



PRESIDÊNCIA DO
CONSELHO
DE MINISTROS

V GOVERNO CONSTITUCIONAL

Gabinete da Secretária de Estado para o
Apoio e Promoção do Setor Privado

Agência Especializada de Investimento
(TradeInvest Timor-Leste)

BASIC GUIDELINES FOR YOUR PROPOSAL

The following topics should be covered, among others :

1. Investors ID
2. Objectives of the investment project, and whenever possible at this stage, Expected outputs in terms of products and / or services, targets other results
3. Expected location of the projected and framework
4. Licenses of concession expected, if any, in case there is land use, natural resources exploitation , etc
5. Investment amounts estimates
6. Job creation estimates, both for nation citizen and shares, if any
7. Natural of corporation to create in East Timor , partners and shares, if any
8. Markets targeted in case are foreseen exports of products or services, if any
9. Timing for implementation
10. Estimated dead-line for starting the investment, once the licenses are obtained
11. Land surface needed, if any
12. Training foreseen, if any



ANNEX I

APPLICATION FOR THE STATUS OF INVESTOR

1. INVESTOR IDENTIFICATION:

INDIVIDUAL COMPANY.....

NAME OF THE INDIVIDUAL:

NAME OF THE COMPANY:

NATIONALITY:

LOCATION OF COMPANY INCORPORATION:

INDIVIDUAL'S PLACE OF RESIDENCE:

OPERATING HEADQUARTERS OF COMPANY:

TELEPHONE(S):

FAX: EMAIL:

EXPERIENCE/REFERENCES OF TECHNICAL QUALIFICATIONS:

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BANK REFERENCES/INFORMATION OF FINANCIAL CAPABILITY:

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.....

NAME OF LEGAL REPRESENTATIVE:

ROLE OF LEGAL REPRESENTATIVE:

2. IDENTIFICATION OF COMPANY/OBJECTIVE OF INVESTMENT OPERATION:

NAME OF COMPANY:

TYPE OF COMPANY:

• LOCATION OF COMPANY HEADQUARTERS:

OR

• LOCATION TO BE INCORPORATED:

FIRM: BRANCH:

MEMORANDUM OF INCORPORATION PUBLISHED IN TIMOR-LESTE "JORNAL DA REPÚBLICA" N.º

OTHER PUBLICATION IN:

LOCATION OF INCORPORATION:

TELEPHONE (S): FAX:

PURPOSE OF COMPANY/PRINCIPAL ACTIVITIES OF COMPANY:

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LIST OF GOODS AND/OR SERVICES TO BE PRODUCED:

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SECTOR OF ACTIVITY:

APPROXIMATE DATE OF ACTIVITY START UP:

CONSTRUCTION START DATE (if applicable):

CONSTRUCTION END DATE:

EXPECTED DOMESTIC SALES OF THE COMPANY:

Product (s)	Quantity			FOB Value		
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
1.						
2.						
3.						
4.						
5.						
Total						

EXPECTED EXPORT SALES OF THE COMPANY:

Product (s)	Quantity			FOB Value		
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
1.						
2.						
3.						
4.						
5.						
Total						

EMPLOYMENT TO BE CREATED BY CATEGORY:

Category (s)	Number of Jobs			Salary/Wages		
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Expatriates						
1.						
2.						
3.						
4.						
TOTAL						
Nationals						
1.						
2.						
3						
4						
5.						
6.						
7.						
TOTAL						

3. DESCRIPTION OF INVESTMENT OPERATION:

TYPE OF OPERATION:

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Incorporation/Registration of:	
Firm	
Branch	
Other form of business representation	
Aquisition of assets, company shares or increase in shareholding	
Contract of ownership, management of company, enterprise or leasing	
Loans to company in which shares are held	
Sales of shares or stocks	
Other Operation (especificy)	

INITIAL VALUE OF INVESTMENT IN USD:

Line Item	Value
1. Capital Goods	
2. Raw Materials	
3. Land	
4. Buildings	
5. Working Capital	
6. Other	
TOTAL	

FORM AND VALUE OF INITIAL INVESTMENT IN USD:

Form	Value
Money transferred from abroad to Timor-Leste	
Goods and services imported with funds from abroad	
Dividend applications	
Other forms (specify)	

EXPECTED ECONOMIC IMPACT OF INVESTMENT PROJECT:

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EXPECTED ENVIRONMENTAL IMPACT OF PROJECT:

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.....

