

## APPLICATION FORM - MENTORSHIP<sup>1</sup>

### I General information

<b>1. PERSONAL INFORMATION</b> (check appropriate option where applicable)			
Title	<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Ms.
Name:			
Address:	<i>Physical address:</i>	<i>Postal address:</i>	
Email address:			
Omang number:		Date of birth:	
Landline phone:		Mobile phone:	
Nationality	<input type="checkbox"/> Motswana	<input type="checkbox"/> Other: _____	
Highest educational level:	<input type="checkbox"/> Primary education	<input type="checkbox"/> Secondary education	<input type="checkbox"/> Technical college
	<input type="checkbox"/> University	<input type="checkbox"/> Other: _____	
Do you work 100% in your business?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Please explain: _____	

<b>2. COMPANY INFORMATION</b>			
Company name:			
Industry sector:			
Company address:	<i>Physical address:</i>	<i>Postal address:</i>	
Office phone number:		Number of employees:	# Full-time: # Part-time: Day labor: yes / no
Company registration number:		Tax reference number:	
When did you register your company?		Since when has your company been operating?	

<sup>1</sup> Participation in Tokafala's mentorship program is at no charge

### 3. COMPANY OWNERSHIP INFORMATION

Are you the only owner of the company?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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*In case you are not the only owner of the company, please fill out the table below:*

#	Name of owner	Nationality	% company share	Position
1				
2				
3				
4				
5				

### 4. FINANCIAL INFORMATION

How much does your company sell? <i>Annual turnover</i>	How much did you sell over the last 12 months? <i>In Pula</i>	How much did you sell the year before that (if applicable)? <i>In Pula</i>	
How much profit does your company make?	What was your profit over the last 12 months? <i>In Pula</i>	What was your profit the year before that (if applicable)? <i>In Pula</i>	
What have been your key sources of financing since you started your business?	<input type="checkbox"/> Self-financed	<input type="checkbox"/> Financing from friends and relatives	<input type="checkbox"/> Youth Development Fund
	<input type="checkbox"/> CEDA	<input type="checkbox"/> Bank loan	<input type="checkbox"/> Other Please specify:

Please attach your latest financial statements to the application form.<sup>2</sup>

<sup>2</sup> Insight into the company's financials is required to assess strength and size of the business at the start, and the growth of the business once in the program. Any confidential information, financial or otherwise, will be treated as such. Tokafala will not share any of this information to third parties without consent.

## II Existing Business Description

### 1. Please describe briefly your existing business

- Which **key products / services** do you offer?

- Who are your **existing key customers**? To whom do you sell your products/services at the moment? Which existing contracts do you have in place?

- Who are your **key competitors**?

- How are you **different than your competition**? Why do customers buy your products/services? Which customers' problems do you help to solve?

- What are your **key cost drivers**?

- What are your **highest costs**?

**2. What has been the main difficulty in starting and developing your business? How did you overcome it?**

**3. Please describe briefly the challenges your business currently faces:**

### III Business Growth Prospects

#### 1. How do you want to grow your business? Which market opportunities do you see for your company?

*Please explain your growth prospects/ideas. Which new products/services do you want to offer? Which new markets / customer segments do you want to move into? Which new signed order contracts do you have?*

#### 2. Which results do you expect?

- What will be the impact on turnover? By how much do you expect **revenues to grow**? How many new customers do you expect to reach?

- By how much do you expect **costs** to increase? Which activities will be the most expensive ones?

- How many **new jobs** do you expect to create?

### 3. Which steps have you already taken to pursue your growth opportunities? What is still missing?

### 4. What is your estimated investment need?

How much capital do you require for growing your business? For which items / activities do you require capital? Have you already obtained financing?

## IV Additional information

### 1. Why do you apply for the Tokafala programme?

- I have already approached other organization, e.g., CEDA, and they have rejected my application
- Tokafala is the first programme that I approach to ask for business support
- Friends/colleagues recommended Tokafala to me
- Other

Please specify: \_\_\_\_\_

### 2. What expectations do you have? What do you want to get out of the Tokafala programme?

### 3. Have you participated in other programs that provide support to small businesses?

Please specify which programs you currently attend or attended in the past and which support you have received.

YDF: \_\_\_\_\_

CEDA: \_\_\_\_\_

LEA: \_\_\_\_\_

CDE: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature