

**Business Evaluation Form - (1st STEP)**

Small Enterprises Development Division

Sri Lanka

**Basic Information**

NIC Number:

Name with initials

Business Name

Status when Join to SED

Evaluated Date

a) Monthly Sales Income :

Rs.

b) Monthly Expenses :

Rs.

c) No of Salary Received Emp:

Rs.

d) Land & Building

Rs.

e) Finished Stocks

Rs.

f) Motor Vehicles :

Rs.

g) Machines & Equipments :

Rs.

h) Furniture & Fitting

Rs.

i) Cash and Equivalent

Rs.

j) Other Assets :

Rs.

k) Debtors :

Rs.

l) Creditors :

Rs.

Per / Arc

Pis / Bott. / Ltr. / Box / Kg

Nos.

Nos.

Nos.

Nos.

No of Persons

No of Persons

Product & Service Information**1. Main Products/Services**

Name	Unit	Production Qty per Month	Seles Qty per Month

2. Supply of Raw Material

Locally

☐

Internationally

☐

Locally and Internationally

☐

N/A

☐**3. Quality Certications**

Yes

☐

No

☐

If Yes,

☐	GMP	Year	☐	Environmental Management Systems Certification (ISO 14001)	Year
☐	SLS	Year	☐	Food Safety assurance (ISO 22000 and HACCP as per SLS 1266)	Year
☐	Quality Systems Certification (ISO 9001)	Year	☐	Occupational health and Safety Management system (OHASS 18001)	Year
☐	Certifications of Local Institute	Year	☐	Social Accountability (SA 8000)	Year
☐	If Other type	Year			

Product & Service Evaluation

4. Quality Of Final Goods/Service

Excellent ☐ Good ☐ Average ☐ Below Average ☐ Not Satisfy ☐ N/A ☐ Decision Pending ☐

5. Product Appearance

Excellent ☐ Good ☐ Average ☐ Below Average ☐ Not Satisfy ☐ N/A ☐ Decision Pending ☐

6. Raw Material Quality (P/S)

Excellent ☐ Good ☐ Average ☐ Below Average ☐ Not Satisfy ☐ N/A ☐ Decision Pending ☐

7. Raw Material Stock Maintain (P/S)

Excellent ☐ Good ☐ Average ☐ Below Average ☐ Not Satisfy ☐ N/A ☐ Decision Pending ☐

8. Production/Technology (P/S)

Manual ☐ Machinery ☐ High Technology ☐ Both manual and Machinery ☐ Decision Pending ☐

9. Product/Service Processes

Manual ☐ Informal ☐ N/A ☐ Decision Pending ☐

Service Evaluation

10. Maintaining Service Manual

Yes ☐ No ☐ Decesion Pending ☐

11. Minimum Physical Facilities

Yes ☐ Inadequate ☐ N/A ☐ Decesion Pending ☐

12. Customer Database

Yes ☐ No ☐ Decesion Pending ☐

13 Time Consuming

Spend more than Standard ☐ Spend Standard time ☐ Spend less than Standard ☐ N/A ☐ Decision Pending ☐

Finance Information

14. Plan Availability

No Business Plan ☐ Have MKT only plan and Follow ☐ Have Production plan only and Follow ☐
Have Financial plan only and Follow ☐ Have HR plan only and follow it ☐ Have Compile plan and Follow it ☐
Have a business Plan, not follow ☐ Decision Pending ☐

15. Accounting & Recording

No Accounting records ☐ Bill(Invoice) only ☐ Final accounting(Manual) ☐
Final accounting (Accounting Software) ☐ Basic Books(Cash Book/Credit book etc.) - Manual ☐
Decision Pending ☐ Basic Books(Cash Book/Credit book etc.) - Computerized ☐

16. Savings Account Availability

Yes ☐ No ☐ Decesion Pending ☐

17. Current Account Availability

Yes ☐ No ☐ Decesion Pending ☐

If Yes

18. Managing Current Account

Excellent ☐ Good ☐ Average ☐ Below Average ☐ Not Satisfy ☐ N/A ☐ Decision Pending ☐

19. Business Loan Obtained

Yes ☐ No ☐

20. If Yes

Reason	Amount	Bank/Institute	Status		
			Settled	Running	Arrears
			Settled	Running	Arrears
			Settled	Running	Arrears
			Settled	Running	Arrears
			Settled	Running	Arrears
			Settled	Running	Arrears

Guide for Reasons - *initial Investment/ Purchase Machinery/ Purchase rawmaterials/ Purchase Vehicle for Business/ Settle Previous Business Loan/ Market Promotion activity/ Purchase Land for Business/ To purchase or build a Building/Other*

Marketing Information

21. Marketing Objective No ☐ Yes ☐ No Idea ☐ Developed by SED ☐

22. Vision and Mission of Business No ☐ Yes ☐ No Idea ☐ Developed by SED ☐

23. Market Strategies

24. Market Channel

Direct to customer ☐ Retailer → Customer ☐ Wholesaler → Retailer → Customer ☐ Other ☐
Agent/Broker → Wholesaler or Retailer → Customer ☐

25. Market Area

26. Existing Customer Base

Around Village ☐ Village Fair & Around Village ☐ Super Market ☐ Around own District ☐
Around own & Near District ☐ Island Wide ☐ International Market ☐

27. CSR Activities

No ☐ Below 50,000 ☐ 50,001 - 100,000 ☐ 100,001 - 150,000 ☐
150,001 - 200,000 ☐ 200,001 - 250,000 ☐ 250,001 - 300,000 ☐ 300,001 - 500,000 ☐
Above 500,000 ☐