WASTE TO BE PRODUCED BY INVESTMENT PROJECT:

Item	Toxic Substance	Non Toxic Substance	Quantity
1.			
2.			
3.			
4.			
5.			

EXPECTED TREATMENT OF WASTES LISTED ABOVE:

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.....
.....

MEANS OF FINANCING OF INVESTMENT:

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Form	Value
1. Paid in Capital	
2. Long term loans (over 5 years)	
3. Medium term loans (2 to 5 years)	
4. Short term loans (less than 1 year)	
5. Other loans or contributions by shareholders	
TOTAL	

EXPECTED ANNUAL EXPENSES:

Line Items	Expenses in Country			Expenses Abroad		
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
1. Raw Materials						
2. Other Materials						
3. Salaries						
4. Services						
5. Rent						
6. Financial Expenses						
7. Maintenance						
8. Others						
TOTAL						

4. DOCUMENTS SUBMITTED AS ANNEXES

- Descriptive Project Summary : YES..... NO.....
- Identification of Promoters; Professional CV/Firm Corporate Capability:
: YES..... NO.....
- Copies of Contracts :YES..... NO.....
- Bank Credentials :YES..... NO.....
- Business Plan : YES..... NO.....
- Documents of Land Ownership : YES..... NO.....
- Lot Location : YES..... NO.....
- Project Brief (s) : YES..... NO.....
- Budget for Construction/Remodeling : YES..... NO.....
- Technical Plans (i.e. Architecture, Engineering, etc) : YES..... NO.....
- Environmental Impact Assessment : YES..... NO.....
- Proof of Payment of Application Processing Fee (\$100) : YES..... NO.....

5. STATEMENT

I, the undersigned, do hereby declare that the information provided herein are true to the best of my knowledge and the financial projections presented were calculated in good faith, as well as measures to adequately address environmental safeguards.

I also declare that I am well acquainted with the content of Timorese Law N.º 14/2011 of 28 September, 2011.

Signature:

Name of Signator:

Function of Signator:

Date:

Passaport or Identification Document Number:

Issued by:

Place of Issue: Date of Issue:

APPLICATION FOR THE STATUS OF EXTERNAL INVESTOR

RECEIPT

This is to certify that the Application for the Status of Investor mentioned below was submitted to Agência Especializada de Investimento (TradeInvest Timor-Leste) as follows:

APPLICATION NUMBER:

IDENTIFICATION OF INVESTOR:

DATE OF RECEIPT:

NAME OF STAFF THAT RECEIVED THE APPLICATION:

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Signature:

Stamp/Seal:



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Article 8

Documents annexed to the application

The application for Both (National and International / foreign Company) by submission documents as following :

No	Subject	Yes	No
1	Properly filled application form, according to the model presented in annex I or II		
2	Photocopy of valid passport of applicant, if a natural person, or in case of companies, of the legal representativ		
3	Certificate of criminal record of the applicant, or in case of a company, that of its legal representative, issued in the last six month by appropriate authorities of the place of residence		
4	Bank referençe of those promoting the foreign investment		
5	Documents proving the legal existence of the promoting entity, in case of a juridical person		
6	Report and balance of the later economic year, as well as exiting catalogues, pamphlets or other publication demonstrating the activities exercised by promoter, in case of companies		
7	“ Curriculum Vitae “ of the main person or persons, responsible for implementation and operation of the project		
8	Draft of article of association of the company in Timor – Leste through which implementation of the foreign investment project is intended		
9	Proposal of eventual changes to be made in the respective ownership, in case of existing companies, as well as the agreement between shareholders, when applicable		
10	Minutes of the appropriate organ of the applying company which prove the decision to proceed with establishment of the business in Timor – Leste , duty translate into portugues or tetum. The translation should be authenticated by the appropriate entity		