



**Ministry of Industrial Development, SMEs and Cooperatives  
(SMEs Division)**

**PRESCRIBED FORMAT FOR APPLICATION OF THE GRANT SCHEME FOR THE  
SETTING UP OF THE MINI FRUIT PROCESSING PLANT FOR SMALL AND  
MEDIUM ENTERPRISES AND COOPERATIVE SOCIETIES**

**SECTION A: GENERAL INFORMATION**

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1. **Name of SME/Cooperative Society:**
  
2. **Date registered:**
  
3. **Business Registration Number:**
  
4. **Is your SME/Cooperative Society registered with the SME Registration Unit of the Ministry of Industrial Development, SMEs and Cooperatives (SMEs Division)**  
  
Yes                      No

**(If yes, please annex a copy of your Registration)**

5. **Address of SME/Cooperative Society:**  
**E-mail address:**  
**Telephone:**
  
6. **Contact Person:**  
**Position held:**  
**Telephone:**  
**E-mail address:**

**SECTION B: DETAILS OF THE SME/COOPERATIVE SOCIETY**

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1. **If you are already in operation, please provide an overview of your existing business. If you intend to create a new business, please provide an overview of the proposed new business.**

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**2. Do you keep accounting records? Are they audited? Please provide records for the last two years, if any.**

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**3. Briefly describe the important aspects of your business plan for the setting up of the mini-fruit processing plant, which must include the following:**

(i) Why do you want to set up a mini fruit processing plant and which fruit(s) do you intend to process?

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(ii) How would you source your raw materials? Do you produce the fruits or will they be purchased? What quantity is produced or purchased?

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(iii) How do you intend to demarcate your product from existing competitors?

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(iv) How do you intend to market and sell your product?

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(v) Who are your targeted customers?

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(vi) What are the estimated total costs for the implementation of the proposed project? Please provide details.

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(vii) What is your revenue forecast for the project? Please provide details.

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(viii) How many persons would be involved in the mini fruit processing plant?

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(xii) How do you propose to finance the acquisition of equipment and machinery?

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(xiii) Name of the location where you wish to set up the plant

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(xiv) How do you intend to dispose or use the waste that would be generated?

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(xv) What steps do you intend to take to mitigate pollution? (for instance, noise, odour, water)

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(xvi) When is the proposed start date for the project to become operational?

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**4. Briefly describe the physical space and facilities (building, water, electricity, etc) available for the setting up of the plant**

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**5. Please provide copies of the following documents:**

- Business Registration Number issued by the Corporate and Business Registration Department
- SME Registration Certificate issued by the SME Registration Unit (applicable for SMEs/Cooperative Societies registered with the SME Registration Unit)
- Detailed Business Plan
- Audited Financial Accounts, or any other relevant document on the financial situation of the SME/Cooperative Society
- Training certificate from a recognised institution to the effect that Applicant has followed course(s) in fruit processing (if any).

**SECTION C: DECLARATION & SIGNATURES**

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I, the undersigned, declare that:

- (i) the information provided in this form is true, accurate and complete at the time of application;
- (ii) I am aware that there may be further information required by the Monitoring and Evaluation Committee that has been set up to evaluate proposals received from SMEs/ Cooperative Societies and to follow-up on the implementation of the Scheme and that failure to provide the requested information in a timely manner may lead to rejection of this application;
- (iii) I understand and am agreeable to the terms and conditions of the project as laid out in the Guidelines for SMEs and Cooperative Societies;
- (iv) I understand that the Monitoring and Evaluation Committee will use the information provided to evaluate the eligibility of an SME/Cooperative Society for disbursement of funds to the Applicant; and
- (v) I understand that the evaluation process may include a site visit at the premises of the SME/Cooperative Society.

Name(s) (Representing the SME/Cooperative Society):

Signature:

Date: [Click or tap to enter a date.](#)





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**DISCLAIMER:**

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- i. The Ministry shall treat all information provided in this form as confidential and shall not disclose any part of the information to any other party except to the Members of the Monitoring and Evaluation Committee.
- ii. The Ministry reserves the right NOT to accept any Applications under this scheme.
- iii. The Ministry reserves the right to revise and amend the terms and conditions laid down in these Guidelines, as and whenever necessary.
- iv. The sole responsibility for executing the project shall rest with the selected SME/Cooperative Society.
- v. The Ministry shall not be liable for any loss/damage incurred by the selected SME/Cooperative Society in executing the project.