

ANNEX F: Guidelines for the preparation of Project Report by Applicants for Loan Endorsement

DOT Form No. OTS-001a

**GUIDELINES FOR THE PREPARATION OF PROJECT REPORT
BY APPLICANTS FOR LOAN ENDORSEMENT**

Name of Enterprise : _____
 Address : _____
 Type of Organization : _____
 Officers of the Business : _____
 & Their Qualifications : _____

I. **History/Background of Business**

II. **Brief Project Description**

A. Project Title : _____
 B. Project Site/Area of Operation : _____

III. **Project Report**

A. Marketing/Economic Aspects

A.1 **Market Description** - Data herein must include present trade practices and the existing rates and services being charged and offered in the locality.

A.2 **Demand** - Data on tourist arrivals in the province/area where project is to be located/operational.

TOURIST ARRIVAL FOR PAST 5 YEARS

| Year | Foreign | Domestic | Total | % Using Similar Facilities to be put up |
|------|---------|----------|-------|---|
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PROJECTED TOURIST ARRIVALS FOR NEXT 5 YEARS

| Year | Foreign | Domestic | Total | % Using Similar Facilities to be put up | % Share of Project |
|------|---------|----------|-------|---|--------------------|
| | | | | | |
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NOTE: Please indicate N/A if not applicable.

A.3 **Supply** - Similar facilities available in the province/area where project is to be located/operational during last 5 years. Projected supply in the same area for next 5 years.

A.4 **Marketing Program** - to include promotion and advertising plans.

B. Technical Aspects

B.1 Services/Facilities

B.1.1 Essential features & capacities of services/facilities (e.g., hotels - classification and number of rooms; food & beverage outlets; land transport - number of seats).

B.1.2 Capital equipment, utilities & corresponding estimated costs.

B.1.3 Labor requirements - Number of employees & their corresponding wage/salary rates. If applicable, please indicate foreign manpower requirements and provisions for understudy training program requirements.

B.2 Measures for Environmental Protection (e.g., sewage & waste disposal systems, etc.)

C. Financial Aspects

C.1 Total Project Cost

C.2 Sources of Financing

C.3 Projected Financial Statements for the duration of the loan including assumptions used (for Proforma, see Exhibit A or B)

C.4 Sensitivity Analysis

D. Management Aspect

D.1 Organizational Structure

D.1.1 Officers of the Company

D.1.2 Qualifications of the project managers

HOTELS/RESORTS/RESTAURANTS

REVENUE

 Rooms
 Food and Beverages
 Income from other Operations
 Rental income
Gross Revenue

DEPARTMENTAL COSTS & EXPENSES

 Cost of Sales:
 Food
 Beverages
 Other Operated Departments
 Total Cost of Sales

 Payroll and related expenses
 Other Expenses
Total Departmental Costs & Expenses

GROSS OPERATING INCOME

UNDISTRIBUTED OPERATING EXPENSES

 Administrative & General Expenses
 Heat, Light and Water
 Advertising & Sales Promotion
 Repairs & Maintenance
 Other Expenses (Please specify)
Total Undistributed Operating Expenses

INCOME BEFORE FIXED & FINANCIAL CHARGES

FIXED & FINANCIAL CHARGES

 Financing Cost
 Depreciation & Amortization
 Insurance
 Rent
 Real Estate Taxes
 Others (Please specify)
Total Fixed & Financial Charges

INCOME FROM OPERATIONS

NON-OPERATING INCOME/EXPENSES (Please specify)

INCOME BEFORE INCOME TAX

PROVISION FOR INCOME TAX

NET INCOME

TOUR/TRANSPORT OPERATORS

REVENUE

Tours
Transportation
Other operations (Please specify)
Gross Revenue

COSTS AND EXPENSES

Tour Expenses
Salaries and Allowances
Repairs and Maintenance
Gas & Oil
Transportation and Travel
Rent, Light and Water
Taxes and Licenses
Representation
Tires
Fees and Licenses
Miscellaneous
Total Costs and Expenses

INCOME BEFORE FIXED & FINANCIAL CHARGES

Financing Costs
Depreciation & Amortization
Insurance
Rental
Others (Please specify)
Total Fixed & Financial Charges

INCOME FROM OPERATIONS

NON-OPERATING INCOME/EXPENSES (Please specify)

INCOME BEFORE INCOME TAX

PROVISION FOR INCOME TAX

NET INCOME