**KOTRA 실리콘밸리 IT지원센터 입주 신청 제출서류**

1. IT지원센터 입주 신청서 (국문/영문)
2. 기업 소개서 (영문)
3. 현지 진출 사업계획서 (영문)
4. 재무제표 사본
5. 사업자 등록증 사본 1부

❑ **작성시 주의사항**

1. 본 제출서류는 입주신청서와 기업 소개서(국·영문), 현지 진출 사업계획서(영문) 으로 이루어져 있습니다.
2. 제출 양식은 반드시 MS-Word로 작성하여 주십시오. 제반 서류는 현지 평가를 실시합니다.
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5. “현지 진출 사업계획서”는 실리콘밸리 IT지원센터 입주 시, 미국에서의 비즈니스를 기반으로 정착하려 하는 사업계획서입니다.

6) 제출 서류의 기재 내용이 사실과 다르거나 허위작성 시, 선정 취

 소 등 불이익을 당할 수 있습니다.

7) 문의처

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| 접수 번호 | *(Internal Use Only)* |

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| **실리콘밸리 IT지원센터****입 주 신 청 서** |
| 회 사 명 | 국 문 |  |
| 영 문 |  |
| 사업자등록번호 |  |
| 주 소 |  |
| 대표전화 |   |
| 대표이사 | 성 명 | 국문 |  |
| 영문 |  |
| 연락처 | 전화 |  | 휴대폰 |  |
| 이메일 |  |
| 담 당 자 | 성 명 | 국문 |  | 직위 |  |
| 영문 |  |
| 소속부서 |  |
| 연락처 | 전화 |  | 팩스 |  |
| 휴대폰 |  |
| E-mail |  |
| 입주희망사항 | 입주희망일 |  | 입주예상인원 |  |
| 입주실 희망면적 | ( )sq.ft\*1평=35.58sq.ft |
|  본인은 실리콘밸리 IT지원센터 입주를 위와 같이 신청합니다. 년 월 일 신청인 :  실리콘밸리 무역관장 귀하 |
| 첨 부(e-mail 및 우편으로 송부 요망)▶ 기업소개서(국/영문) 1부▶ 현지 진출 사업계획서(영문) 1부▶ 재무제표(공증) 사본 1부▶ 사업자등록증 사본 1부 |
| Registration Number | *(Internal Use Only)* |

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| --- |
| **Company Profile** |
| **Sector** | S/W [ ] Contents [ ]  Imbedded [ ] H/W [ ] Others [ ]  | Social Media [ ] IT Service [ ]  Platform [ ]  ASIC [ ]  | **Brief Description** **of Business** |  |
| **General****Company****Info** | **Date Established** |  | **Number of Employees** |  |
| **Capital****(USM$)** |  | **Total****Sales Revenue****(USD$)** | 201220132014\* 2015\*Estimate |  ( )( )( )( ) |
| **Export Amount****(USD$)** |  2013( ) / 2014 ( ) /\* 2015( ) \*Estimate |
| **Website** |   | **Legal****Entity** | Proprietorship ( )Partnership ( )Corporation ( ) |

**\* Remarks**

|  |
| --- |
| Brief Introduction of Product and Technology |

접수번호 :

**Business Plan**

**Template in**

**Silicon Valley**

**(현지진출 사업계획서 영문)**

**(DATE)**

Company Name

**CONFIDENTIAL INFORMATION**

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Business Plan #: Provided To: KOTRA

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TABLE OF CONTENTS(목 차)**

 Here's a sample Table of Contents. Be sure to modify the page numbers when you've finished your Business Plan

 **1. Executive Summary (요약)**

 **2. Market & Competitive Analysis (시장 및 경쟁 환경 분석)**

 **3. Product & Service Analysis (제품/서비스 분석)**

 **4. Marketing Strategy (마케팅 전략)**

 **5. Organization Plan (조직계획)**

 **6. Financial Information (재무정보)**

**1. Executive Summary**

**Mission & Business Model**

Your mission statement.

Business Model.

**Products/Services**

Tell us about your product / service in simple terms we can understand. What problem are you trying to solve? What is the cause of problem? How do you solve it? What are the value propositions? Why are you (your team) the right company to solve it?

**Market Definition**

Who are your customers? Today and in the future? Where are they, and how do you reach them? What is the buying criteria? Are they buying your product / service from someone else? How will you educate customers to buy from you? Why will they care? How will you penetrate and make money in this market?

**STRATEGY**

How to penetrate the market? How to compete with your competitor? Do you have strategic plan of partnership?

**Financial Plan**

Expect financial position in Silicon Valley or USA.

