

**THE REPUBLIC OF UGANDA**

**THE CONSTITUTION**

**OF**

**MWIRI INVESTMENT CLUB**

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**PREAMBLE**

We the members of **MWIRI INVESTMENT CLUB**

Convinced that unity is the key to future development.

Noting that the members have several aims and objectives, which are pertinent in fostering and promoting good friendship relations in order to achieve future development through mobilization of savings and Investment.

Aware that the aforementioned cannot be attained without deliberate unification of the members

Considering that members are in a new Global Village which is likely to hinder development of members due to lack of investment.

And convinced that the Investment Club will greatly help the subscribers thereto.

We the several persons who are the members of **MWIRI INVESTMENT CLUB** have resolved to constitute ourselves as such in furtherance of our goals and aspirations.

NOW THEREFORE we the members of **MWIRI INVESTMENT CLUB** now here assembled on this.....day of.....2017 do hereby set our hands to this constitution and **RESOLVE TO ADOPT** and hereby adopt it as the Supreme Law of **MWIRI INVESTMENT CLUB**.

**Article 1**

**NAME AND ADDRESS OF THE INVESTMENT CLUB**

The Investment Club shall be known as **MWIRI INVESTMENT CLUB** and shall have its office situate at Kampala or as may be determined by its members from time to time. The Postal Address of the Investment Club shall be P.O. Box 20 Jinja or any other as may be determined by the members from time to time.

## **Article 2**

### **THE MISSION OF THE ASSOCIATION**

To improve the socio-economic status of the members through the formation and operation of a savings and investments scheme and partaking in Investment activities.

## **Article 3**

### **THE OBJECTIVES OF THE FOUNDATION**

1. To organise and coordinate resources towards establishment of a savings and Investments scheme.
2. To unite and encourage a spirit of togetherness and co-operation amongst the members with an aim of promoting a good relationship among members
3. To create a source of funds by which the Investment Club can afford to run its affairs to satisfy its aims and objectives.
4. To invest monies of Investment Club not immediately required for any of its objective in such a manner as may from time to time be determined by the General Assembly.
5. To establish and strengthen the friendly ties and enhance respect for the same among members.
6. To establish a set of rules to govern the Investment Club.
7. To protect member's rights and to promote their welfare, promote better understanding between members by providing a forum through which members grievances can be sorted out.
8. To give financial and material assistance to members in times of need especially to bereaved members in case of losing their dear ones .
9. To acquire and own property moveable or immoveable in the name of the Investment Club and to dispose of the same after a resolution to that effect passed by a general or an extra-ordinary general meeting.
10. To operate and maintain a bank account with any bank or

financial institution as may be determined by the executive committee from time to time.

11. To pay all expenses consequential and or incidental to the formation and running of the Investment Club.
12. To offer counseling, guidance and professional advise to all members of the Investment Club with a view of promoting their social and economic welfare.
13. To carry on any other business that may seem to the Investment Club capable of being conveniently carried out in connection with its business or calculated directly or indirectly to enhance the value of the Investment Club 's property, rights and interests as well as enhancement of the welfare of members.
14. To borrow and raise money in such a manner as the Investment Club may deem fit.
15. To purchase, receive, take by gift or acquire and hold or use any property within and outside Uganda for the good of the Investment Club.
16. To establish infrastructure necessary for the achievement of the objectives of the Investment Club.
17. To sell, convey, mortgage, pledge, lease as lessor, and otherwise dispose of all or any part of its property and assets.
18. To make contracts and incur liabilities, which may be appropriate to enable it, accomplish any or all of its purposes to borrow money for its purposes and to secure any of its obligations by mortgage, pledge or deed all or any of its property or income.
19. To do all such other things as are incidental or conducive to the attainment of the above objectives or any of them and the objectives specified in this Constitution shall in no way be construed as being limited or restricted in interpretation but shall be construed in as wide a sense as possible so as not to limit the objectives of the Investment Club and to have and exercise all powers necessary or convenient to effect any or all the purposes for which the Investment Club is established and organized.

## Article 4

### ELIGIBILITY/QUALIFICATION FOR MEMBERSHIP

- a) Membership shall be open to all Old boys of Busoga college Mwiri and any other person as may be agreed upon by all existing member, and persons will acquire full recognition as a member when he/she has paid the non-refundable annual membership fee of Shillings Twenty thousand (Ushs. 20,000/=).
- b) Each member shall be obliged to make a monthly contribution of Shillings twenty thousand (Ushs. 20,000/=) towards the savings of the Investment Club by depositing the same onto the Investment Club's Bank account and thereafter furnish a copy of the bank slip to the treasurer, who shall in turn be obliged to issue an acknowledgement of receipt to the member **Provided that** the said monies may be varied by the general Assembly at the expiry of one year (12) months from 01<sup>st</sup> November 2017.
- c) The monthly contribution shall be payable on every last day of the month but in any case not later than the 15<sup>th</sup> day of the month next following the month in which payment became due and payable.
- d) There shall be a register of members to be kept at the offices of the Investment Club where any new member upon payment of the full membership fee shall be entered as such.
- e) All paid up members shall declare their next of kin who shall be entitled to the benefits arising of their membership.

## Article 5

### CESSATION AND TERMINATION OF MEMBERSHIP

- i) Membership with the Investment Club shall be terminated in the following circumstances:-
  - a) The Executive Committee shall have power by resolution of a majority of two-thirds of those personally present and voting at a general meeting to suspend the Membership of any member.

In making its decision the Executive Committee shall be obliged to give reasons for its decision.

- b) If any member shall die, adjudged of unsound mind or become a lunatic.

- c) If a member shall fail to honour or pay his/her monthly contribution herein agreed for a continuous period of six (6) months.
- d) If a member opts or resigns himself /herself out of membership of the foundation.
- e) A member shall be suspended for such period, as the executive committee shall deem appropriate, if the conduct of such member is likely to cause any conflict or embarrassment to the well being of the Investment Club provided that such decision must be sanctioned by the General Assembly.
- f) A member may be expelled from the Investment Club if in the opinion of the executive committee to be approved by the General Assembly in a general meeting, such member has exhibited gross disregard of any decision of the Investment Club or the activities of such member are in the opinion of the Executive Committee, prejudicial and/or detrimental to the interest and well being of the Investment Club provided such a member shall be given a right to defend himself/herself before he/she is expelled from the Investment Club .
- ii) Any member desirous of resigning membership must communicate intention to do so in writing to the Secretary of the Executive Committee concerned with the member by giving notice of Six (6) days. Any such member who resigns shall not be re-admitted unless otherwise unanimously resolved by the General Assembly in a general meeting. Provided that such member shall not be entitled to a refund of contribution so far made to the Investment Club until after the expiry of One (1) year from the date of notice.
- iii) Where a person has ceased to be a member of the Investment Club or whatever reason, his/ her name shall be removed from the register of the members and any membership or subscription fees that may have been paid by such a member shall not be refunded to him/ her in any event.

## **Article 6**

### **ORGANISATIONAL STRUCTURE OF THE ASSOCIATION**

The organisational structure of the Investment Club shall comprise of the General Assembly, Executive Committee and such other Committees as may

be established from time to time by the Executive Committee.

## **Article 7**

### **THE GENERAL ASSEMBLY**

There shall be a body to be known as the General Assembly, consisting of all the members of Mwiru Investment Club. The General Assembly shall perform the following roles:

- a) It shall be the supreme decision – making body of the Investment Club.
- b) It shall deliberate and formulate policy for the Investment Club.
- c) It shall make final decisions on any matter pertaining to the Investment Club.
- d) It shall do any other thing deemed to be in the interest of the Investment Club.
- e) It shall through election, to put in place or return office bearers to any posts in the Executive Committee and any ad hoc committees as may be established.

