SIYB ENTRY FORM

Name of organization:    Date of interview: ___ / ___ / _____)

1 Name of applicant:    

2 Postal address:    

3 Telephone number:    

4 Sex:    

   a. Male    

   b. Female    

5 Age:    

   a. 16-25    

   b. 26-35    

   c. 36-45    

   d. 46 and older    

6 Ethnicity:    

   a. Sinhalese    

   b. Tamil    

   c. Other    

7 Highest education completed:    

   a. Primary    

   b. Secondary O level    

   c. Secondary A level    

   d. Higher    

8 Can you read and write in…    

   Sinhala?    

   a. Yes    

   b. No    

   Tamil?    

   a. Yes    

   b. No    

   English?    

   a. Yes    

   b. No    

9 Can you do basic calculations?    

   a. Yes    

   b. No    

10 Have you participated in business management training seminars before?    

   a. Yes    

   b. No    

   If yes, please describe:    

11 Have you undergone technical/vocational training?    

   a. Yes    

   b. No    

   If yes, please describe    

Use reverse page to write down details    

12. Are you currently in business?    

   a. Yes    

   b. No    

   If yes, continue with question 16    

   IYB candidate    

13. Do you have a concrete business idea yet?    

   (i.e. regarding what type of business, what product at what price, for which customers and how to reach them)    

   a. Yes    

   b. No    

   Potential entrepreneurs lacking a concrete business idea end interview here    

14. Please describe your business idea in detail    

   (type of business, what product at what price, for which customers and how to reach them)    

Use reverse page for further notes    

15 How do you intend to source the start-up capital?    

   a. Own savings    

   b. Borrow from family / friends    

   c. Borrow from Bank / credit society    

   d. Does not know yet    

   Potential entrepreneurs with a concrete business idea end interview here
16 Please describe briefly your current business activity.

17 Line of business:
- a. Retail
- b. Wholesale
- c. Manufacturing
- d. Service Operation
- e. Agriculture / Agro-related
- f. Combination

18 Position in the business:
- a. Owner / manager
- b. Shared ownership
- c. Employee / member

19 Number of years experience in this or any other business:
- a. less than 1 year
- b. more, specify: ________

20 Does the business operate from fixed premises?
- a. Yes
- b. No

If yes, write down the business address:

21. Please estimate the value of the total investments made in the business:

<table>
<thead>
<tr>
<th>Type of Investment</th>
<th>Value (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Machinery / tools / equipment:</td>
<td></td>
</tr>
<tr>
<td>Vehicle(s) / bicycle(s) / other means of transport:</td>
<td></td>
</tr>
<tr>
<td>Land, if belonging to the business:</td>
<td></td>
</tr>
<tr>
<td>Buildings, if belonging to the business:</td>
<td></td>
</tr>
<tr>
<td>Other, specify:</td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td></td>
</tr>
</tbody>
</table>

22. How many jobs does your business provide in total, including the owner: _______ jobs*

* a job means working for minimum 15 hours per week and being paid for work in cash or kind

and among these jobs, the number held by females _______
workers below fifteen years of age _______

23. Ask him/her the following questions to check on knowledge about business management, and qualify the results by ticking either a, b, or c

1. How do you calculate the total costs of your products
   - a. Specifies material costs, labour costs and indirect costs
   - b. Specifies some direct and indirect costs
   - c. No knowledge on direct / indirect costs

2. How do you handle the receipts of purchases?
   - a. Keeps receipts and files them
   - b. Keeps receipts but does not file them
   - c. Does not work with receipt, does not keep or file them

3. How do you control your stocks?
   - a. Does regular stock-taking, keeps stock cards / registers
   - b. Knows more or less the stocks, but does not keep registers
   - c. Does not keep stocks, does not know volumes / values

4. What do you do to promote your sales?
   - a. Mentions at least 3 forms of sales promotion
   - b. Mentions less than 3 forms of sales promotion
   - c. Does not know any form of sales promotion

5. How do you handle credit sales?
   - a. Is selective and keeps customers' accounts records
   - b. Has no formal credit registration system
   - c. Does not allow credits / does not know

6. How do you calculate your total profits?
   - a. Calculates regularly total income – total expenditure
   - b. Estimates but does not formally calculate
   - c. Never calculates total profits / does not know

26 What does he/she expect to learn during the SYB / IYB training?

Use reverse page to write down details

Existing entrepreneurs end interview here

IYB candidate