

# Investment Agency

## Vision

To see the region become leading investment area through strong one stop shop service delivering organization in investment promotion.

## Mission

To improve the well being of the people by Studying and promoting investment potentials of the region, Delivering investment licenses, supporting investors to obtain land, Following and settling encountered problems by using different approaches which makes the region ideal for investment

## Service Offerings

- ◆ Offering new investment license
- ◆ Renewing Investment license
- ◆ Allowing different investment development motivation rewards
- ◆ Offering Investment license's change, replacing or canceling services
- ◆ Offering investment Information, consulting and other supporting services
- ◆ Provide investment project files
- ◆ Provide land for investment projects, measuring and transferring it with land ownership plan for investors
- ◆ Closely monitoring and supporting investment projects, identifying their projects problems, analyzing and providing solutions, offering consulting and training services

## Customers' Complying preconditions and Obligations to obtain our services

### I. Acquiring New Investment License

#### For Private Investor

- ◆ Business plan
- ◆ Application format which is filled by business owner or legal representative
- ◆ If the application format is filled by investor's agent, provide a legal representative letter
- ◆ Photo copy of business owner's ID card or Photo copy of domestic investor's certificate
- ◆ Three recent passport size photos

### 2. For Trade Association

- ◆ Business plan
- ◆ Trade Association foundation minute
- ◆ Application format which is filled by director of Trade Association or its legal representative
- ◆ Trade Association's formation article and photo copy of its bylaws;
- ◆ If the Trade Association is a newly established, provide photo copy of its members' ID card or Photo copy of domestic investors' certificate

### 3. For Government Business Ownership Company

- ◆ Business plan
- ◆ Application format which is filled by CEO/director of the company
- ◆ Organization's formation article and photo copy of its bylaws

### 4. For Cooperative-Work Association

- ◆ Business plan
- ◆ Application format which is filled by the director of association
- ◆ Association's formation article and photo copy of its bylaws

## II. For Investment License Diversification

- ◆ Business plan
- ◆ Investment license diversification application format which is filled by business owner or legal representative
- ◆ If the business is owned by Trade Association, provide business foundation article and photo copy of its by-laws
- ◆ Photo copy of certified investment operation license

## III. For Coffee Industry ( Washing and Filtering)

- ◆ Including the above in number#1&#5 is mentioned, provide recommendation letter from regional state rural development office or zone's office

## IV. For Investment License Renewing

- ◆ Original investment license certificate
- ◆ If the investment license renewing is presented by legal representative, provide a legal representative application letter
- ◆ Fill investment license renewing format

## V. For Investment Development Motivation Reward

### Beneficiaries

### Tax and Free Motivation Reward

- ◆ Holding investment license and having renewed it
- ◆ The investment project operates within the area of “awarding investment development motivation project”,
- ◆ Provide commercial invoice, catalog (if necessary), foreign exchange license and importing goods' bills

## 2. Income Tax Refunding Motivation Reward

- ◆ Finalized investment project construction and acquired investment operation license

## 3. Land Leasing Tax Relief Reward

- ◆ Application letter which is presented by business owner or legal representative
- ◆ Investment performance report
- ◆ Finalized investment project erection and acquired investment operation license

## VI. To change Private business owner name to Association

- ◆ Application letter,
- ◆ Amend or reform formation article and proven association's bylaws,
- ◆ Original registration certificate,
- ◆ Investment license card,
- ◆ If the application letter is presented by business owner's representative, provide a certified legal representative document which is verified by an authorized treaty and certification agency

## VII. To sell or award( or donate) Investment License

- ◆ Application letter,
- ◆ Selling or awarding or donating) treaty document which is certified by treaty and certification agency,
- ◆ Original registration certificate,
- ◆ Investment certificate,
- ◆ Recent photo of buyer or awardees ( or recipient),
- ◆ If the project is an agricultural project, provide a certified document which shows the project is on process of business development,

- ◆ If someone borrowed money by using license's name and is registered as organizational level, provide a lender or legal representative suggestion

## VIII. To Cancel Investment License

- ◆ Application letter with reasoning for the causes of canceling,
- ◆ Investment license certificate,
- ◆ Registration certificate,
- ◆ Verified documents which show holding investments license benefits and complying their obligations according to holding investment license benefits' regulations

## XI. Acquiring Investment Land

### For Rural Investment Land

- ◆ Fill rural investment application form ,
- ◆ Show a 35% of total project capital of bank account,
- ◆ Determine the total amount of investment land for the project,
- ◆ Before doing a treaty of land leasing contract, make a 50% prepayment of half year land leasing fee,

## Southern Nations, Nationalities & Peoples Regional States Investment Agency

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## Services delivered & Delivery Standards

S/ N	Type of Service	Number of service procedure	Amount of Service waiting time (in minute)
1	Evaluating investor's business plan	1	450
2	acquiring investment license	5	20
3	Investment license renewing	3	20
4	acquiring investment development motivation reward service	1	15
5	obtaining investment license's change service	1	10
6	obtaining investment license's replacing service	1	10
7	obtaining investment license's canceling service	1	10

## Fees Required from Services Delivered

S/ N	Type of Service	Service fee ( ETB)
1	Earning new investment license	600.00
2	Renewing investment license	200.00
3	Investment diversification certificate	300.00
4	Renewing Investment diversification certificate	100.00
5	Investment application format	Free
6	Replacing investment license	100.00
7	Acquiring investment information and consulting services	Free