## **Article 8**

### **THE EXECUTIVE COMMITTEE**

There shall be a body to be known as Executive Committee comprising of:

- i. The Chairperson
  - ii. The Vice Chairperson
  - iii. The Secretary
  - iv. The Treasurer
  - v. Member
- a) The business of Investment Club shall be managed by the Executive Committee who may exercise all such powers to do all such acts and things as may be exercised or done by the Investment Club, and are not hereby or by Statute expressly directed or required to be exercised or done by the Investment Club in General Assembly but subject to any regulations from time to time made by the Investment Club in the General Meeting provided that no such regulation shall invalidate any prior act of the Executive Committee which would have been valid if such regulation had not been made.
  - b) The Executive Committee shall consist of five (5) members, including the Chairperson and Vice Chairperson. All members of the Executive Committee must be members of the Investment Club.
  - c) Nomination of members to serve on the Executive Committee shall be made on the date of the Annual General Meeting and all such nominations must be seconded by at least two members of the Investment Club.
  - d) The executive committee shall serve a two year term which can be renewed by the General Assembly.

## **Article 9**

### **FUNCTIONS OF THE EXECUTIVE COMMITTEE**

The Executive Committee shall perform the following roles:

- a) Implementing the functions and policies that govern the Investment Club.
- b) Formulation and reviewing of the policies that govern the Investment Club.

- c) Translating the members' needs into priorities for action.
- d) Approving work plans, budgets and accounts of the Investment Club.
- e) Implementation of the Foundation's programs in general by the Executive Committee itself or through committees that the Executive Committee may designate accordingly.

### **Article 10**

#### **REMOVAL FROM OFFICE A MEMBER OF THE EXECUTIVE COMMITTEE**

A member of any Executive Committee shall be removed from office if he/she:

- a) Becomes a lunatic, or becomes of unsound mind, physically incapacitated resigns or Dies
- b) Is absent for six consecutive meetings without giving notice.
- c) Is convicted of any crime involving moral turpitude.
- d) Is unable or considered incapable of performing her duties by the majority of the meeting which elected her originally, present to constitute the quorum.

The Executive Committee shall have power to fill any vacant position on the Executive Committee from time to time until the next meeting of the General Assembly.

### **Article 11**

#### **CHAIRPERSON AND VICE-CHAIRPERSON**

The Investment Club shall every after a term of two (2) years at the General Meeting elect, from among the members, a Chairperson and Vice-Chairperson who shall hold office for a term of two (2) years and shall be eligible for re-election. The Chairperson and Vice-Chairperson shall be members of the Executive Committee. In addition to the election of the Chairperson and Vice-Chairperson, the Investment Club shall at the General Meeting or at the inauguration meeting elect an Executive Committee which shall consist of five (5) persons, including the Chairperson and Vice-Chairperson, who shall hold office for a term of two (2) years, subject to re-election.

## **Article 12**

### **ROLE OF THE CHAIRPERSON**

The Chairperson of the Investment Club shall perform the following roles:

- a) Chairing all the meetings of the Executive Committee and General Assembly.
- b) Supervising of all the activities and programs of the Investment Club in general.
- c) Shall together with the treasurer and Secretary sign all deeds and conveyances of real property and other instruments requiring his/her signature. For avoidance of doubt the Chairperson shall be one of the signatories to all bank accounts of the Investment Club.

## **Article 13**

### **ROLE OF THE VICE-CHAIRPERSON**

- a) Shall represent the Chairperson in his/her absence.
- b) Shall perform any other duties assigned to him/her by the Chairperson or the General Assembly.
- c) Shall monitor implementation and performance of policies and programs of the Investment Club.

