**Annexure I: Application form for Applying for availing incubation services**

**Name/Proposed name of Start-Up/Company\*:**

**Focus Area:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(\* If the business entity has not been formed yet, please indicate the name of the Co-Founder of the startup)*

**Photograph**

**Name of Lead Entrepreneur** (A separate resume may also be attached)

Full Name:

Age:

Mobile:

Email:

CID No:

Postal address / Residential Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Village: \_\_\_\_\_\_\_\_\_\_\_\_\_ Gewog: \_\_\_\_\_\_\_\_\_\_\_\_\_

District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Affiliation with ROYAL UNIVERSITY OF BHUTAN (IF ANY):**

**Educational Qualification**

**Post graduate**:

Degree: Year:

Area of Specialization:

College:

**Graduate**:

Degree: Year:

Area of Specialization:

College:

**About Your business**

**Product:**

**Service:**

**Technology Used:**

**Stage of Your Business:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Idea  | 2. Pilot Stage | 3. SEED Stage  | 4. Pre-Revenue | 5. Growth Stage |

**Service expected from JNEC - EIC**

1. Business Consulting service
2. Marketing Consultancy
3. Prototype Development
4. Administrative Advisory services

**About your Team (Also include a CV of Each promoter)**

**Details of Your 2nd Co-Founder**

Full Name:

Date of Birth:

Mobile:

Email:

Expertise: Years of Experience:

**Details of Your 3rd Co-Founder**

Full Name:

Date of Birth:

Mobile:

Email:

Expertise: Years of Experience:

**Annexure II: Application Questionnaire Form**

***(Please complete the following questions sincerely)***

1. Briefly describe your experience to help you in this new venture

Ans…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. Have you estimated and identified your seed funding needs/ source? Mention estimated capital to start the business.

Ans…………………………………………………………………………………………………

1. What is business are you planning to develop and in which City / Village / Region? Why?

Ans…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. Who are your potential customers? What marketing tools will you use to sell your products or service?

Ans…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….

1. Are there competitors for this business? What is your unfair advantage?

Ans………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. Have you estimated your Project cost? Do you need any machinery or capital item for starting your venture? If yes, please specify the same with the purpose.

**If yes, please give the break-up, as below. (*Please give proper justifications for each head*)**

|  |  |  |
| --- | --- | --- |
| **SL No** | **Particulars** | **Amount (Nu)** |
| 1 | Pre-Market Expenses  |  |
| 2 | Prototype Development Cost |  |
| 3 | Marketing/Customer Survey |  |
| 4 | Equipment |  |
| 5 | Working Capital |  |
| 6 | Others |  |
| **Total** |  |

1. Have you done a market and consumer survey? If yes, briefly describe the method and results separately for market and consumer.

Ans………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………...

1. Describe your target market, have you done the survey? If yes, please attach the survey result/analysis and give comprehensive details for the following:
* Profitability Analysis
* Return of Income / Revenue generation
1. Do you need to develop a technology for your idea? Kindly elaborate

Ans………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

10. Do you need a lab, mentor, and assistance to develop this technology? Please

Describe

Ans…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. If you have transferred this technology from somewhere else kindly provide the

details, such as a no-objection certificate, and technology transfer documents.

Ans………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. What is your arrangement for technology transfer and royalty payment etc. with the

Technology providing source?

Ans………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….

1. Do you envisage any modification to the original technology obtained from the technology-providing agency? Please describe the same with facilities required for customizing the technology obtained.

Ans…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….

**Declaration:**

I certify that the information in this application is correct to the best of my knowledge. I understand that falsifying information is the reason for refusing to be incubated at JNEC-EIC and cancelling my request for future services if pre-incubated/incubated. I authorize any person, organization or company listed on this application to provide you with any information regarding my previous employment, education and professional qualifications. I also authorize you to request and receive such information. In consideration for my application, I agree to abide by the policy of JNEC-EIC, which may be amended, withdrawn, modified or interpreted at any time at its sole discretion of JNEC-EIC and without prior notice. I further acknowledge that my incubation may be terminated at any time without explanations if I breach any terms of the JNEC-EIC.

**Name of Applicant: Signature of Applicant:**

**Date: Place:**

Kindly send a hard copy of the filled application of this application with the required documents to:

**Shankar Das Sharma**

**Incubation Manager**

**Jigme Namgyel Engineering College,**

**Dewathang, Samdrup Jongkhar Thromde**