



## MINISTRY OF COMMERCE, INDUSTRY AND COOPERATIVES

P. O. Box 510, Betio, Tarawa, Republic of Kiribati  
Tel: (686) 75126156, Email: [admins@commerce.gov.ki](mailto:admins@commerce.gov.ki)

### Clients of Business Promotion Division

- Individual I-Kiribati citizens of legal age
  - I-Kiribati engaged in trading(wholesale, retail, manufacture) business activities in the areas of;
    - Services sector
    - Agricultural processing
    - Marine Processing sector
    - Other economic activities as may be defined by MCIC
  - I-Kiribati most ready to start a business
  - I-Kiribati withdrawing savings funds
- Have you found a business idea that is new/different from others?
- Do you know how much money you will need to start that business with?
- Do you know your operational expenses for that business of yours within one month?

### Visit BPD to obtain assistance and advice.

Services:

#### 1. Develop and conduct business trainings

- Start Your Business (SYB) & Improve Your Business(IYB)

This training targets outer islands but can be conducted to any community group based on their request to the Secretary of MCIC.

- Generating Business Ideas – This training is conducted upon request.

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#### 2. Facilitate preparation of Business Plans

The BPD will assist you draw a business plan to show how viable your business is. The plan consists of management and financial components such as: Quotation, Annuity chart, Cash Flow, Sales Forecast and Profit and loss plan.

#### 3. Provide Advisory Services

Assist in dispensing general business advice in relation to the preparation of a business plan and or referral to relevant institutions.

#### 4. Promote Self-Help Entrepreneurial groups, provide and disseminate information services, etc.

### Requirements to access credit:

#### a) Business Plan

- Completion of Business Plan
- Supporting letter for loan application from MCIC

#### b) Documents

- Import charges documents e.g. Commercial invoice from Custom Office, etc.
- Pro forma Invoice? Quotation
- Insurance Quotation
- Monthly Sales and Expenditure forecast/Profit and Loss forecast
- Certificate of participation in the “Start Your Business” training (to be considered on case by case basis)
- Requirements to utilize savings funds from KPF for business development:
- KPF ID Card
- Request letter from Client to KPF
- Confirmation letter of attendance and participation in “Generating Business Ideas” training
- Business Plan

### GENERAL ADVICE

You are encouraged to visit the BPD before you leap to the next step in starting your business.

Next Step: Registering your business name pursuant to

**Registration of Business Names Act 1988**, etc.

For further details, please contact the BPD on Tel: 75126158 & 75126157 during office hours.



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### Te Business Promotion Division e tatauaoi ni buoka:

- Te I- Kiribati ae e a roro n te karikirake
  - Te I-Kiribati ae iai a na karikirake (wholesale, retail, manufacture) n irekereke ma waaki aikai:
    - Mwakuri n ibuobuoki ake a kaboaki
    - Ununiki
    - Karikirake man marin marawa
    - Aekan karikirake riki tabeua ma n kaubwain te aba aika kona n reke rongorongoia man MCIC
  - Te I-Kiribati ae e na buta ana kai n tabwi ibukin ana karikirake
  - Te I-Kiribati ae e tatauaoi ni waakina ana karikirake
- 
- E a reke am iango ni bitineti ae e okoro ma ane iraririkim?
  - Ko ataia bwa iraua te mwaiti ni mwane ae ko na kainnanaoia ibukin katean am bitineti anne?
  - Ao ko ataia ae iraua boon kabutana tao inanon 1 te namakaina?

### KAWARA TE BUSINESS PROMOTION DIVISION IBUKIN BUOKAM

Ana Waaki ni ibuobuoki te aobiti ae te Business Promotion Division

#### 1. Karaoan reirei ni bitineti n aron aikai:

- Katea Am Bitineti (SYB)
- Katamaroa Am Bitineti (IYB)
- Tararuan Am Mane (Financial Literacy)
- Karioan te lango ni Bitineti ae okoro ma ane iraririkim (Generating Business Ideas)

A taaketenaki aaa ake ibuki n waaki ni kataneiai aikai ma a kona naba ni karaoaki nakoia botaki ke kurubu nako iaon Tarawa ma Betio man aia bubuti ibukin kainnanaoana nakon te MCIC.

#### 2. Karaoan kawain te bitineti ke te Business Plan

Ko na buokaki ni karaoa am business plan bwa ko aonga n ataia bwa e uaana am karikirake are ko na waakina ke aki. Kanoana bon: te kabarabara bwa e na kanga ni waakinaki te bitineti anne, katauboo ibukin bwai ni makuri ake a na kaboaki (Quotation), katautau iaon te kaoki mane nakon te tabo n tango mane ni katoa namakaina, Butin te mane (Cash Flow plan), katautau ibukin te karekeman ni katoa namakaina ao te katautau ibukin mwaitin te raka (profit) ae e na kona n reke.

#### 3. Ibuobuoki ni kamata

E ibuobuoki n anga ao ni kareke rongorongo ni kamata iaon te bitineti ni kaineti ma karaoan te Business plan man kaira naba kawaim nakon rabwata ake kona kainnanaoia ibukin buokam mairouia ibukin kabobongaam am bitineti.

4. **E kaunga katean kurubu ke rabwata ni karikirake** are ana bon tei i aon waeia, karekean ao tibwatibwan rongorongo nana ibuobuoki ma waaki nako n irekereke ma aio

#### Bwaai aika kainnanaoia ni karekean te roun:

- a) Business Plan (tamnein kawain te bitineti)

#### b) Beeba aika kakawaki

- Beeban kaako ake a otanaki mai tinaniku eg. Commercial Invoice man te Custom Office
- Boon te bwai ni makuri ke te stock (Pro forma Invoice)
- Boon kamanoan te bwai ni makuri man te Kiribati Insurance Company
- Certificate ni kakoaua irakin te reirei ae “Katea am Bitineti” ngkana e riai
- Bwaai aika kainnanaoia ibukin butan te KPF ibukin te karikirake:
- KPF ID card
- Ana reta ni bubuti te tia kan buokaki nakon te KPF
- Iraririkim te reirei ae ‘Karioa am lango ni Bitineti ae okoro’
- Business Plan

### KAURING

Ko kaungaaki bwa kona kawara te Business Promotion Division imwain ae ko eweka te mwaneka are imwiina ibukin waakinan am bitineti.

Te mwaneka are imwiina: Karinakin aran am bitineti ni kaineti ma te tua ae Registration of Business Names Act 1988.

Buokam/Kamatata

Reitaki ma ngaira iaon te tareboon ae 26158, 26157 ke kawara te aobiti ae te Ministry of Commerce, Industry and Cooperatives.