



GUIDANCE TO FILL THE COMPLEX REINTEGRATION ASSISTANCE TO ASSISTED VOLUNTARY RETURNS APPLICATION FORM (MMIA 3.2.1/3-2016-00001 / RT.1344)

This project is implemented with the financial support of the Asylum, Migration and Integration Fund

1. Personal data	
Last name: <input type="text"/> <i>For example: Mohammad/ Sohila</i>	First name: <input type="text"/> <i>For example: Ali/ Khan</i>
Address in home country:	
Tel:	Email:

2. General information on the planned business
Type of business (for example bakery, shoe shop, etc): <i>For example: Barber Shop, Cattle Farm, Construction Company</i>
Location:
This business is: <input type="checkbox"/> New <input type="checkbox"/> Restarting <input type="checkbox"/> Expanding
This business is: <input type="checkbox"/> Exclusively your own <input type="checkbox"/> Co-owned by business partner(s)
Do you need to obtain a business license? <input type="checkbox"/> Yes <input type="checkbox"/> No, I already have one <input type="checkbox"/> No, I don't need one

3. Experience, skills
Please provide information regarding your educational background: <i>For example: I have completed primary education or secondary education/ higher education/ vocational training - direction hair dressing/ economics/ IT/ architecture/ construction etc.</i>
Please provide information on your work experience and the relevant skills that enable you to run your business: <i>For example: I have worked as a barber, hair dresser, construction site worker, shop assistant, shepherd etc.</i> <i>For example: I am very good at/ I have the following skills: repairing gadgets, shaving/ hair dressing selling/ managing businesses, taking good care of animals, tiling/ brick laying, coordinating etc.</i>

4. Information on your business partner(s) – only if relevant

How many business partners do you have? None/ one or two assistants etc.

Please provide information regarding your relationship with each business partner (how long you have known him/her, if you have any history of doing business together, etc):

For example:

Relatives, former colleagues,
former co-worker etc.

Please provide information regarding each business partner's educational background:

For example:

He / She has completed

- primary
- secondary
- higher education/ vocational training
- direction assistant/ manager / construction/ hair dresser/ IT etc.

Please provide information regarding each business partner's work experience and the relevant skills that enable him/her to run this business:

For example:

He / She has worked as a
shop assistant / receptionist / construction
site worker / agricultural worker / operator
etc.

For example:

He / She has the skills of
tiling / organizing / customer service
/ producing cheese / brick laying etc.

5. Description of business

What product or service will you provide?

For example:

- Establish a joint construction company offering construction services from the fundament up to the roof, including plastering and stucco works
- Open a barber shop offering shavings, hair dressings, fashion shavings
- My business will produce milk and milk products in the initial phase, at least during the first year of operation, and later on meat as well

6. Employees

Are you planning to employ staff? No / Yes

If yes, how many? 1/ 2/ etc.

What skills and/or professional experience should they possess?

For example:

Experienced/ trained

- construction site worker
- hair dresser/ receptionist
- shepherd/ milker etc.

7. Investment					
Please provide the cost and description of the resources necessary for the business					
	Item	Amount paid by YOU (EUR)	Amount paid by IOM (EUR)	Amount paid by OTHERS (EUR)	TOTAL (EUR)
Materials: <i>For example:</i> wood, leather, bricks, etc.	<i>For example:</i> bricks	... EUR	... EUR	<i>For example:</i> business partner, relative, friend, etc.	... EUR
Equipment: <i>For example:</i> washing machine, screw driver, computer, etc.	<i>For example:</i> Mirrors Hair dresser chairs (2 pcs) Two cows Professional drillers (2 pcs)		... EUR ... EUR ... EUR ... EUR	... EUR	... EUR ... EUR ... EUR ... EUR
Business Registration:	<i>For example:</i> Registration fee	... EUR			
Other:					
Other:					
TOTAL:		... EUR	... EUR	... EUR	... EUR
Please provide any additional explanation regarding the above budget, where necessary. Please also detail what resources and equipment you can contribute to the business, if any.					

8. Income (monthly)			
This section will help you to estimate your monthly income. Please try to fill in this section to the best of your ability. Please specify the products/services and quantities that you will be able to supply per month, after getting IOM's grant			
Kind of product/services	Price (EUR)	Quantity	Price x quantity
1.	<i>For example:</i> hair dressing, bleachingoccasion	...occasion x... EUR
2.	<i>For example:</i> Brick laying, drilling	... occasion ...working hours working hours x...EUR
3.	<i>For example:</i> Milk	... liter	... liter x... EUR
INCOME:		EUR

9. Running costs	
This section will help you to calculate the monthly costs for running your business. Please specify the costs you have to produce the above mentioned products:	
Type	Cost
Materials (please specify):	
1. <input type="radio"/> For example: shampoo	... EUR
2. <input type="radio"/> For example: forage to feed	... EUR
3. <input type="radio"/> For example: gasoline	... EUR
Communication Costs:	... EUR
Utilities:	... EUR
Transportation/maintenance:	... EUR
Rent:	... EUR
Salaries:	... EUR
Other expenses (describe):	
1.	
2.	
3.	
TOTAL COSTS:	... EUR
This section will help you to calculate what you will be earning after costs have been deducted from your income.	
Total Income:EUR +
Total Costs: EUR -
Tax on profit for this business (... %):	-
TOTAL PROFIT: EUR

10. Risks

Please state the main risks you will face while setting up/developing your business: competition, weather, crime, corruption, seasonality of business, etc.

How are you planning to tackle them? How may they affect your monthly income?

For example:

There are companies working in this field and we can conclude that competition is really tough and some of the companies have positioned themselves already in the construction market.

For example:

My direct competitors will be other farmers in my village and surrounding area, but most of the families living in the village possess a cow for family needs and do not produce for marketing.

For example:

My business competitors are other hair dressing and barber shops which in my town are in considerable numbers. Direct location which I'm targeting is not populated by any other similar business.

11. Long term plans

What are your long-term plans regarding this business?

For example:

Our business long term plans are consolidation of it and after that phase contract works in the region as well.

For example:

Increase the number of the workers and create reputation in the town.

For example:

Increase number of livestock and thus increase production and number of workers as well in order to involve family members in the business.

12. Any other information

Large empty rectangular box for providing additional information.

Applicant's signature

Date, place

IOM Officer

IOM Proflight Number
