



REPUBLIC OF GHANA

REGISTRATION FORM

MICRO SMALL AND MEDIUM ENTERPRISES PROJECT BUSINESS DEVELOPMENT SERVICES SCHEME

INFORMATION PROVIDED IN THIS APPLICATION FORM WILL BE TREATED IN **TOTAL CONFIDENCE**

For MSME-BDS office use:

REGISTRATION NUMBER: _____ **DATE:** _____

The objective of the Business Development Services Fund (BDS Fund) is to boost micro, small and medium enterprises (MSME) growth by expanding the capacity of business development services providers in terms of their quality, outreach, cost effectiveness, impact and sustainability.

Registration is a prerequisite for submitting a funding application to the BDS Fund. If you wish to register please fill out this form and submit it, together with the certificate of Incorporation/Registration to the address indicated below. Registration requests will be accepted from training institutions, business membership organisations, consultants, NGOs, and private Ghanaian and foreign-owned firms (duly registered for at least three years) with significant track records. Within five business days of submitting the registration form, the entity will be notified if it has been registered. Registered entities will be invited to submit a Grant Application.

1. General Information

Name of the Entity: _____

Postal Address: _____

Telephone No

Fax No.

Email

Website

Name Of The Entity's Contact Person _____

What is the legal status of this entity? (please tick the relevant answer)

Sole Proprietorship:

Partnership:

Private Limited:

Public Limited:

Subsidiary of a Nigerian Public Corporation:

Subsidiary of Multinational Corporation:

Non Governmental Organisation:

Donor:

Government Institution:

Business Membership Organisation:

Other:

If Other, please specify: _____

Is the Entity for profit?

Yes

No

Does your entity keep accounts on an annual basis?

Yes

No

Does your entity have its accounts audited by an outside agency?

Yes

No

2. Mission and Areas of Expertise

What is the mission and objectives of the entity?

What products and/or services are provided by your entity? (Please tick the relevant answer(s))

Entrepreneurship:

Human resource management:

Marketing:

Accounting and financial management:

Business planning:

- Financial brokering:
- Information:
- Technical training:
- Management consulting:
- Strategy development:
- Technology and Innovation:
- Export Promotion:
- Design:
- Product development:
- Standards certification:
- Research:
- Other:

If Other, please specify: _____

Is your entity specialized in a specific industry?

- Yes
- No

If the answer is yes, please specify which one(s): _____

What were the most important products and services sold by your entity (no more than 5) in the last accounting year and what percentage (or share) of total sales are attributable to each of these products/services?

Five Most Important Products/Services Sold in the last accounting year	Sales of the Product/Service as a percentage (or share) of total sales
1.	
2.	
3.	
4.	
5.	

Who are your main clients? (Please tick the relevant answer(s))

- Firms of less than 10 employees:
- Firms of less than 50 employees:
- Firms of less than 300 employees:
- Donors:

Government:

NGOs:

Other:

Of these categories, please list:

Five most important client categories (in terms of sales in the last accounting year)	Sales of the Product/Service to this client category as a percentage (or share) of total sales	Five most important client categories (in terms of number of clients in the last accounting year)	No. of clients reached within each category (as a percentage of total clients reached in the last accounting year)
1.			
2.			
3.			
4.			
5.			

What is your main reason for applying to the BDS Fund? (You may select both options)

Develop new products and services: _____

If so, please explain which products and services: _____

Strengthen the capacity of your entity: _____

If so, please rank the following areas in order of importance:

Capacity Enhancement Area	Please rank the areas (from 1-8) in order of importance
1. Management training	
2. Financial management	
3. Accounting systems and policy	
4. Monitoring and evaluation systems	
5. Staff training and HR management	
6. Organisation and strategy development	
7. IT support (software, training, hardware)	
8. Other (specify)	

What is the approximate total project cost and the size of the grant (in US\$) that you wish to apply for?

Please provide any general observations in the space provided below:

Registration form submitted by: _____

Date: _____

Please forward all completed forms with a detailed business plan to any of the following offices:

Project Coordinator, MSME Project, Room 407, Ministry of Trade, Industry, PSD & PSI
Ministry of Trade Regional Offices
MSME Secretariat, Private Sector Division, Ministry of Trade, Industry, PSD & PSI
Ghana Tourist Board Regional Offices
Ghana Export Promotion Council Regional Offices
National Board for Small Scale Industries Regional Office
Association of Ghana Industries Regional Office