

ETHIOPIAN INVESTMENT COMMISSION

NOTES ON INVESTMENT PERMIT APPLICATION FORM

1. A completed application form is one of the documents required for an investment permit. It is therefore necessary to complete the form as fully and accurately as possible. If the space provided in the form is not sufficient, use supplementary sheet of paper.
2. Convert foreign currencies to local currency (Birr) at current exchange rates.
3. Every investor is required to abide by the laws and regulations of the Country. An investor who submits an application for investment permit will therefore be automatically taken for unconditional commitment to all laws, regulations, directives and specifically those related to the specific investment area.
4. The investment permit should be used only for the purpose of implementing the approved investment project.
5. The application form should be submitted together with other required documents.
6. The application form is FREE COPY. Receipt is provided for any payment effected for the service rendered.
7. For further information kindly contact the Agency.

Contact Address

Ethiopian Investment Agency (EIA), P.O.Box 2313, Tel. 251-011-551 00 33, Fax 251-011-551 43 96,
Addis Ababa, Ethiopia

Web site <http://www.eia.gov.et>

*Provision of efficient and fair services at the best satisfaction of
Our Customers is our Core value.*

ETHIOPIAN INVESTMENT AGENCY
APPLICATION FORM FOR INVESTMENT PERMIT

I. Details of the Applicant

1.1 Name of Applicant

1.2 Nationality/Country of incorporation, if company

1.3 Address in Ethiopia

Region City /Zone.....

Sub-city /Wereda Kebele House No.....

Telephone No..... Cell phone No.....

FaxP.O.Box E-mail.....

Home Address (including Telephone & e-mail)

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1.4 Tax identification No.....

1.5 Commercial Registration No.....

1.6 Name of Authorized Representative (if any).....

Region City /Zone.....

Sub-city /Wereda Kebele House No.....

Telephone No..... Cell phone No.....

Fax P.O.Box E-mail.....

1.7 Form of Ownership

Sole proprietorship

Business Organization

Public Enterprise

Cooperative society

1.8 Type of Ownership

Domestic Investor

Foreign Investor

Joint (foreign & local Investor)

II. Profile of Proposed Investment

2.1 Project Title/Investment Activity

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2.2 Project Type: New Expansion/upgrading

2.3 Brief description of the project 1 (focusing on the production processes and main components or specify the type of service as appropriate):-.....

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2.4 Project Location /Region.....

Zone..... Wereda.....

2.5 Estimated Total Investment Cost (Birr)

- Land _____
- Building and Civil works _____
- Machinery/Equipment _____
- Other Fixed Capital cost _____
- Initial Working Capital _____
- Total** _____

2.6 Source of Finance (Total in Birr)

- Equity _____
- Loan _____
- Other Source _____
- Total** _____

2.7 Estimated Employment Opportunity at full capacity

	Permanent Employees	Temporary Employees
Local		
Expatriate		
Total		

Please provide any information if the project creates employment opportunity to women, disabled or other underprivileged group.....

2.8 Land Requirement (in Sq. M or Ha.)

Industrial..... Agricultural..... Service.....

2.9 Estimated Annual production/service and sales program at full capacity (if it is expansion/upgrading, indicate the incremental capacity only)

No	Type of product/service	Production/service Capacity		Sales Program	
		unit	quantity	Domestic market share (%)	Export market share (%)

2.10. If expansion/upgrading project the percentage increase from the existing full production/service capacity of the enterprise as a result of this expansion or upgrading

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2.11 Raw material requirements (Applicable to manufacturing and agricultural projects only)

No	Type of Raw Material	Source of supply (to be marked as ✓)	
		Local	Foreign

2.12 Utility Requirements at full capacity (if expansion/upgrading, indicate incremental requirement only)

- Electric Power _____ Kw
- Water _____ m³/year
- Others (if any) _____

2.13 Project Implementation Plan

Major Project activities	Implementation date (Month & Year)
Project development and feasibility study	
Land and/or Office & other facilities acquisition	
Building / civil works construction	
Public utility acquisition	
Machinery procurement	
Machinery erection, installation	
Commissioning & preparation for operation	
Any other activity
Commencement of operation/service	

2.14 Brief description about the potential impact of proposed investment on environment and measures of mitigation to be undertaken.....

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2.15 Facilitation and support you need from the Agency

- Project development and feasibility study
- Land and/or office and other facility acquisition
- Public utility (electricity, water, telephone etc) acquisition
- Registration and permits (resident ID, Tax, Building, etc)
- Loan (financing)
- Obtaining incentives (Duty free and income tax exemption)
- Searching for business partner
- Supply chain (material supply)
- Other

III. Information you got about the investment opportunities in Ethiopia form:

- The Ethiopian Investment Agency
- Information in the Agency Website
- The Ethiopian Embassy Abroad
- An Investment Mission /Seminar
- A Domestic /Local Business Partner
- An Existing Foreign Investor
- Other Gov't Institutions (Specify.....)
- A Non-Gov't organization (Specify
- Other

IV. Documents to be attached with this application form:

Type of Documents	Sole business	Business Organization	Branch	Put "✓" mark if attached
Photocopies of memorandum and articles of association(draft for new company)		✓	✓	
Clearance letter for company name (for new company);		✓		
Photocopies of domestic investor status certificates for foreign national taken for domestic investor	✓	✓		
A photocopy of power of attorney (if applied by agent	✓	✓	✓	
Passport or identity card photocopies of the investor or general	✓	✓	✓	

manager and/or of each shareholders (for new company),				
Certificate of incorporation /registration			✓	
Authenticated minutes passed by the company to establish a branch in Ethiopia.			✓	
A photocopy of authenticated power of attorney of the legal representative			✓	
Passport or identity card photocopies of the legal representative.			✓	
Investor / general manager's three passport sized recent photographs	✓	✓	✓	
Relevant documents that inform about applicant's previous business experience.	✓	✓		
Business license (for expansion project)	✓	✓	✓	

V. Declaration and Signature of Applicant

I. hereby declare that all the information provided are complete and correct.

Name of Applicant

Responsibility

Signature

Date

For office use only

Permitted

Rejected

If rejected,

reasons:.....

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Reviewed /Approved by:

Name

Signature

Date