## **Article 14**

### **ROLE OF THE SECRETARY**

- a) Shall be a Custodian of the Investment Club.
- b) Shall prepare the agenda of all meetings in consultation with the chairperson and issue or cause notices for the meetings of the Investment Club to be issued.
- c) Shall sign with the Chairperson such instruments of the Investment Club that require his/her signature apart from bank accounts.
- d) Shall monitor implementation and performance of policies and programs of the Investment Club.

- e) Shall record and maintain full and proper minutes of all meetings
- f) Shall maintain an updated register of members.
- g) Shall perform any other duties assigned to him/her by the Executive Committee.

### **Article 15**

#### **ROLE OF THE TREASURER**

- a) Present proposed budget and financial reports to the Executive Committee and General Assembly.
- b) Monitor the implementation and performance of financial services of the Investment Club.
- c) Inspect the books and accounts of the Investment Club and ensure that they are in good order.
- d) Initiate and lobby for funding of the Investment Club from any other sources available to the Investment Club.
- e) Generally manage or cause to be managed the financial affairs of the Investment Club in a competent manner expected by the Executive Committee.
- f) Shall be the principal signatory to all bank accounts of the Investment Club.

### **Article 17**

#### **COMMITTEES AND SUB-COMMITTEES**

- i) The Executive Committee shall have powers to form Committees and sub-committees, as it may deem necessary in its conduct of the duties herein.
- ii) The Executive Committee may appoint any member as it may deem necessary in the proceedings of the Executive Committee, but without voting rights.

### **Article 18**

#### **ELECTIONS**

- i) Eligibility to elect and be elected shall be governed in the following

manner.

- a) It shall only be fully registered and paid up members who shall be eligible to elect or be elected to any post.
- b) The General Assembly shall elect the Executive Committee and any other committees as and when required.

ii) Election Procedures

- a) Two thirds of the registered members required to constitute a quorum of any meeting shall duly conduct the elections.
- b) The Executive committee shall make a schedule and detailed procedure for elections, including the establishment of the electoral commission.
- c) All the elections and the entire electoral exercise shall be conducted on a democratic basis, and by secret ballot, under one person one vote system.
- d) The candidate with the highest numerical strength shall be declared elected to the post. In case of any equality of votes of the contestants, fresh elections shall be conducted at the same sitting of the General Assembly until the post contested for is filled.
- e) There shall be returning officers who shall be appointed according to the procedures recommended by the Executive Committee.
- f) A member may be elected to an office in absentia, if such member submits prior reasons in writing for his/ her absence to the Executive Committee in charge of the Electoral body before the election exercise is conducted, provided such a member has expressed his/her willingness to contest the elections and the reasons for his/her absence are genuine.
- g) The Executive Committee shall carry out a by-election for any of either of its offices, which may have fallen vacant, until the next General Assembly meeting.

**Article 19**  
**MEETINGS**

- i) Schedule of Meetings
  - a) The Executive Committee shall meet at least once every month or at such other time as may be necessary.
  - b) The General Assembly shall meet quarterly or at such other times as may be necessary.
- ii) Notice and procedure of the meetings
  - a) Ordinary meetings of the Executive Committee shall require notice of least 7 days to the members of the Committee.
  - b) Emergency Executive Committee meetings shall require at least 3 days to the members.
  - c) Meetings of the General Assembly shall require a minimum notice of 7 days to the members.
  - d) Extra-ordinary meeting of the General Assembly shall convene at the request of one third of the members of the General Assembly concerned by forwarding reasons for request of the meeting to the Secretary, in writing with minimum notice of fourteen days before the proposed date for such meeting.
  - e) In any case of meeting, notices should be in writing.
  - f) Any member desirous of moving any resolution at the General Assembly shall give notice thereof in writing, to the Secretary, 21 days before such a meeting is held.
  - g) The conduct of a business at any meeting of the Investment Club shall follow a laid out agenda, adopted by the meeting concerned.
  - h) The meeting shall be conducted in the official language of Uganda or as may be unanimously agreed to by the members at a convened meeting.
  - i) The business of the Investment Club shall be conducted by way of motion.
  - j) Any motion moved shall require to be seconded by at least two members of the meeting.
  - k) The Chairperson of the meeting shall keep order in the house and

any speaker shall address the Chairperson as “Chairman”.

