

**Brunei Darussalam Product Development Program
Local Enterprise Application and Products (LEAP) Grant Scheme**

APPLICATION GUIDELINE FOR LEAP GRANT SCHEME

ELIGIBILITY

- Local company
 - Bruneian-owned (Citizens, PR) companies
 - Partnerships/JV companies with foreign companies can also apply (At least 50% local ownership)
 - No of Employees less than 100
- *Individuals need to form a company
- IHL (Institute of Higher Learning)s students and staffs
 - Applications to be made through the IHL

Note : The applicants must not have within the last 2 years any winding up (bankruptcy) proceeding or any other legal proceedings against the applicants

QUALIFICATION CRITERIA

- **Innovative Technology**
 - ICT, Bio-technology, High-growth sectors, Agriculture & Aquaculture, Engineering, etc
 - Locally developed or customised foreign-owned technology
 - IP generated
 - Capitalising on existing available resources in Brunei
- **Strong business plan with commercial applications in private and/or public sector**
 - Readily-available Market (sustainability)
 - Risks identified
- **Committed and qualified team**
 - At least 10% of knowledge workers are local
 - Have required expertise
 - Adequate resources
 - Development team based in Brunei
- **Potential end user identified is an advantage**
 - Committed client/user (Letter of Intent)
- **Export-potential is an advantage**

FORM OF ASSISTANCE

Under the Scheme, the grant covers up to a cap of B\$150,000 qualifying costs of the project. Examples of major qualifying costs are:

1. Manpower and training costs
2. Hardware, software
3. IP costs
4. Financial workshop
5. Consultancy
6. Rental on 3rd party premises
7. Desktop Market research

The application and all above-mentioned documents should be sealed and submitted to:

**c/o Secretariat, LEAP Grant Scheme
Local Business Development Division
Brunei Economic Development Board
Block 2K, Bangunan Kerajaan
Jalan Ong Sum Ping
Bandar Seri Begawan BA1311
Brunei Darussalam**

**Brunei Darussalam Product Development Program
Local Enterprise Application and Products (LEAP) Grant Scheme**

APPLICATION INSTRUCTIONS FOR LEAP GRANT SCHEME

Guide and Instructions:

- a) Companies are advised to attend the LEAP Grant Scheme briefing session and business plan workshops before applying.
- b) To expedite your application, please provide the information requested as completely as possible. If the space provided is insufficient, a separate sheet may be used. Where information is not yet available or not applicable, please indicate accordingly.
- c) Upon completion of this application, you are required to submit all documents required in this form (**3 hard copies and 1 soft copy**). Any supporting documents or information to be provided under appendices as a separator for each section required.
- d) Submission form checklist:

Certified true copies of the identity cards of applicants

Certified true copies of academic certificates

All sections I, II, III, IV, V, VI and VII of the application form

Signed letter of consent (only for students and staffs of IHLs) [**Appendix I**]

- e) Information required in this form:

Part I	Company Information
Part II	Company Shareholding Structure
Part III	Company Financial Information
Part IV	Employment Profile
Part V	Applicant Information
Part VI	Documents to be Submitted
Part VII	Declaration

- ALL INFORMATION PROVIDED WILL BE HELD IN THE STRICTEST CONFIDENCE -

PART I – COMPANY INFORMATION

1 GENERAL INFORMATION

a)	Company Name	
b)	Company Address in Brunei	
c)	Tel. No.	
d)	Fax. No.	
e)	Website URL	
f)	Date of Registration (dd/mm/yyyy)	
g)	Registered as	Sole-Proprietor/ Limited/ Partnership (Delete where applicable)
h)	Paid-up Capital (B\$)	
i)	Number of employees:	

j)	Company Key Executive		
	Name	Designation	Nationality

2 DETAILS OF STARTUP BUSINESS/COMPANY

Industry (please tick appropriately)

<input type="checkbox"/>	Information Technology (ICT)
<input type="checkbox"/>	Robotics
<input type="checkbox"/>	Engineering
<input type="checkbox"/>	Multimedia and Animation
<input type="checkbox"/>	Nano Technology

<input type="checkbox"/>	Bio-technology
<input type="checkbox"/>	Material Science
<input type="checkbox"/>	Agriculture & Aquaculture
<input type="checkbox"/>	Green Technology
<input type="checkbox"/>	Biomedical Sciences

Others : Please specify _____

Note :-

Company is to submit the following documents

- Bank statements for last one year (if applicable)
- Company registration documents (Form 16/17)
- Applicant(s) copy of identity card

PART II – COMPANY SHAREHOLDING STRUCTURE**1a SHARES ALLOCATION**

Name of Shareholders / Sole Proprietors / Partners	Type of Shareholder	Nationality (1) / Country Registered (2)	Share %

(1) Applies to individual shareholder, please state if you are a Brunei Citizen, Permanent Resident or Others

(2) Applies to shareholders that are companies

(3) Business information not required for individual

1b PROJECT ORGANISATION STRUCTURE **

Please attach Project Organisation structure.

PART III – COMPANY FINANCIAL INFORMATION**1 FINANCIAL PERIOD (e.g. 31 Dec FY 2008)**

Please indicate your latest financial year and period:

2 PAST AND FORECAST PERFORMANCE

Year	Sales (B\$)	Net Profit Before Tax (B\$)
Current Year -1 (Last Year)		
Current Year		
Current Year +1 (Next Year)		

3 COMPANY VALUATION AND FUNDING

Have you secured any other funding from any Government Agencies? If yes, what was the nature of project and what was the amount secured?

