

ADAP INSTRUCTIONAL MATERIALS
ADAP 99-6

ENHANCING FAMILY EMPOWERMENT

SMALL AND HOME BASED BUSINESSES Resource Materials

AGRICULTURAL DEVELOPMENT IN THE AMERICAN PACIFIC (ADAP) PROJECT
American Samoa Community College
Agriculture, Human and Natural Resources

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I. Starting Your Business – Where to Begin

This overview helps you determine if starting your own business is really for you.

**Starting Your Own Business
WHERE TO START IN AMERICAN SAMOA**



You have decided to start your own business, Malo Lava!!! As you know, much work lies ahead, and you are anxious to get started. This “Where to Start” information guide is designed to help you through the process of getting your business up and running focusing on proper paper work such as business license, tax records, FICA, workman’s comp, etc. Trying to get your business up and running takes a lot of time and energy, and it is often easy to let necessary paperwork slip through the cracks.

I. Business License

Obtain your business license from the Department of Commerce, formerly DPO, located on the second floor of the Executive Office Building (EOB). The personnel at Commerce will help you with the paperwork for your business license which costs \$25.00. Depending upon the type of license, there may be other fees. Commerce personnel will tell you about all of the steps in the process of obtaining your license as well as other licenses/clearances that must be obtained. For example, a food business needs clearance from the Health Department.

II. Taxes

You will need to keep business financial records to pay your ASG taxes. As a proprietor (sole owner) or partnership (two or more owners), you will need to fill out tax forms (at least ASG 390 AND Schedule C) at income tax time. The Tax Office has the forms needed and can answer your tax questions. Remember, if you are importing goods into American Samoa for your business; you will have to pay the 5% duty to custom’s agent at the post office, port authority, or air port.

III. Self-Employment Contributions Act (SECA) Tax

You pay SECA taxes for yourself at the time you submit your income tax. This tax provides you, the self-employed, with the same benefits that employees get through the payment of social security on their wages. This tax is paid at double the rate of the FICA (social security and Medicare) taxes since you are paying both the employee and employers share. Self employed persons may take a special tax deduction against their SECA tax. .



IV. Social Security

Social security on your employees is paid quarterly. Failure to pay social security taxes on time results in a large federal fine.

V. Workman's Compensation

In American Samoa, Workman's Compensation coverage must be purchased if you have three or more employees. It is advisable to carry it on fewer employees. This insurance coverage is obtained through local insurance agencies. The premium payments depend on the type of work the employee performs, and the total payroll. Higher risk jobs, like construction, carry higher costs.

VI. Zoning

There may be business zoning restrictions where you would like to locate your business. Check with Department of Commerce on zoning issues.

VII. Loans

You may want to obtain a loan to help you with your business. Business loans can be obtained from the Development Bank, Bank of Hawaii, and American Samoa Bank. You will have to meet their requirements to qualify for a loan. Each institution will make their criteria to qualify for a business loan available. Remember, obtaining a loan for a new business is not always easy. Often, a business will have to be in operation for awhile to get a loan. You will then need specific business financial records for the bank.

VIII. Insurance

You are not required to carry insurance for your business. However, you may want to insure your business building and/or inventory against fire, theft, etc. General liability coverage may also be purchased which protects you against losses suffered by others for which you are responsible.

SMALL AND HOME BASED BUSINESS QUESTIONNAIRE
ASCC LAND GRANT

NAME _____ ADDRESS _____

VILLAGE _____ PHONE NUMBER _____

1. Circle your gender: Male Female
2. Circle your age category: 18-24 25-29 30-34 35-39 40-44 45-49 50-55 60-64 65+

Put an X on the line that best describes your interest in small and home based businesses.

3. _____ I currently operate a small or home based business. Type of Business _____
4. _____ I am interested in starting a small or home based business
5. _____ I am NOT interested in starting a small or home based business

If you answered yes to question 4, please place an X on the line in front of three businesses that you would be most interested in starting.

- _____ BAKING/CAKE DECORATING
- _____ BED AND BREAKFAST/VILLAGE HOME STAY
- _____ DAY CARE CENTER
- _____ ECOTOURISM
- _____ ELEI FABRIC PAINTING
- _____ FLOWER ARRANGING, ULA AND PALE MAKING
- _____ FRUIT TREE PRODUCTION
- _____ GREENHOUSE/NURSERY SEEDLING PRODUCTION
- _____ GROWING FLOWERS AND ORNAMENTAL PLANTS
- _____ PORK PRODUCTION
- _____ POULTRY/EGG PRODUCTION
- _____ SEED PRODUCTION
- _____ SEWING
- _____ VEGETABLE GARDENING
- _____ OTHER (please describe)

SMALL AND HOME BASED BUSINESS QUESTIONNAIRE

ASCC LAND GRANT

SUAFA _____ TUATUSI _____

NU'U _____ NUMERA TELEFONI _____

1. Tane / Tamaita'i

2. Tausaga: 18-24 25-29 30-34 35-39 40-44 45-49 50-55 60-64 65+

Fa'aetise (X) po'o fea le vaega o lo'o e finagalo iai

3. _____ O lo'o o'u faia se tama'i pisinisi i lo'u aiga. O le pisinisi o le _____

4. _____ O lo'o ou mana'o e fia amataina sau pinisi I lo'u aiga.

