

Page No	Section No (Paragraph)	Guidelines																					
<b>Section 1</b>																							
<b>Company Details</b>																							
1	Para 3 <i>Nature of Business</i>	<ul style="list-style-type: none"> <li>List of business services currently provided</li> <li>List of upcoming business services</li> <li>Description of any international partners e.g. authorized resellers, etc.</li> </ul>																					
3	Para 7 <i>AAB / Winner of recognized ICT-related competitions</i>	Name of ICT-related competition, date and winning position																					
3&4	Para 10 <i>List of IT skilled workforce</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #00b050; color: white;"> <th style="width: 5%;">No</th> <th style="width: 15%;">Name</th> <th style="width: 15%;">Nationality</th> <th style="width: 15%;">Designation</th> <th style="width: 15%;">Full-time?</th> <th style="width: 20%;">Highest Qualification &amp; Experience(s)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">..</td> <td style="text-align: center;">..</td> <td style="text-align: center;">..</td> <td style="text-align: center;">..</td> <td style="text-align: center;">..</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">..</td> <td style="text-align: center;">..</td> <td style="text-align: center;">..</td> <td style="text-align: center;">..</td> <td style="text-align: center;">..</td> </tr> </tbody> </table>	No	Name	Nationality	Designation	Full-time?	Highest Qualification & Experience(s)	1	..	..	..	..	..	2	..	..	..	..	..			
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2	..	..	..	..	..																		
4	Para 11 <i>List of Project Team and Key Staff</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #00b050; color: white;"> <th style="width: 5%;">No</th> <th style="width: 15%;">Name</th> <th style="width: 10%;">Nationality</th> <th style="width: 10%;">IC Number</th> <th style="width: 15%;">Designation/ roles in project</th> <th style="width: 15%;">Experience(s) and Training received relevant to project proposed if any</th> <th style="width: 20%;">Responsibility held on any similar previous project if any (with dates and locations)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">..</td> <td style="text-align: center;">..</td> <td style="text-align: center;">..</td> <td style="text-align: center;">..</td> <td style="text-align: center;">..</td> <td style="text-align: center;">..</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">..</td> <td style="text-align: center;">..</td> <td style="text-align: center;">..</td> <td style="text-align: center;">..</td> <td style="text-align: center;">..</td> <td style="text-align: center;">..</td> </tr> </tbody> </table>	No	Name	Nationality	IC Number	Designation/ roles in project	Experience(s) and Training received relevant to project proposed if any	Responsibility held on any similar previous project if any (with dates and locations)	1	..	..	..	..	..	..	2	..	..	..	..	..	..
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4	Para 12 <i>Percentage of IT skilled workforce local</i>	Total number of <b>local</b> IT skilled workforce ----- Total number of IT skilled workforce																					
<b>Section II</b>																							
<b>The Project</b>																							
5	Para 16 <i>Brief description of the project</i>	<ul style="list-style-type: none"> <li>Brief description of project (Detailed description will be in the project proposal document to be attached)</li> <li>Main deliverables of project</li> <li>Estimated timeframe of project</li> </ul>																					
6	Para 17 <i>Address of the project implementation</i>	<ul style="list-style-type: none"> <li>Complete address of where the whole project will be carried out regardless of whether it'll be in Brunei or not.</li> <li>If done outside Brunei – describe which part of the project or components will be done or made.</li> <li>List of subcontract details of project (if applicable)</li> </ul>																					
6	Para 18 <i>Description of project with relation to the ICT industry and transfer of knowledge plan</i>	<ul style="list-style-type: none"> <li>Description of how the project will bring development to the ICT in Brunei Darussalam</li> <li>Description of aim and objectives of project</li> <li>Description of transfer of knowledge plan if foreign expertise is involved in project to Brunei citizens or PR in the business.</li> </ul>																					

7	Para 19 <i>Brunei-made element</i>	<ul style="list-style-type: none"> <li>• Description of which part of the project is 'Brunei-Made'</li> <li>• Estimation of % of 'Brunei Made' part of the overall project</li> </ul>
7	Para 19 <i>Project focus and objectives</i>	<ul style="list-style-type: none"> <li>• Description of how the project is linked to the focus areas ticked above</li> </ul>
8	Para 19 <i>Project description if made by foreigner</i>	<ul style="list-style-type: none"> <li>• Description of which ANY part of the project that has been developed by a non-Bruneian</li> <li>• Name of the business</li> <li>• Role of the non-Bruneian in the project either development/creation/compilation of the product or processes</li> </ul>
8	Para 20 <i>Experience in similar projects, management plan and risk identification</i>	<ul style="list-style-type: none"> <li>• Description of any similar projects done before with the proposed project (if applicable)</li> <li>• The aims and objectives of the similar project</li> <li>• Role of team in the similar project</li> <li>• Awards or recognition achieved of the similar project</li> </ul> <p style="text-align: center;">OR/AND</p> <ul style="list-style-type: none"> <li>• Management plan for the proposed project</li> <li>• Risk identification</li> </ul>
9	Para 21 <i>Business Track Record</i>	<ul style="list-style-type: none"> <li>• List of ongoing and past projects for the last five (5) years including date of project and cost</li> </ul>
9	Para 21 <i>Marketing strategies</i>	<ul style="list-style-type: none"> <li>• Description of the target market/audience of the project proposal</li> <li>• Description should include the following: <ul style="list-style-type: none"> <li>• Estimated market size</li> <li>• Growth opportunity for this market</li> <li>• Description of marketing and promotion plans of this project</li> </ul> </li> <li>• The description can also be backed up with any research conducted on identifying the target market including the methodology.</li> </ul>
10	Para 23 <i>Measurement of project success, detailed milestones and expenses</i>	<ul style="list-style-type: none"> <li>• Description of the project proposal on:</li> <li>• Success points / Milestones of the project</li> <li>• The estimated time (measured in months or weeks) these success points/milestones are achieved</li> <li>• The expenses involved in achieving each success points / milestone</li> <li>• Methodology for evaluation of achievement on main deliverables</li> <li>• PLEASE REFER TO MILESTONES &amp; FUNDING BREAKDOWN EXCEL IN THE APPLICATION FORM</li> </ul>
<b>Section III</b>		<b>Forecasted Financial Statement</b>
11	Para 24 <i>Estimated Project Expenditure</i>	<ul style="list-style-type: none"> <li>• PLEASE REFER TO MILESTONES &amp; FUNDING BREAKDOWN EXCEL IN THE APPLICATION FORM</li> </ul>
<b>Section IV</b>		<b>Other types of funding/loans received</b>
12	Para 26 <i>Description of existing funding/loans</i>	<ul style="list-style-type: none"> <li>• Description of funding/loans received on the same project and/or different projects under the same business name including: <ul style="list-style-type: none"> <li>• Name of bank/fund-giver</li> <li>• Name of project (if different)</li> <li>• Period of funding</li> <li>• Amount of funding</li> </ul> </li> <li>• Any additional description of funding</li> </ul>

<b>Section V</b>		<b>Debts and Liabilities</b>
12	Para 27 <i>Details of current legal proceedings (2 years)</i>	<ul style="list-style-type: none"> <li>• Description of any legal proceedings for owners (sole proprietors), any partners (firms) or company (limited company)</li> </ul>
13	Para 28 <i>Details of current legal proceedings (6 years)</i>	<ul style="list-style-type: none"> <li>• Description of any legal proceedings for owners (sole proprietors), any partners (firms) or company (limited company)</li> </ul>
15	Checklist	<ul style="list-style-type: none"> <li>• Make sure all relevant documents are attached and boxes are checked.</li> </ul>