- l) The Chairperson shall have the power to order out of the meeting any member who conducts himself, herself in a manner unbefitting of the conduct required in an orderly debate.
  - m) The Chairperson shall have the right to make a ruling and close the motion. Such a decision shall be final and binding.
  - n) The Chairperson or the Vice-Chairperson shall preside at all meetings, and in the absence of both the Chairperson and the Vice-Chairperson then the meeting shall appoint an interim chairperson.
  - o) Unless otherwise provided, at all meetings, resolutions shall be determined by simple majority on a show of hands and in the event of an equality of votes, the Chairperson shall have the second casting vote.
  - p) The Quorum of the General Assembly shall be a minimum of two halves of the registered and paid up members of such a meeting and in order to make binding decisions for the Foundation.
  - q) The quorum for an Executive Committee shall be a third (1/3) of the registered and paid up members of the Committee.
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## Article 20

### FINANCES

- (a) The finances of the Investment Club shall be raised in any way permitted by the law, through membership and subscription fees, member's monthly contribution, donations, fundraising activities, actions and other business carried out by the Investment Club.
- (b) All funds with the approval of the general Assembly shall be managed by the Funds Management Committee, and shall be used for the following purposes:-
- (i) To invest in viable projects and income generating activities as may be necessary from time to time and for the benefit of the Investment Club as may be approved by the General Assembly in a general meeting.
  - (ii) To provide in form of a loan initial business capital / endandikwa to members with viable and feasible business projects or ventures.
  - (iii) To finance the activities of the executive committee of the Investment Club in relation to matters arrived at fulfilling the aims and objectives of the Investment Club.
  - iv) To provide loans to members who may be engaged in viable business or other income generating activities.
  - v) Monies received by the Investment Club shall be immediately paid to its credit at the Investment Club's Bankers, which shall be, .....bank Limited or as the Executive Committee may from time to time determine provided that such change shall be immediately communicated to the members.
  - vi) All cheques drawn on any of the Investment Club's bank accounts shall be signed by three members of the Executive Committee: namely, the Chairperson, the Treasurer and Secretary. **FOR AVOIDANCE OF DOUBT** any two of the aforementioned shall sign the cheques but the signature of the Treasurer must always appear at any one time and either the Chairperson can sign as the second or third as the case may be.
  - vii) The Executive Committee shall have powers to open Bank accounts on behalf of the Investment Club and the signatories shall be as provided under Article 20 (vi) above.



## **Article 21**

### **ACCOUNTS**

- a) The Executive Committee shall present true copies of accounts, showing income and expenditure of the Investment Club to the General Assembly.
- b) The Executive Committee shall annually publish and keep true copies of balance sheet, profit and loss accounts of the Investment Club.

## **Article 22**

### **AUDIT**

- a) The General Assembly shall appoint an external Auditor to audit the accounts of the Investment Club at the end of each financial year.
- b) The General Assembly shall fix at their meetings the remunerations for an Auditor appointed to audit the Accounts of the Investment Club at the relevant levels.
- c) Every auditor so appointed has a right to access at all times to books, accounts and any sources of information for performance of their duties.
- d) The Financial Year shall be 1<sup>st</sup> January, to 31<sup>st</sup> December.
- e) The books of accounts shall be kept at the registered office of the Investment Club.

## **Article 23**

### **THE SEAL**

- a) The Investment Club shall have a Seal known as the Common Seal of Mwiri Investment Club and the Executive Committee shall provide a Common Seal for the Investment Club and shall have power, from time to time, to destroy the same and substitute a new seal in lieu thereof. Such common seal shall be kept at the registered office of the Investment Club and be used only under the directions of the Executive Committee, in the presence of the Chairperson and Secretary.
- b) The Common Seal shall be the Official Signature of Mwiri Investment Club and shall be fixed on all contracts entered into on behalf of the Investment Club and such other important documents as may be

approved by the Executive Committee from time to time.

