

FORM 21

(Regulation 13)

OPERATION PLAN FOR RENEWAL OF AN OPERATOR LICENCE

The Operation Plan for renewal of the Operator Licence should be in the format and contain the information as set out below.

1. Executive Summary

The executive summary summarizes the contents of the Operation Plan in a concise manner highlighting the most important information in the plan.

i. Current Status of Special Economic Zone

A brief overview of the Special Economic Zone:

- (a) A description of the land, buildings, facilities and other infrastructure in the Special Economic Zone;
- (b) Total value of investments made in the Special Economic Zone, as at the date of the renewal application;
- (c) A list of the current occupants in the Special Economic Zone and the types of business activities undertaken therein;
- (d) The current occupancy rate in the Special Economic Zone;
- (e) An updated organization chart;
- (f) The total number of persons currently employed in the Special Economic Zone;
- (g) The various support services provided to enterprise in the Special Economic Zone by the Operator;
- (h) The other users of the zone including all persons not providing support services but, who may provide activities or other services in the Zone; and
- (i) Any other relevant information relating to the operations of the Special Economic Zone.

2. Proposed Operations

The Operator shall provide the following information with respect to the proposed operations of the Special Economic Zone upon renewal of the licence:

- (a) Overall operating expenditure expected to be incurred on an annual basis;
- (b) New investments expected to be made in Zone-related buildings, machines, equipment, facilities and other assets;
- (c) A timeline for all development works;
- (d) The total number of persons that would be employed, including the number of qualified full-time personnel and other persons with appropriate qualifications;
- (e) Any additional support services that would be provided to enterprise in the Special Economic Zone;
- (f) Financial projections for at least three years;
- (g) Marketing strategy to attract potential enterprise;
- (h) Building and/or business expansion plans including timeframes;
- (i) The other users of the zone including all persons not providing support services but, who may provide activities or other services in the Zone; and
- (j) Any other relevant information relating to the operations of the Special Economic Zone.