

ACT PRO Consultancy and Business Services provides business development & support for Start-Ups.

Criteria for Participation

Entrepreneurs that are interested in incubating with ACT PRO must have a registered business/company under formation and must meet the criteria indicated below.

TECHNOLOGY
Innovation: technology is novel and/or addresses an existing market need; Readiness: product/technology/service is under development or at prototype stage.
ENTREPRENEURIAL EDGE
Self-driven, resilient, committed and coachable.
MARKET POTENTIAL
Clearly demonstrate: business plan, value proposition and competitive advantage.
STRATEGIC IMPACT AND FIT
Alignment with ACT PRO profile; Addresses social and socio-economic challenges and priority areas (innovation, job creation, poverty alleviation, economic growth).
SKILL
Team has the desired mix of technical and business skills, ready to participate in the programs, willing to partner.
VALUE ADDITION AND IMPACT BY ACT PRO
Start-up needs are aligned to ACT PRO service offerings.

Service Offering:

ACT PRO business incubator offers incubated companies access to:

ADVISORY & SKILLS DEVELOPMENT	MARKETS	INFRASTRUCTURE
Business Coaching, Counseling, Mentoring; Business Training; Intensive Business Development Programs; Legal Advisory; Product Development;	Introductions to private sectors; Networking; Assistance with market analysis; Specific networking events; Networking opportunities;	Office/Workstation space; Wi-Fi; Conference room; Shared Receptionist Services; Mail/Packages Handling;

Companies that are NOT Eligible

ACT PRO business incubator will not host the companies that are not eligible for incubation in accordance with SMEs Guidelines.

FORBIDDEN ACTIVITIES IN THE BUSINESS INCUBATOR

- × Real Estate companies, that do not make creative use of their CR;
- × Bahraini/Foreign Holding companies;
- × Branches of Foreign Companies with annual revenue exceeding BD1 million, and more than 50 employees globally;
- × Foreign companies bidding for Government/Private Sector contracts;
- × Foreign companies contracting and construction companies;
- × Bahraini/Foreign companies with primary activity Sale/Trade;
- × Management Consultancies, that do not make creative use of their CR

If you are interested in applying for the business incubation at ACT PRO, please fill in the application form attached.

How did you hear about **ACT PRO** or who recommended us?

APPLICATION PROCESS

For your application to be reviewed for consideration, the documents listed below must be submitted:

- **CPR / Passport Copy**
- **CR Copy** (Commercial Registration)
- **Application Form** (Completed)
- **Signatory Authorization Letter / POA** (if any)
- **Business Plan** (if available)

Applications can be submitted online or in paper. Successful applicants will be invited for incubation after the review of all submitted documents.

APPLICANT PROFILE

Name of Applicant: _____

CPR / Passport No.: _____

Position in Company: _____

Telephone Number: _____

E-mail Address: _____

Details on Training: Have you followed any business-related course or training? If "YES", kindly provide the information below:

Course / Training	Year	Institution	Country

COMPANY PROFILE (GENERAL INFORMATION)

Company Name: _____

Company CR: _____

Date of Registration: _____

Physical Address (if any): _____

Website Address/Email: _____

Current Number of Employees: _____

ELIGIBILITY CHECKLIST

Business Status:

- Idea of Establishing a Company
- Company Under Formation
- Start-Up Business (Not yet in production) Anticipated Starting Date: _____
- New Business (Already in 1st year of production) Date Started: _____
- Existing Business (More than 1 year old) Date Started: _____

Do you have a business plan?

- Yes (Attach a copy)
- No (Do you need assistance in preparing one? _____)

Will your business be a full-time operation in the incubator?

- Yes
- No

How many employees do you have now? _____

- Full Time
- Part Time

Project number of employees in the next 2 years: _____

PRODUCT / SERVICE INFORMATION

- SMART INDUSTRIES** (e.g. internet of things, cyber security, big data and analytics)
- GREEN-ECONOMY** (e.g. energy, water and waste)
- BIO-ECONOMY** (e.g. health (biopharmaceuticals, medical devices and diagnostics, cosmeceuticals, cosmetics) and agricultural sectors (agro/food processing, bioprocessing, smart agriculture)
- OTHER** (e.g. Technology Offering) _____

What product/technology/service does your company offer? (Please Specify & Describe)

- Handicraft Products _____
- Textile Products _____
- Agriculture Products _____
- IT Products / Services _____
- Services _____
- Others _____

Mark if your product/technology/service has any of the following features:

- Considerable expertise required for project conceptualization and execution
- Cooperation with university and other knowledge centers
- Innovation of procedures which differentiate the product/technology/service from similar ones
- Expected high value of product/technology/service
- The need to protect the product/technology

If you are already in business, has your product proven viable/successful?

MARKET RELATED ASPECTS & COMPETITIVE ADVANTAGE

What problem(s) would your service or product solve?

Who are your customers?

Who are your competitors?

What makes your product unique and different from your competitors? (e.g Usefulness, cost, technological innovations, time-to-market, accessibility etc.?)

How will you promote and develop your business?

FINANCES

What is your personal financial investment and time commitment to this business?

How much have you invested in the company to date?

Is it intended that this business provide you with your primary source of income?

Have you raised any funding for your company? Yes No

Do you have any pending funding applications? Yes No

BUSINESS EVALUATION

Do you face any problems with your business? (Specify)

- Financial problems _____
- Purchase of materials _____
- Marketing problems _____
- Any other _____

Why do you wish to operate in the Business Incubator?

Did you conduct any prior art searches to establish if your technology/product/technology/service is new?

EXPECTED SUPPORT FROM ACT PRO BUSINESS INCUBATOR

Support you expect from the ACT PRO business incubator (please choose):

- Assistance in meetings with consultants and potential customers
- Assistance in establishing a company
- Legal Assistance
- Reception services
- Advise on sales and marketing
- Assistance in internationalization
- Linkage with research centers
- Courses for new entrepreneurs
- Training in specific topics
- Specialized services of information technology

LOGISTICAL NEEDS AND REQUIREMENTS

Approximate space requirements:

- Workstation
- Private Office
- _____ sq. m

Special Requirements:

- Special or high use electrical power requirements attributable to equipment used in your business
- Equipment generating noise that will require soundproofing or special partitioning
- Use of conference room
- Use of other common devices (specify) _____

Please provide any additional information you feel is relevant:

IMPORTANT – Please read the following carefully:

Incomplete, inadequate or inaccurate filling of the form may cause the applicant's elimination from consideration. It is an offence to give information or to conceal any relevant information on this form and business and business plan. This may lead to an application being rejected.

I, declare that all information supplied above and in the business proposal are true and accurate and that I have not willfully suppressed any material fact. I further understand that this application is subject to review and in no way guarantees my admittance to business incubator.

Name

Signature

Date: