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# B.START 2021

# Progress Review - Report No. 1

**Beneficiaries**

* This report is to be used by eligible undertakings that are benefiting from the B.Start 2021 Scheme. It is to be submitted every 6-months or as detailed in the Letter of Approval together with the Claim Form and any other supporting documentation requested.
* Beneficiaries of **Pre-Business Plan Support** should submit this report after six (6) months from the first disbursement and again when requesting the final disbursement.
* Beneficiaries of **Post-Business Plan Support** should submit this report after six (6) months from the first disbursement and every six months thereafter or as detailed in the Letter of Approval.
* All documentation and information submitted as part of the Claim Form will be treated as confidential.
* All replies must be clearly explained and substantiated.
* Only electronically filled in reports will be accepted. Should the report be hand-written or should the format of the report be altered, it will not be accepted.
* Further information, as well as information and guidance on the filling in of this report may be obtained by contacting Malta Enterprise during office hours or by calling 144 or via email on [info@businessfirst.com.mt](mailto:info@businessfirst.com.mt).
* Malta Enterprise may request further information.

**How to submit your Claim Form and Report:**

The Claim form and this Report are to be initialled on each page and signed. A scanned copy together with supporting documentation are to be sent via email on [claims@maltaenterprise.com](mailto:claims@maltaenterprise.com) or via post to Malta Enterprise, B.Start, G'Mangia Hill, Pieta.



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| 1. Applicant Details | | |
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| 1.1 Name of Applicant: | | |
| This section should specify the legal name of the enterprise as defined in the Memorandum of Articles. In the case of Partnerships and Co-operatives the name outlined in the deed of partnership should be used in this section. In the case of Sole Traders, the name of the sole trader shall be inserted. |  | |
| 1.2 Registration Identification Number: | | |
| The registration number is the official registration number of the co-operative, company or partnership as defined in the Companies Act – Chapter 387 of the Laws of Malta. In the case of Self Employed, this should be the corresponding Identity Card Number. |  | |
| 1.3 Letter of Approval Reference: | | |
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| 1.4 VAT Number: | | |
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# **2. Business Plan and SWOT Analysis**

## 2.1 Current Situation

## 2.1.1 Achievements to date

## 2.1.2 Highlight any changes to the Business Plan / Application Form.

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| 2.2 Current Challenges |
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| 2.3 Investments carried out and financial standing |
| *If there have been any changes to the Investment Cost Breakdown submit an updated version.* |
| 2.4 Goals for next six months |
| 2.5 Number of Full Time Employees |
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| 2.6 Number of Part-Time Employees *(applicable to pre-business plan support only)* |
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| **3. Checklist of Documents** |
| Kindly use the following checklist of required documents to ensure that you enclose all the necessary documents. Kindly tick all the documents that you will be submitting together with this Report. |
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# **5. Signatures**

The undersigned hereby authorises Malta Enterprise Corporation to process the data contained in this form for the purpose stated above and declare that the information on this form and any other information given in support of this report is correct to the best of my knowledge.

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| Name of Applicant (full legal name) |  |

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| Name and Surname of signatory authorised to represent the Applicant (CAPITAL LETTERS) |  |

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| Position in Establishment |  |

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| Signature & Company Stamp |  |

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| --- | --- |
| Date | Click here to enter a date. |