- c) The Seal shall not be affixed to any Instrument, except by authority of the resolution of the Executive Committee, and shall be affixed in the presence of at least two authorised officials of the Investment Club, who must sign every Instrument to which the Seal is so affixed in their presence.

## **Article 24**

### **SAFE CUSTODY OF PROPERTY**

The Seal, Books (other than Books of accounts), official papers, documents and correspondences of the Investment Club, shall be in the direct control of the Secretary.

Any property acquired by the Investment Club for the various projects that the Investment Club shall engage in, shall belong to the specific projects and shall ultimately be considered property of the Investment Club.

## **Article 25**

### **REPEAL AND AMENDMENT OF THE CONSTITUTION**

The Constitution of the Investment Club may be modified, enlarged, abridged or added to, from time to time, by special resolution passed by two thirds majority vote of the members present in person at the General Assembly, provided notice of such a meeting shall have been communicated to members, in accordance with the provisions of the Investment Club's articles provided that the proposals of the amendment of the Constitution can be made or received by the Executive Committee which shall be approved by not less than two thirds majority of the members of the General Assembly.

## **Article 26**

### **DISSOLUTION**

The Investment Club shall only be dissolved by special resolutions passed by two-thirds majority vote of the members present at a meeting of the General Assembly. Provided that the members present shall form a quorum of not less than three quarters of the number of eligible delegates to the General Assembly.

This Constitution shall be subscribed to by the existing members of the Club. Any other legal documents or any other relevant and necessary document shall be signed and executed by the Executive Committee appointed by the

members.

**WE THE SEVERAL PERSONS WHOSE NAMES AND ADDRESSES ARE SUBSCRIBED, ARE DESIROUS OF BEING FORMED INTO AN INVESTMENT CLUB, IN ACCORDANCE WITH THIS CONSTITUTION.**

<b>NAMES</b>	<b>STATUS</b>	<b>POSTAL ADDRESSES AND OCCUPATION</b>	<b>SIGNATURE OF SUBSCRIBERS</b>
	Chairperson		
	Vice Chairperson		
	Secretary		
	Treasurer		
	Vice Chairperson		
	Member		
	Member		
	Member		
	Member		
	Member		

Dated at Kampala this .....day of .....2011.

**WITNESS** to the above signatures.

Signature.....  
 Name.....  
 Occupation.....  
 Postal Address.....

## **MWIRI INVESTMENT CLUB**

### **REGULATIONS**

By virtue of powers conferred upon the General Assembly of Mwiri Investment Club under Article 7 (a) of the Constitution, the General Assembly hereby formulates regulations for the Investment Club's operation, the management and regulation of provision of loans and/or funds to members.

1. **Definition:**

**Committee:** means that body of members established and appointed in accordance with the provisions of these regulations.

2. **Election of Committee members**

- a) There shall for the specific purpose of carrying out the regulations herein formulated and laid down be established a Committee, whose members shall at all times be elected by secret ballot by the General Assembly.
- b) The members of the said Committee shall hold office for a period as shall be determined by the General Assembly at the time of election of the office bearers of the aforesaid committee and at the expiry of such period such committee members shall be eligible for re-election.

**CONSIDERATION FOR FINANCIAL ASSISTANCE IN TIMES OF NEED (DEATH AND ILLNESS) AND IN TIMES OF HAPPINESS.**

While extending financial assistance to members who have lost members of their immediate families (to be determined by the general Assembly), the committee shall determine what sums of money are to be extended to the member.

