



**FIJI ISLANDS TRADE AND INVESTMENT BUREAU**  
**JOINT VENTURE FORM**

**COMPANY DETAILS**

**Name of Company/Organisation:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Shareholding Structure:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Sector:** (*Agriculture, Fishing, Forestry, Service, Manufacturing*): \_\_\_\_\_

If Other, Please give description:

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

**No. Of Employees:** (state whether full-time, part-time & casual/seasonal)

Full-time: \_\_\_\_\_

Part-time: \_\_\_\_\_

Casual/seasonal: \_\_\_\_\_

Total: \_\_\_\_\_

**PRODUCT & SERVICE INFORMATION**

Please provide full description of the company's/organisation product and services:

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

**HISTORY OF BUSINESS**

Year of Establishment: \_\_\_\_\_

Achievements: \_\_\_\_\_

Any Future Business Plans:

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

**BUSINESS FINANCE AND ASSETS**

[Please indicate with a tick if the company would be able to provide the following information to FTIB or to the relevant authorities should the need be]

Provide financial records for the previous 3-5years if possible

- Provide sales figures including targets for the following year/ monthly cashflow forecast
- Provide statement of current financial position
- Provide a business plan
- Provide inventory of current assets including land, buildings and machinery

**ROLE OF INVESTOR/PARTNER**

↙ State responsibilities of the intended partner

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↙ State requirements from the intended partner

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↙ State the approximated input [amount of capital/business ]

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**LEGAL STRUCTURE**

↙ Specify the partners shareholding

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↙ Please state the contractual responsibilities between the parties?

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**INFORMATION ON INFRASTRUCTURE**

- Costs & availability of relevant services such as business premises, electricity & water, transport facilities and roads, freight services and capacities (air and sea), wharf or airport storage and cooling facilities etc (if relevant)
- Labour availability, skills & costs

**INCENTIVES/ADVANTAGES**

- List any special incentives available in your national investment regulations eg tax holidays, tax free zones, tariff exemptions. (Correspondingly any special requirements which must be met to fulfil government regulations should be stated)