



**ZAMBIA DEVELOPMENT AGENCY ENTERPRISE PERFORMANCE FORM
(CONFIDENTIAL!)**

Name of Enterprise: Sector.....
 ZDA Certificate of Registration No..... TPIN..... Plot No.
 Street/Road: City/Town..... Tel.....
 Email Address..... Contact Person Name.....Cell

1.0 SHAREHOLDERS AND DIRECTORS

| Name | Country of Permanent Residence of Investor | Shareholding* (%) | Immigration Status* | Source of Investment (Country) |
|------|--|-------------------|---------------------|--------------------------------|
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(Attach copies of relevant documents from the Registrar of Companies and Immigration Department. Attach a separate sheet if there is more than the specified number of shareholders and directors.)

2.0 ENTERPRISE DESCRIPTION

2.1 Please give a description of your principal business activities

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2.2 (a) Type of **Project/Enterprise** (*tick where appropriate*)

New Expansion Modernization Renewal

(b) Does your enterprise have any of the following? (*tick where appropriate*)

Investment Promotion and Protection Agreement (if yes, please complete part 9)

Certificate of Registration with Incentives Certificate of Registration without Incentives

2.3 Location of Project/Enterprise

Urban Area MFEZ Industrial Park Rural Area

Farm Block

3.0 CAPITAL INVESTMENTS MADE - (from time of issuance of ZDA Certificate of Registration)

3.1 Detailed Description of Machinery and Equipment (Tick Reporting Currency: US\$ /ZMW)

| Description of Machinery and Equipment | 2020 | | 2021 | | 2022 | |
|--|-------------------|-------|-------------------|-------|-------------------|-------|
| | Source of Finance | | Source of Finance | | Source of Finance | |
| | Foreign | Local | Foreign | Local | Foreign | Local |
| 1. Transport equipment | | | | | | |
| 2. Computer equipment | | | | | | |
| 3. Plant machinery | | | | | | |
| 4. Other machinery/equipment | | | | | | |
| Sub Total | | | | | | |
| Working Capital | | | | | | |
| TOTAL VALUE | | | | | | |

3.2 Detailed Description of Other Investments (Tick Reporting Currency: US\$ /ZMW)

| Description of Other Investments | 2020 | | 2021 | | 2022 | |
|--|-------------------|-------|-------------------|-------|-------------------|-------|
| | Source of Finance | | Source of Finance | | Source of Finance | |
| | Foreign | Local | Foreign | Local | Foreign | Local |
| 1. Land and land improvement | | | | | | |
| 2. Buildings/other construction | | | | | | |
| 3. Furniture & fittings | | | | | | |
| 4. Patents, goodwill, work in progress etc | | | | | | |
| 5. Other (specify) | | | | | | |
| TOTAL VALUE | | | | | | |
| GRAND TOTAL (3.1 +3.2) | | | | | | |

4.0 EXPORTS

4.1 Please indicate export sales revenue

| | 2020 | 2021 | 2022 |
|------------------------|------|------|------|
| Export Turnover | | | |

5.0 EMPLOYMENT

5.1 (a) Full time additional employment (from time of issuance of ZDA Certificate of Registration)

| Item | 2020 | | | | 2021 | | | | 2022 | | | |
|--------------------|----------|---|--------------|---|----------|---|--------------|---|----------|---|--------------|---|
| | Zambians | | Non Zambians | | Zambians | | Non Zambians | | Zambians | | Non Zambians | |
| Male(M), Female(F) | M | F | M | F | M | F | M | F | M | F | M | F |
| Management | | | | | | | | | | | | |
| Technical | | | | | | | | | | | | |
| Operatives | | | | | | | | | | | | |
| Others (specify)* | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | |

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(b) Total number of Employees at Registration with ZDA

5.2 Education and Training of Employees

| Qualification | 2020 | 2021 | 2022 |
|---------------------------------|------|------|------|
| Primary Education | | | |
| Secondary Education | | | |
| Diploma or equivalent | | | |
| Bachelor's degree or equivalent | | | |
| Postgraduate or equivalent | | | |
| Total | | | |

5.3 Technological and Management Agreements; Training Programme(s)

Please give brief detail of technology transfer or management agreements; and trainings put in place for your employees

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5.4 Labour Costs and Social Scheme

(Tick Reporting Currency: US\$ / ZMW)

| Description | 2020 | 2021 | 2022 |
|--|------|------|------|
| 1. Gross wages and salaries | | | |
| 2. Employer portion contribution to pensions and other social security schemes | | | |
| 3. National Pensions Scheme Authority (NAPSA) | | | |
| 4. Workers' Compensation Fund | | | |
| 5. Other (specify) | | | |
| TOTAL LABOUR COSTS | | | |

6.0 FINANCIAL PERFORMANCE

Profit and Loss Account

(Tick Reporting Currency: US\$ / ZMW)

| Item | 2020 | 2021 | 2022 |
|-------------------------------|------|------|------|
| Turnover | | | |
| Profit/(Loss) Before Taxation | | | |
| Taxation | | | |
| Profit/(Loss) After Taxation | | | |

If the company has been operating for more than one year, please attach a copy of the latest audited financial statements (or final year-end accounts where audited accounts are not available).

7.0 LEVEL OF PROJECT IMPLEMENTATION

7.1 Is your Project/Enterprise fully operational?

Yes **No**

7.2 How would you rate the level of implementation of your Project/Enterprise so far, in percentage terms?
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7.3 Has the implementation of your Project/Enterprise, so far, gone according to plan (i.e., according to your laid out implementation plan, has all that you set out to accomplish regarding your project/enterprise been done)?
Yes **No**

7.4 If you answered **'No'** to the above question, kindly provide reasons that have contributed to your inability to fully implement your project/enterprise (please attach an additional sheet of paper if required).

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7.5 Has your Project/Enterprise received any intervention from the ZDA at any stage of your implementation?
Yes **No**

7.6 If your answer is **'Yes'**, kindly state the intervention(s) received from ZDA by your Project/Enterprise:

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7.7 If you have not received any, are there any interventions your project/enterprise would like to receive from ZDA? If any, please state them below:

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8.0 List details of Local Business Development Programs and / or Corporate Social Responsibility
(Attach separate sheet, if required)

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9.0 List the specific activities or projects implemented in fulfilment of the commitments made in the Investment Promotion and Protection Agreement (IPPA) *(Attach separate sheet, if required)*

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10.0 Suggest what ZDA may do to improve the general investment climate and matters relating to your industry or sector.

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11.0 State the challenges faced in implementing your project/enterprise as per commitments made. What may ZDA do to assist you? *(Attach separate sheet, if required)*

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12.0 Has the Coronavirus (COVID-19) Global Pandemic affected your business? If so, please state how your business has been affected.

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Name of Officer completing the questionnaire:

Designation:

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Signature:

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Date:

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Name of ZDA Officer:

Signature:

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Date:

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THANK YOU FOR YOUR COOPERATION!