**CONSIDERATION FOR GRANT OF A LOAN OR FUNDS BY MWIRI INVESTMENT CLUB.**

2. While extending loans to members who desire to obtain initial business capital or investment capital, the committee shall be guided by the following:-
  - (a) Whether a member has made full and timely contribution to the fund.
  - (b) Whether the member has presented or submitted at least a simple but feasible business plan to the committee.

- (c) Competence and knowledge of the member in the business/investment field in question and/or venture.
  - (d) Capacity of a member to make good and informed business or investment decision leaving minimum risk with maximum benefit.
  - (e) Total commitment and dedication of the member towards the selected or proposed business or investment venture.
  - (f) Ability of the member to adapt to changes in a business environment and or availability of a contingent plan in such event.
  - (g) Whether the member has good business/investment ethics such as management of capital and profit.
  - (h) Whether member is result oriented.
  - (i) Availability and presence or evidence of good business accountability and transparency as well as ability to keep accurate and updated records.
  - (j) Whether the proposed business venture or area of investment is morally, socially and legally acceptable and in compliance with the values of the members of the Investment Club.
3. Every business plan submitted to the Committee for purposes of obtaining of a loan from the Investment Club shall be in accordance with the illustration of Business plan set out in the Schedule to these regulations.

## **SCHEDULE**

### **BUSINESS PLAN ATTACHMENT/ILLUSTRATIONS**

*(MINIMUM EXPECTED CONTENTS OF A SIMPLE BUSINESS PLAN)*

Whoever seeks financial support/loan from the FUND is expected to present at least a simple Business plan that should reflect and clearly explain the following contents:

#### **1. THE INTRODUCTION: -**

Description of the type of business & product:

Business (Background i.e is it new or old/ continuing business, type and use of product

Type and uses of product,

Type of Business i.e sole proprietor/ partnership/ ltd company,

Location of targeted customers/ clients/ market, competition

STRATEGIC PLAN Short-term & long term goals/objectives/ aims/ expectations

Reason for engaging in that particular venture.

## 2. ENVIRONMENTAL ANALYSIS/MARKET AUDIT/RESEARCH

Here the member seeking for grant of a loan must show that he/she did reasonable research/study on the business venture for which a loan/assistance is sought through description and explanation of the following:-

- **STRENGTHS:** experience/skills, strategy for successful business
- Estimated sale of the product
- Product quality.
- **WEAKNESSES**
  - Hindrances to prior development
  - Foreseeable hindrances and risks e.g statement of proposed method or strategy of little capital/stock, high operating costs, /experience/business contacts/business language and communication/location of business, poor product quality etc). Also state proposed method of strategy of overcoming such weaknesses and succeed in business.
- **OPPORTUNITIES** (i.e Advantages provided by your business environment/surroundings such as technology, economy, politics, socio-cultural and physical environment e.g good season/timing, weak competition, substantial customers /market targeted, favourable government policies/taxes, stable economy, security etc.
- **BUSINESS RISKS THAT MAY OCCASION A SITUATION OF FORCE MAJEURE:** (i.e Unfavourable business environment – that you cannot

control e.g powerful stiff competition, bad timing/season, unpredictable weather/climate, inflation, insecurity, technology/fashion changes, bad laws/policies/regulations/taxation, etc)

### 3) **BUSINESS PLAN IMPLEMENTATION AND CONTROL:**

This part should at least explain the following:-

- **THE MARKETING MIX** (i.e The product strategy (e.g qualities, packaging, launching etc), pricing – strategy (prices to charge for your goods); location and distribution of your business products; promotion strategy (how you intend to advertise/inform your targeted customers).
- **BUDGET PROPOSAL** (i.e Estimated costs/expenses and incomes/revenues from all activities of starting/continuing the business within the first 36 months e.g starting costs, costs of stock, prices to charge, taxes and fees, operating expenses such as rent/transport etc).
- **SCHEDULING OF ACTIVITIES:** (ie who is to do what, when, where, why and how? Timetable/schedule all anticipated activities).