

**DBS List of Essential Information for Take Away/Mobile Trailer of any businesses**  
**COMPANY**

**Important Notes:-** For all photocopies, the Original documents must be submitted to certify true copy of the original

All documents with the exception of ID Card/Passport must be signed and stamped by the issuance Authority, Supplier Bank etc ...

**FORMS**

- Application form/SME form/CIS form /PEP form /PC Declaration form/Specimen Signature Card

**BUSINESS PLAN/HISTORICAL INFORMATION**

- Approval from open Air Vendor Committee (Mobile Trailer) - *The attached form is to be submitted at Ministry of Health, Blue Roof Building*
- Business plan inclusive of Income & Expenditure statement and cash flow *see attached*
- Financial statement/profit & loss for the last 3 years
- Source & evidence of personal contribution or pc declaration form
- Latest Payslip (*if in employment*)
- Lease Agreement (*Rental of premises*)-*if applicable*

**KYC DOCUMENTS**

- One passport-size photo
- Copy of valid ID card/Passport
- Proof of address-utility bill, telephone bill, bank statement or letter from district administrator (*with own name & address and not more than 3 months old*)

**FOR PTY LTD COMPANY AND LIMITED COMPANY ONLY**

- Certificate of incorporation, particulars of directors, article of association & memorandum of association
- Audited report for the past 3 years
- Certificate of official search of the company
- Shareholders' confirmation of beneficial owners (*form attached*)
- Board of Resolution with regards to the business affair with DBS
- Tax identification certificate
- Valid business license ( if applicable)

**DOCUMENTS FROM YOUR COMMERCIAL BANK**

- Copies of up to date statements of any outstanding debt
- Bank reference from your commercial bank (Letter)
- Bank statement :
1. Relating to business activity for the past six months (for existing business)
2. Savings/personal account for the past six months

**INVOICES/VALUATION**

- Invoices/quotations of items to be financed (Tax identification no. or certificate of incorporation for overseas supplier must be submitted)
- Fire & special perils insurance quotation on equipment & furniture/Comprehensive Insurance quotation for mobile Trailer
- Motor Evaluation Certificate (2<sup>nd</sup> hand Mobile Trailer only) & Vehicle Registration Certificate

**DETAILS OF SECURITY EG:**

**1. CHARGE ON FREEHOLD PROPERTY**

- Location plan & cadastral plan
- Certificate of official search
- Qs valuation of property (*QS list attached*)
- Householders' insurance policy/quotation
- Letter of consent from owner, valid ID card, proof of address & CIS Form

**2. CHARGE ON LEASEHOLD PROPERTY**

- Copy of lease agreement
- Qs valuation of building (*QS list attached*)

**3. PLEDGE ON VEHICLE**

- Motor evaluation certificate
- Vehicle registration certificate
- Insurance policy

**4. PLEDGE ON VESSEL**

- Marine surveyor's report
- Marine hull insurance policy

**5. BANK GUARANTEE**

**6. GUARANTORS**

- Valid ID card/Passport
- Latest payslip
- Proof of Address - utility bill, telephone bill, bank statement or letter from D.A (*with own name & address and not more than 3 months old*)
- Loan statement if any

## Schemes Details

DETAILS	DBS	SME (SMALL MEDIUM ENTERPRISE)	SBFAF
<b>Promoter's Contribution</b>	Minimum 10% of total project cost	Minimum 2.5% of total project cost	NIL
<b>Minimum Loan Amount</b>	SR 50,000/-	SR 50,000/-	SR 15,000/-
<b>Maximum Loan Amount</b>	SR 5.8 million	SR 3 million	SR 300,000/-
<b>Interest Rate</b>	11.5%	Varies from 5% to 7%	4%-Up to SR75,000
<b>Repayment Term</b>	Negotiable up to 15 Years (depending on nature of the project)	7 Years	4.25% - above SR75,000
<b>*Application / Processing fee(Non-Refundable)</b>	1 % of loan amount, maximum is SR 20,000/- Pre-application fee:- 1. SR500/- Below 1million 2. SR1,000/- above 1million	0.25 % of loan amount, maximum is SR 7,500/- Pre-application fee 1. SR500/- Below 1million 2. SR1,000/- above 1million	7years

**MINISTRY OF HEALTH  
PUBLIC HEALTH AUTHORITY  
PUBLIC HEALTH SERVICES**

P. O. Box 52, Seychelles Hospital, Mahé, Republic of Seychelles  
Telephone: 4388000, Fax: 4225131, E-Mail: [Jude.Gedeon@health.gov.sc](mailto:Jude.Gedeon@health.gov.sc)



*Please address all correspondence to the Public Health Commissioner*

**PLEASE COMPLETE THIS APPLICATION FORM IN CAPITAL LETTERS, ALL AREAS ARE COMPULSORY AND MUST BE COMPLETED OTHERWISE APPLICATION WILL NOT BE CONSIDERED. CHECK THAT ADDITIONAL DOCUMENTS ARE ATTACHED TO APPLICATION.**

Business Name:

Contact Person:

Address:

E-mail Address:

Mobile/Home Phone Number:

Size of vehicle or description of structure **(Please provide photograph):**

Intended Location: **Attach consent letter if operating on private land and the applicant is not the landowner.**

Explain where you will get access to toilet facilities? **Attach consent letter if access is to be granted by another party.**

Hours of operation:

Will you be using a separate kitchen? (**Give location**).

Menu (Please list all anticipated items for the menu): Public Health Authority reserves the right to alter menus.

### **APPLICANT'S CHECKLIST AND DECLARATION**

- 1. Copy of your Identification Card**
- 2. Photo of the food vending vehicle or structure**
- 3. Consent Letter from Landowner**
- 4. Consent Letter for toilet facilities**

- 5. Proof of Training in Food Hygiene
- 6. Medical Certificate of Fitness

**I certify that all information given above is true.**

**Applicant's full name:**

**Signature:**

**Date:**

**FOR OFFICIAL USE**

**GOVERNMENTAL DEPARTMENTS**

**STAMPS/SIGNATURE OF APPROVAL**

<b>COMMENTS FROM OTHER AGENCIES</b>	<b>STAMPS/SIGNATURE OF APPROVAL</b>

## ANNEX 1

### List of acceptable food/meals to be prepared on site;

#### Mobile Van

- Chips
- Burgers
- Hot dogs
- Fried chicken
- Fried sausages
- Roast/ grilled meat
- Fish fingers
- Wraps
- Hot Pasta
- Lasagne
- Fried rice
- Noodles
- Breakfast meals Toasted sandwiches with fish/meat/ vegetable filling
- Panini/ baguettes with fish/meat/ vegetables filling
- Wrap/ chapatti with fish/ meat/ vegetables filling
- Steamed cassava, sweet potato, breadfruit etc.
- Grilled fish/meat.
- Kebabs chicken/fish/vegetables
- Vinaigrette Pasta salad
- Couscous salad
- Rice salad
- Mixed vegetables salad
- Mixed bean salad
- Baked meat balls ( prepared at home's additional kitchen )
- Baked fish cake/balls ( prepared at home's additional kitchen )
- Roast chicken
- Noodles with vegetables / meat
- Fish in batter/crumbed fish
- Fried rice with vegetables/meat/eggs
- Frittata
- Baked sweet potato/potato/breadfruit chips
- Vegetable and fish/meat pizza( prepared at home's additional kitchen )



- Fruit salad vinaigrette
- Mashed potato/sweet potato
- Bean curry
- Quiche
- Other fast foods (optional)

#### Food Stalls

- Burgers
  - Hot dogs
  - Chips
  - Grilled meat, sausage
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## **HEALTH REQUIREMENTS FOR A MOBILE VAN**

- The wall and floor of the mobile van should be made of smooth, durable and impervious materials.
- Worktops must have smooth finishing made with materials that are non-absorbent to moisture, durable and easy to clean, preferably stainless steel.
- Floor, ceiling, interior walls and worktops must have finishing made with materials that are non- absorbent to moisture, smooth, durable and easy to clean preferably stainless steel.
- Hood canopy with built in extractor fan should be provided above cooking units.
- Sink with both hot and cold water supply and wash hand basin with hand washing and drying facilities (liquid soap and disposable paper towels).
- Provide adequate cabinets for dry goods storage and adequate cold storage facilities i.e. refrigerator and freezer.
- Provide a bin with a cover for refuse disposal.
- A complete food handler medical examination and valid medical certificate of fitness should be provided by any person participating in the food preparation.
- Adequate protective clothing, including apron and hair covers should be provided to the staff.
- Provide/clarify toilet facilities for the food handler/staff.
- Provide electricity and water supply on the premises.
- Ensure that all waste water are properly collected and disposed in a waste water system.

Please note that no heavy meals in the likes of curry, stew, sauté ...etc should be prepared or sold in the mobile van. Only burger, sausages and chips are being considered ,should you wish to venture in the preparation of portion chicken or any chicken base meals i.e. roast , fried rice and chow-mien with chicken, a separate meat preparation area should be provided on your premises for the cutting of meat. The said area should be rendered rodent and insect proof, provided with water points, adequate worktops and assessed by the Public Health Officer for approval prior to operation.

## Format for Business Plan

### **1. Synopsis**

Briefly describe what the project is about and what it hopes to achieve. Usually a few sentences will suffice and should also include:

- Business Name
- Name of Main Promoter (s)
- Address
- Contacts (Telephone number / fax/ email)

### **2. Background**

The background should cover issues such as: promoters' experience in the field; current or previous activities or any earlier phase of project if it is a continuation or renovation project; location of project; any relevant other details

### **3. Project Description & Cost**

Give details of the project, all costs involved ( which should be supported by appropriate document such as invoices, quotations or receipts and any relevant documents etc); include an implementation plan (how long will it take and when is the project expected to be completed);

### **4. Financial Analysis**

- Provide an analysis on the financial viability of the project (if it is profitable; etc)
- Attach cashflow forecasts (income & expenditure)
- If an existing business, provide financial statements for the last three years.

### **5. Management**

Provide information about who will manage the business; their experience; etc

### **6. Employment**

Specify the number of staff required and their salary. If existing business, state current employment and how job creation will entail following completion of the proposed project.

### **7. Marketing**

Give details on how the product / establishment / apartments will be marketed.

### **8. Environmental Impact**

Give details of any environmental impact in relation to the proposed project.

- Landscaping
- Felling of trees
- Site clearance / bulldozing
- Gas emission
- Others