volume and prices) and expenses, three years forecast
- Forecast explanation

## **11. APPENDIX**

- Supporting documentation such as press articles, acknowledgments, prizes, etc.

### **DISCLAIMER**

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