**Sales Summary**

 2017 2018 2019

Expense :

Sales:

Gross profit:

**2. Market & Competitive Analysis**

**A. Market Description**

What industries, markets, market segments, niches are you competing in? What are the market characteristics? How have you segmented the market? How does this differ from the market research firms or investment analysts? Be specific, or if a nascent market, say so and justify how you built your projections.

1. **Target Market**

Define our market segment by product or service.

The market is shared by your competitors. Drilling down to each of your market segments, how will you reach the buyers in your market? Who are typical customers of products/services.

How are you going to be exposed and motivate the customers to buy your products/services. Do you have customer responses and any plan to participate trade show or other marketing channel?

**C. Customer Buying Criteria**

Identify classes of customer and customer buying criteria. How are you going to provide your customer with new knowledge and make buyer more productive.

What motivates people to buy your product? What is the practical and emotional appeal? Why your product / service / company?

**D. Distribution Strategy**

How do you channel your products/services? Are you going to utilize specialized value-added-resellers such as system vendors, ISVs (Independent Software Vendors) and ISPs (Independent Service Providers)?

If you have specific distribution agreements already exist, please explain main contents.

When you are going to build your own distribution system, please specify your strategy.

What is your competitor’s distribution channels. Explain your advantages over competition.

**E. Competition**

Tell us about key competitors in regard to product, price, market share, location, promotion, management, differentiators and financial strength. Do not delude yourself about your competition.

Discuss barriers to entry and barriers to imitation in your target markets.

**3. Product & Service Analysis**

1. **Product Line Plans**

Explain how your product works or how the service is used. Tell us about the unique value-added characteristics your product line or process provides to customers and how these characteristics translate into a competitive advantage for your company.

Convince us why you will satisfy the buying criteria over and above the competition. Will the current install base incur the switching costs necessary to use your product?

Others in the market are able to provide somewhat similar products/services, how do you differentiate. Do you have patent?

The major benefits of [your company name]'s combined products are enhanced by

1. **Research and Development**

How much rate do you spend in R&D among your revenues? What is your recent innovation from R&D? Which is the most critical direction of your R&D?

Discuss plans for your next generation of products.

1. **Production**

Enumerate and explain capital equipment, material, and labor requirements in order to deliver you products/services. Are your items/services readily available? Do you have multiple supply sources?

Identify security issues, hazardous materials or other significant safety factors. Are alternate sources or materials available? If so, describe them.

**D. Service & Support**

How do you offer a full range of pre-and-post sales support and services. What is your electronic services? Describe you customer support program such as call center, email tech support, return and management.

**4. Marketing Strategy**

**A. Marketing Plan**

Strategies used to sell your product. How do you promote the product? (Via direct calling, advertising, mail, radio, television, providing any sample, dummy advertisements, announcements, or other promotional methods. Are you going to use social media for your marketing?

How is your product viewed and perceived by the consumer to be?

Do you have branding strategy of your product or your company ?

**B. Pricing Strategy**

How do you set prices? Is there a policy? Is your pricing competitive? Are prices based on costs or standard markup? Why are they higher or lower than competing prices? Do you have different pricing policy from vendor, channel and amount?

Can you use pricing as a strategic competitive weapon to quickly gain market share?

Should a new pricing policy be investigated? Are potential profits being lost?

**C. Sales Cycle**

Describe the average length of the sales cycle by market segment, based on the education level of the buyer within each segment, the complexity of implementation, or other influencing factors of time and deployment.

1. **Marketing Communications**

How do you enhance, promote, and support the fact that your products are out there and perform better. What is your key communicator for promotion your product or services such as exhibitions, conferences, seminars, press, magazines, web or blog, and other events?

How do you communicate with your customers, vendors, marketing channels, sales representative and even your competitors ?

**5. Organization Plan**

Describe your personnel management in Silicon Valley. Are they are sales forces or management? Can they communicate well enough with your potential client and H.Q.?

What is his/her role and mission by year?

**6. Financial Information**

**A. Revenue Sources**

Describe your projected sales growth and any large expense items.

Prospective volume-adjusted measurements according to income sources and terms as a percent of sales are key factor to manage new office abroad.

**B. Projected Balance Sheets and Cash Flows Statements**

Comment on any large or unusual items, such as other current assets, other accounts payable, or accrued liabilities.

How and when do you expect you can reach break even by year.

**C. Sourcing Finance in Silicon Valley**

Consider that Venture Capital in Silicon Valley invest the core business here in USA. How do you manage the portfolio of investment here in USA? Are you going to sell more than half of the shares of your affiliate when requested?