Amount of LEAP funding applied for

PART IV – EMPLOYMENT PROFILE**1 EMPLOYMENT TURN OVER PLAN**

	Cumulative Numbers		
	Previous FY	Current FY	Next FY
Local			
Foreigner			
Total			

PART V – APPLICANT INFORMATION**1 PARTICULARS OF PRIMARY APPLICANT *MUST BE BRUNEI CITIZEN OR PERMANENT RESIDENT***Please include particulars of other members as attachments*

a)	Name of applicant		
b)	IC Number/Colour		Yellow / Purple
c)	Nationality		
d)	Date of Birth		
e)	Gender (Female/Male)		
f)	Home Address		
g)	Email		
h)	Contact Number	Home	
		Business	
		Mobile	
i)	Have you applied for other scheme before? If yes, please provide details.		
j)	Are you involved in any other Companies? If yes, please provide details.		

2 PARTICULARS OF STUDENT OR STAFF OF IHLs*Please include particulars of other members as attachments*

a)	Name of applicant		
b)	IC Number		
c)	Nationality		
d)	Date of Birth		
e)	Gender (Female/Male)		
f)	Home Address		
g)	Email		
h)	Contact Number	Home	
		Business	
		Mobile	
i)	Student/Staff? Pls Specify		
j)	Have you applied for other scheme before? If yes, please provide details.		
k)	Are you involved in any other Projects? If yes, please provide details.		

Note:-**Applicant(s) are to submit curriculum vitae and management to include the following as an attachment:**

- **education background**
- **employment history (if you are a Lecturer/Researcher/Student please also complete the Letter of Consent as attached in the form)**
- **business experience**
- **relevant experience (entrepreneur experience)**
- **references**

PART VI – DOCUMENTS TO BE SUBMITTED

1 BUSINESS PLAN

In addition to this application form, the company has to attach a hardcopy of a strong business plan with commercial applications in private and/or public sector.

Items to be reflected in the business plan should include:

- a) Title of project
- b) Summary of project including objectives (clearly defining objective of the project)
- c) Corporate Profile
 - Details of the company, corporate mission and broad strategies, corporate structure, core business activity, etc.
- d) Industry Overview
 - Products and services offered by the company
 - Target market in terms of customers, market niche, geographical coverage
 - Competitor analysis
 - Trends and outlook for the industry segments that the company is operating in
- e) Application of innovation/technology in the business
 - Defining the product or application
 - Nature of technology used
 - Components required for the application
 - Equipment required for the development of the product
- f) Scalability of business
- g) Business Strategy (including short-term and long-term plan)
 - Track record of existing customers/revenue sources/working partners/projects completed, etc.
 - Pipeline of new markets/customers/revenue sources/working partners/other expansion plans
 - New capabilities/competencies/intellectual property that will be developed by the company
- h) Use of proceeds from LEAP
 - Breakdown of amount and percentage
- i) As appendix – New Project Implementation Schedule (if applicable)
Details of the key activities/milestones and the completion dates for the project
- j) Resource/Manpower plan
 - 1 year projection of resource costs
 - to include curriculum vitae and milestone

2 ESTIMATED EXPENDITURE

Estimated Expenditure Breakdown

Please fill in the budget of the project to your best estimate.

Type of Expenditure	Quantity	Unit Price (B\$)	Duration (months)	Item Total Cost (B\$)
Manpower Cost (Eg. Founder, Developer)				
Total Manpower Cost				
Consultancy/Advisory Costs (Please specify)				
Total Consultancy costs				
Hardware & Software (Eg. PCs, Hosting, RFID equipment, Microsoft software)				
Total Hardware & Software Costs				
IP Costs (Eg. Legal consultancy, Licensing cost, Certification cost)				
Total IP Costs				
Rental, Development Workshops (Please specify)				
Total Workshops Costs				
Market/Outsourcing Research (Eg. Desktop marketing research, please specify)				
Total Research Costs				
OVERALL TOTAL COST				

3 RECOMMENDATION REPORT BY END-USER/POTENTIAL INVESTOR (IF APPLICABLE) e.g. eGovernment Initiative

Please attach letter of intent or recommendation letter

PART VII – DECLARATION

- a) I confirm that I have not applied or in the process of applying for any similar Grant Scheme from other Government Agencies or programme
- b) I declare that the facts stated in this application and the accompanying information are true, and that the Company is free from any litigation pertaining to the project in Brunei Darussalam or overseas. I understand that I will be required to attend an interview to present the business plan as described in this submission.**

Authorised Signatory

Name (in BLOCK LETTERS)

Company

Designaton

Appendix I

Letter of Consent for Applicants Studying or Employed at a University/Institute of Higher Learning

I, _____, I.C. No. _____ am currently holding the position of _____ (student/staff—please insert designation) in the _____ department/faculty and would like to inform _____ (name of IHL) that I intend to apply for the Brunei Darussalam Product Development Program (LEAP grant scheme) managed by the Brunei Economic Development Board.

The project title to be submitted for the Brunei Darussalam Product Development Program (LEAP grant scheme) is _____ and I intend to apply in _____ (date).

Signature

To be filled in by Institute of Higher Learnings representative

I _____, I.C. No. _____ holding the position of _____ hereby give consent to the above named on their request on behalf of _____.

Signature

Institute of Higher Learning's stamp

Address: _____

Date: _____