

OPERATIONAL PROGRAM STRUCTURE

for preparation of an application for land rental and for carrying out commercial activities at the Freeport of Riga

Nr.	Section	Description	Recommended volume	Information to be provided
	Title page	Basic information on business plan	(1 p.)	<ul style="list-style-type: none"> • Company name; • Business plan (Project) title; • Date of elaboration; • Business plan term (5 years)
	Table of Contents	Summary of sections, included into the Business plan, and page numbers	(1 p.)	Names of sections and page numbers
	Summary	Summary of the most important Business plan information, providing a clear idea of the company, its current and/or planned activity at the Freeport of Riga	(1 -1,5 p.)	<ul style="list-style-type: none"> • The name of the Company; • Operational profile, results; • Objectives, planned activity, development at the Freeport of Riga.
1	Information about the company	Short description of the company's history, current structure and operational profile, the most important financial results (cargo turnover, financial indicators during the last 3-5 years)	(1-2 p.)	<ul style="list-style-type: none"> • The name of the Company; • The type of business activity; • The date of incorporation; • The company's address; • The company's owners; • The registered capital, its distribution among the owners ; • The company's management, number of the employees; • Organizational structure; • The most important operational results during the last 2-3 years (cargo turnover, net financial turnover, the net profit/loss after taxes, equity, book value etc.) • The most important clients of the company.
2	General characteristics of the industry	A brief analysis of the macroeconomic situation in the sector of the company's operation, the most important development trends in the region in the recent years	(2-3 p.)	<ul style="list-style-type: none"> • Description of the industry (products, services); • The industry's main macroeconomic indicators; • The development trends of the industry over the last 3-5 years.

3	Evaluation of market and competitors	Characteristics of the market as a whole and the main competitors of the company, their performance evaluation (2-3 p.)	(1-2 p.)	<ul style="list-style-type: none"> • General characteristics of the market; • Key market competitors, their services; compared with the company's services.
4	The company's business strategy and objectives	The company's business strategy characteristics and identification of objectives	(1-2 p.)	<ul style="list-style-type: none"> • Long-term / short-term objectives; • Planned activities, investment for the implementation of the objectives.
5	Planned development	Projected development and expected economic effect shall be provided in this section	(1-2 p.)	<ul style="list-style-type: none"> • Scheduled sea cargo turnover or volume of production increase in the next 5 years; • Expected socio-economic benefits (new jobs, increased turnover, and other indicators).
6	Financial plan	Identification of the planned investments broken down by investment projects, periods and sources of funding (in the form of a table).	(3-5 p.)	<ul style="list-style-type: none"> • Planned infrastructure investment within 5 years (table); • The planned fixed asset depreciation records (table); • Expected profit / loss statement (table); • Projected cash flow statement (table); • Projected balance calculation (table); • Investment financing sources (own funds and / or creditors); • The planned loan repayment schedule within 5 years.
7	Environment impact assessment	Brief identification of the main risks and the expected project impact on the environment shall be provided		<ul style="list-style-type: none"> • The main environmental risk identification; • Environmental impact assessment.
	Annexes	Essential additional information shall be included into this section , that provides explanations or supplements calculations		<ul style="list-style-type: none"> • Annex No.1 • Annex No.2 • • Annex No.N