

**Ministry of Blue Economy, Marine Resources, Fisheries & Shipping  
(Fisheries Division)**

**Project Guidelines**

(Details to be submitted for any fisheries development project).

1. Project title
2. Background
  - Fish resources
  - Fishing fleet
  - Processing
  - Aquaculture
3. Project objectives
  - Aim of the project – General framework into which the project fits
  - Project rationale – Economic, financial, social benefits
  - Justification of key elements of the project
  - Project strategy
4. The project
  - Brief description
  - Location
  - Project components (vessels, ice-plants, equipment etc)
  - Project costs and phasing
  - Project structure, organization and management
5. Investment & source of financing
  - Percentage shareholding & name of shareholders
  - Total cost of the project
  - Capital investment breakdown
  - Loans
  - Certificates of incorporation (to be attached)
6. Employment
  - Number of fishers to be employed (direct/indirect)
  - Expatriate employment, if any (justify)
7. Technical aspect
  - Methodology of fishing operations/fish processing activities/aquaculture activities
  - Number of fishing trips, catch rates/quantity to be processed
  - Technical specifications of boat
  - Technical specifications of infrastructure / machinery, etc
  - Aquaculture – Ponds size, culture period, stocking density, survival rate, weight at harvest, number of floating cages, yield etc.
8. Marketing
  - Marketing and sale operations (attach evidence of market source)
  - Sale price and annual turnover

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9. Financial appraisal  
Feasibility and profitability of the project
- Profit/loss statement
  - Cash flow
  - Forecast
  - Financial analysis (NPV, IRR & payback period, etc)
10. Social and environmental impact.
- Direct beneficiary of the project
  - Roles of women
  - Training issues
  - Environmental impact
11. **Photocopy or scanned copy of the National Identity Card of the promoter(s)**
12. **Photocopy or scanned copies of the:**
- **Company's Business Registration Certificate;**
  - **Company's Certificate of Incorporation**
13. Annexes (supporting documents)

} 10 years

**NOTES:**

- The technical/financial feasibility will be assessed by the Fisheries Division;
- The financial feasibility will be assessed by the DBM for projects financed under its purview or other financing institution; and
- The technical and financial feasibility submitted directly to the BOI will be assessed jointly with the Fisheries Division.
- **A covering letter accompanied with the project proposal to be addressed to:**

**The Permanent Secretary  
Ministry of Blue Economy, Marine Resources, Fisheries &  
Shipping  
(Fisheries Division)  
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John Kennedy Street  
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