



ZIMBABWE INVESTMENT AND DEVELOPMENT AGENCY
PROJECT MONITORING QUESTIONNAIRE

1. GENERAL INFORMATION

Company Name:

Project Name:.....

Investment Licence Number.:

Date of Issue: Date of Expiry:.....

Name of Bank:..... Type of Account:

ZIMRA Business Partner Number:

NSSA Registration Number:.....

2. CONTACT DETAILS

Contact Person:

Position (*Chairman, MD, etc.*):.....

Telephone Numbers: (Office Line)

Mobile:.....

E-mail:

Company Postal Address: P.O. Box.....

Physical Address of Company:

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Indicate if you own the premises: Yes No

Website:

3. COMPANY INFORMATION: Shareholders' Details

State the Names And Resident Status of Shareholders and the Distribution of Shares:

NB: Kindly state if there are any changes in company shareholding,

Name	Nationality	Resident/Non-Resident	Shareholding (%)

Directors' Details: State the Names, Address and Nationality

Name	Address (physical)	Nationality

Senior Management Details: State the Names, Position, Nationality and Contact

Name	Position	Nationality	Contact Number

4. PROJECT STATUS:

Operational **Not Operational** **Closed / Abandoned**

Nature of Approved Investment Activity:.....

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Actual Activity Being Done:

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Date of Commencement of Operations:.....

If Project is Not Operational / Closed, please provide the reasons:.....

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5. INDUSTRY ANALYSIS

In your view, what is the state of the sector in which you are operating	
Who are your major competitors in the sector?	
What is the size of the market and how does the investor intend to maintain/gain market share	
What are the major challenges you have been facing as a company directly affecting your operations	
How is the company differentiating its products/ services from other players to gain and maintain market share	

6. SUMMARY OF INVESTMENT MADE TO DATE

Source of Funds	Projected (US\$)	Actual (US\$)
Local Funds		
Local Assets in Kind		
- Foreign Exchange Injection: Equity		
:Loan		
Capital Equipment in Kind from Abroad		
Other (Specify)		
Total		

(Please attach proof of investment)

NB: If there is a variance between projected and actual Investment, please explain the reason why there is the variance

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Please complete the Future Investment Roll out Plan to bridge the variance between the projected and actual investment

7. FUTURE INVESTMENT ROLL OUT PLAN

	Year 1 2021	Year 2 2022	Year 3 2023	Year 4 2024	Year 5 2025	Beyond Year 5
Source of Funds	US\$	US\$	US\$	US\$	US\$	US\$
Local Funds						
Local Assets in Kind ¹						
- Foreign Exchange Injection Equity ²						
- Loan/Debt ²						
Capital Equipment in Kind from Abroad ³						
Other (Specify)						
Total						

8. PROJECT BENEFITS

(a) Actual Outputs for the past 3 years (Values of Products / Services)

Year	Product or Service	Total Output (US\$)	Total Exports (US\$)	% Exports
2020				
	Total			
2019				
	Total			
2018				
	Total			

(b) Actual Employment for the past 3 years

Year	2020		2019		2018	
CATEGORY	LOCAL	FOREIGN	LOCAL	FOREIGN	LOCAL	FOREIGN
Managerial Staff						
Technical Staff						
OPERATIONS						
i) Skilled						
ii) Others						

9. CONSTRAINTS TO INVESTMENT

Which have been the most severe **constraints faced by your company** in effectively implementing your business during the past 2 years? Please rate each of these as listed below. *Most severe constraint = 5; least severe constraint = 1.*

CONSTRAINTS	SEVERITY OF CONSTRAINTS
Access to working capital	
Cost of working capital	
Taxation rates	
Tax administration	
Accessing Incentives	
Importing equipment	
Availability of factory/office space	
Availability of land for factory building	
Getting Residents/Work Permits	
Availability of power	
Cost of power	
Availability of telecoms services	
Cost of telecoms services	
Availability of skilled labour	
Corruption	
Bureaucracy	
Security	
Size of market	
Other (Specify)	

For 3 of the most severe constraints, you have highlighted above, please provide a brief outline of how the Agency may help in their mitigation:

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10. CORPORATE SOCIAL RESPONSIBILITY

What is your company's Corporate Social Responsibility Framework?

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11. Are there any changes to your company's strategic vision since the License was first granted; please elaborate including any reasons for the change?

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12. FUTURE PLANS

a) Expansion: Please provide reinvestment and expansion plans if any;

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b) Disinvestment: Provide reasons if considering disinvesting

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13. Kindly provide any comments in terms of ease of doing business in Zimbabwe, if any...

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14. DECLARATION

I, the undersigned, being duly authorized, hereby certify to the best of my knowledge and belief, that the information contained in this monitoring form is substantially true and correct.

Name of person completing form.....

Position in Company.....

Signature..... **Date**.....

FOR OFFICE

Name of Monitoring Officers from ZIDA 1).....

2).....

Date of Monitoring:

THE END