5. _____ Ou te le mana'o e amataina sa'u pisinisi I lo'u aiga

Afai na e talia le fesili 3 ile Ioe, ona fa'aetise lea o ni pisinisi se tolu o lo'o e finagalo iai.

_____ TAOINA O KEKE / TEUTEUINA

_____ APITAGA MO SE ASO / FA'ASAMOA

_____ NOFOAGA MO FANAU LAITI

_____ TURISI

_____ VALIINA O IE ELEI

_____ FAIGA O TEU FUGALAAU, ULA MA PALE

_____ ATINA'E FUALAAUAINA SUAMALIE

_____ FALE FA' AFAILELE AI LAAU MA FATU LAAU

_____ TOTOINA O FUGALAAU MA LAAU TOTO

_____ ATINA'E PUA'A

_____ ATINA'E LAFU MOA / FUAMOA

_____ FATU LAAU TOTO

_____ SU'ISU'I

_____ FA'ATOAGA FUALAAU'AINA

_____ O SEISI (fa'amatala mai)

Starting Your Own Business

IDENTIFYING POTENTIAL SMALL BUSINESS OPPORTUNITIES



So, you want to start your own business, but you are unsure of the exact type of business. Listed below are some ideas. Remember, this is not a complete list of all possibilities. This list is designed to give you some ideas and to help you generate others. Focus on businesses that utilize your skills and that you would enjoy. If you decide on a business where there is competition, bush stores for example, think about how your bush store would draw the necessary customers from the established stores for you to make a go of your business.



Baby Sitting
 Baking
 Barber Shop
 Beauty Shop
 Bed &
 Breakfast/village
 Home Stay
 Cake Decorating
 Consignment Shop
 Consulting Business
 Construction
 Day Care Center
 Dive Operation
 Ecotourism
 Elei Fabric Painting
 Fish Farm
 Fishing
 Fitness Center
 Flower Arranging
 Flower Shop
 Fruit Tree Production

Handicrafts Making
 Handicrafts Outlet
 Health Food Store
 Home Health Care
 House Cleaning
 Janitorial Service
 Jewelry Making
 Music Lessons
 Nursery/flower
 Seedling and Plant
 Production
 Pet Care
 Pork Production
 Poultry/egg
 Production
 Restaurant
 Samoan Medicinal
 Plants
 Secretarial Service
 Seed Production
 Sewing

Stuffed Animals
 Swimming Lessons
 Tapa Making
 Traditional Foods
 Outlet
 Tree Seedling
 Production
 Tutorial Service
 Ula and Pale
 Making
 Vegetable Gardening
 Vegetable Seedling
 Production
 Voice Lessons
 Weaving
 Wood Carving
 Yard Care
 Others _____

Starting Your Own Business MEETING YOUR NEEDS AND DESIRES

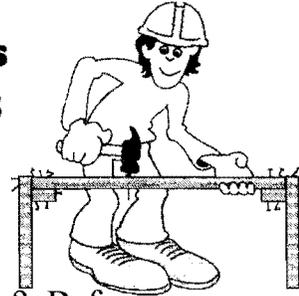


Your business will involve a lot of time and energy. Having your own business will be much more enjoyable if it fulfills your needs and desires. Listed below are several statements. Check all that are appropriate. When you do start your own business, be sure the business helps fill these needs and desires.

- Achievement
- Being in charge
- Being my own boss
- Challenge of maintaining a business
- Challenge of starting a business
- Creating employment for others
- Determining my work location
- Expressing myself creatively
- Freedom
- Financial independence
- Flexible work schedule
- Having a business lifestyle
- Leadership
- Meeting new people
- Personal growth
- Recognition
- Responsibility
- Service to others
- Status

List others that are important to you

Starting Your Own Business IDENTIFYING YOUR STRENGTHS



So you think you might want to start your own business? Before you invest time or money into your business idea, you need to consider your personality traits, attitudes, lifestyle, training, experiences, and ability to learn. Candidly answer the questions below.

Circle: Y for YES, S for SOMETIMES, and N for NO

- Y S N I am able to make my own decisions and live with them.
- Y S N I am an effective leader and supervisor.
- Y S N I am a self starter.
- Y S N I am well organized in thought and action.
- Y S N I enjoy competition from other businesses.
- Y S N I have will power and self discipline and can keep on going in the face of adversity.
- Y S N I set goals and plan ahead to insure success.
- Y S N I am calm under pressure.
- Y S N I get things done on time.
- Y S N I am an independent and confident person.
- Y S N I get along with a wide variety of people and enjoy working with people.
- Y S N I take advise from others.

- Y S N I adapt to changing conditions.
- Y S N I take calculated risks and deal with the failure than may result.
- Y S N I keep on trying no matter how many people turn me down.
- Y S N I enjoy selling myself and my product.
- Y S N I am prepared to possibly work 12-16 hour days 6-7 days a week including holidays.
- Y S N I have the physical and emotional stamina to handle owning my own business.
- Y S N I am prepared to lower my standard of living for several months or years while my business is developing.
- