

EXPRESSION OF INTEREST (EOI) APPLICATION FORM

COMMERCIAL SPACE



- All parties interested in leasing commercial units in Hulhumalé are required to submit this application form along with required documents.
- The applicant should bear all costs associated with the preparation and submission of the EOI Application Form.
- All the financial figures including financial statements must be in Maldivian Rufiyaa (MVR) or United Stated Dollar (USD).
- Applicants will be processed and evaluated in accordance with Part 6 Due Diligence and Selection Process.
- HDC has the right to reject any incomplete application form, hence HDC strongly recommends applicants to fill in all the information and attach all the required documents.

1. COMPANY INFORMATION	
Company Name	
Correspondence Address	
Registered Address	
Date of Incorporation	
Name of Representative	
Designation of Representative	
Contact No:	
Email Address	

2. COMPANY OPERATION

Business Sector	
Details of Business / Work	
No. of Employees	
Completed Projects / Works / Previous Experience	

3. PROPOSED PROJECT DETAILS

Proposed Usage	
Area Requirement (Gross Floor Area GFA)	
Estimated Investment Value	
Description of the Proposed Development / Products and Service Offered	

Proposed Business Type	Tick	Details
		Franchise
		Local Brand (Trade Mark Registered)
		Local
Preferred Business Model	Tick	Details
		Lease model (monthly lease)
		Minimum Monthly Guarantee (Revenue Sharing Model)
Method of Project Financing	Tick	Details
		Equity Finance
		External Finance
		Other (Please Specify):

4. REQUIRED DOCUMENTS FOR HDC's DUE DILIGENCE COMPLIANCE		Tick if submitted	
		Applicant	HDC
SECTION A: COMPANY INFORMATION			
1	Company Registration Certificate		
2	Company Profile		
3	Documents showing experience in field (i.e. project completion certificate, reference letter or any other relevant documents proving the experience in the field or similar business activities.)		
SECTION B: FINANCIAL DOCUMENTS			
4	For Sole Proprietors - Bank Statement of most recent 6 (six) months of the business entity. Bank statement shall be authorized and stamped by the Bank / Financial Institution. For Companies - Audited Financial Statement of most recent 3 years for Companies and management account of the current year. (authorized by a certified audit firm / individual)		
5	Bank Comfort Letter, Financier Commitment Letter, Bank Guarantee (For external finance option)		
SECTION C: LEGAL DOCUMENTS			
6	For Company - Board Resolution of the Company confirming Board of Director's approval for proposed work.		
7	Power of Attorney to sign on behalf of the Party.		
8	In case Proposal is submitted by a Joint Venture (JV), the JV agreement or letter of intent to enter into JV including but not limited to scope of works to be executed by respective partners and equity share percentage of the respective partners		
9	Due Clearance Form		

SECTION D: BUSINESS PLAN			
10	<p>The business plan shall be including:</p> <ul style="list-style-type: none"> • Marketing Analysis and Strategy. <ul style="list-style-type: none"> ○ Market analysis including target market and competitors. ○ Marketing strategy including product strategy, price strategy and promotional strategy. • Financial Plan. <ul style="list-style-type: none"> ○ Financial forecast. ○ Investment appraisal and indicators. • Management and Operational Plan. <ul style="list-style-type: none"> ○ Proposed project schedule. ○ Management and operational details. ○ Resource requirement and Human resources plan. 		

5. DECLARATION	
<p>By submitting:</p> <p>I/we hereby apply for Expression of Interest for Commercial Space and by confirming below, I/we agree, represent and warrant that:</p> <ol style="list-style-type: none"> 1. All information provided in/with this application is true and correct and I/we authorize HDC to verify this information. 2. I/We understand that the processing of this EOI application will take a reasonable period of time, and is subject to the evaluation criteria and standard of approval process of the HDC. 3. I/We further understand that the acceptance of this application is at the sole discretion of HDC and HDC reserves the right to reject this application if this application is in contradiction to the above. 	
Authorized Signatory	Company Stamp
<p>Sign:</p> <p>Name:</p> <p>Designation:</p> <p>Date</p>	

6. DUE DILIGENCE AND SELECTION PROCESS.

STAGE 1 – DOCUMENT CHECK AND ELIGIBILITY

HDC will check and verify the documents required are submitted by the Applicant. Further the applicant shall be meet the criteria stated in the Direct Allocation policy to proceed with the evaluation.

STAGE 2 – EVALUATION

Applicants that fulfills the requirements in Stage 1 shall be evaluated.

STAGE 3 – NEGOTIATIONS

HDC shall propose the minimum terms and conditions for the commercial space allocation.

STAGE 4 – APPROVAL

Once the terms and condition has been accepted by Applicant's proposal and documents will be forwarded to HDC's Management and Board of Directors for endorsement.

STAGE 5 – CONDITIONAL AWARD

Once the Proponent is endorsed by HDC, the commercial space will be conditionally awarded to Proponent subject to the fulfilment conditions stated in award letter in the given period of time.

STAGE 6 – CONTRACT SIGNING

- Promptly upon notification of the conditional award, HDC shall send the successful Proponent the Agreement.
- Within 7 (seven) days of the success fulfilment of the obligation stipulated in conditional award letter, successful Proponent shall sign the Agreement with HDC.
- Failure of the successful Proponent to fulfill the obligations in conditional award letter or sign the Agreement shall constitute sufficient grounds for the annulment of the conditional award.

FOR MORE INFORMATION CONTACT

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