28. Transport Facilities

Own Vehicle ☐ Hired Vehicle ☐ Public Transport ☐ All Above ☐ N/A ☐

29. Branch Availability

No Branch ☐ Branch in Own District ☐ Branch in Other District ☐ Branch in Overseas ☐
Decision Pending ☐

30. Future Customer Base

Around Village ☐ Village & Around Village ☐ Super Market ☐ Around own District ☐
Around own & Near District ☐ Island Wide ☐ International Market ☐

Promotional Information

31. Online Sales Yes ☐ No ☐

32. Facebook Page Yes ☐ No ☐

33 FB Page or Social Media Link

34. Brand Name

Yes ☐ No ☐

35. Brand RegistrationYes ☐No ☐**36. Web Site**Yes ☐No ☐**37. Web Site Url****38. Customer Complaints**No Complaints ☐Few Complaints ☐More Complaints ☐Decision Pending ☐**39. Barcode**No ☐Yes ☐N/A ☐Decision Pending ☐**40. Visiting Card**Excellent ☐Good ☐Average ☐Below Average ☐Not Satisfy ☐Decision Pending ☐No ☐**41. Logo**Excellent ☐Good ☐Average ☐Below Average ☐Not Satisfy ☐Decision Pending ☐No ☐**42. Logo Registration**No ☐Yes ☐Decision Pending ☐**43. Name Board**Excellent ☐Good ☐Average ☐Below Average ☐Not Satisfy ☐Decision Pending ☐No ☐N/A ☐**44. Customer Care**Excellent ☐Good ☐Average ☐Below Average ☐Not Satisfy ☐Decision Pending ☐No ☐**45. Packing**Excellent ☐Good ☐Average ☐Below Average ☐Not Satisfy ☐Decision Pending ☐No ☐N/A ☐**46. Label**Excellent ☐Good ☐Average ☐Below Average ☐Not Satisfy ☐Decision Pending ☐No ☐N/A ☐**47. Main Promotional Tools**Hand Bills ☐TV Ads ☐Word of Mouth ☐Posters ☐Social Media ☐Banners ☐Radio Ads ☐Newspaper Ads ☐Others ☐**Human Resource Information****48. No Of Salary Received Employees****49. No Of Not Paid Employees****50. Paying EPF/ETF**No ☐Yes ☐N/A ☐Decision Pending ☐**51. If Yes, No of EPF/ETF Paid Employees**

52. Issuing Salary Slip

No

☐

Yes

☐

N/A

☐

Decision Pending

☐**53. Job Vacancy**

No

☐

Yes

☐**54. If Yes***Job Title**Nos**Type**Trained**Non Trained**Description (Requirement/Qualification/Salary Package)***55. Issuing Appointment Letter**

No

☐

Yes

☐

N/A

☐

Decision Pending

☐**56. No of Trained Employees****57. No of Not Trained Employees****58. Service Agreement Signing**

No

☐

Yes

☐

N/A

☐

Decision Pending

☐**59. Insurance Cover For Employees**

No

☐

Yes

☐

N/A

☐

Decision Pending

☐**60. HR Strategies***Finance*☐*Non Finance*☐*Both*☐*No*☐*N/A*☐**61. HR Welfare**

No

☐

Yes

☐

N/A

☐

Decision Pending

☐

Description about HR welfare

Write Here

Legal Information**62. Legal Requirement****Institute****Status****Year**

A	NP	PE	OB	N/A
A	NP	PE	OB	N/A
A	NP	PE	OB	N/A
A	NP	PE	OB	N/A
A	NP	PE	OB	N/A

Guide for Status --- A = Applied, NAP = Not Apply, PE = Pending, OB = Obtained, N/A = Not Applicable

Award Information**63. Award Received**

No

☐

Yes

☐**64. If yes, Award Level**

	Gold	Silver	Bronz	Certificate	Participated Only		
	Gold	Silver	Bronz	Certificate	Participated Only		
	Gold	Silver	Bronz	Certificate	Participated Only		
	Gold	Silver	Bronz	Certificate	Participated Only		

Guide for Award Level --- INL = International, NL = National, DIS = District, DIV = Divisional
Guide for Award Type --- Put a cross mark on a relevant box

Costing & Pricing Information

65. Practicing Costing Methods:

No ☐

Yes ☐

Decision Pending ☐

66. If yes, Officer Rating

Excellent ☐

Good ☐

Average ☐

Below Average ☐

Not Satisfy ☐

67. Practicing Pricing Methods:

None ☐

Cost-plus Price ☐

Markup Pricing ☐

Demand-based Pricing ☐

Competition-based Pricing ☐

Other Pricing Method ☐

Decision Pending ☐

68. If yes, Officer Rating

Excellent ☐

Good ☐

Average ☐

Below Average ☐

Not Satisfy ☐

69. Paying Tax

No ☐

Yes ☐

Registered Only ☐

Applicable but not pay ☐

Decision Pending ☐

70. IF yes, Describe about TAX

Evaluating officers'/ Consulting Officer's Comment & Suggestions

(please mention anything regarding to the evaluation other than mentioned above eg.. Business issues ect.)

.....

.....

.....

.....

I do hereby certify that above particulars given by applicant are correct to the best of my knowledge

Signature of data collected officer

NIC

Name

Date

☐ EDTO ☐ DO-SED ☐ EDO ☐ DO

SED Office Use Only

I do hereby certify that above particulars given by applicant are correct to the best of my knowledge

Entrepreneur Photo ☐ Yes ☐ No

Signature of Assistant Director/EDTO of SEDD

Product Photos ☐ Yes ☐ No

Date

Official Stamp

Use After Enter the date to the SED Database only

Data Entered to the SED Database System

Signature of Data entered office

Name

NIC No

Entered date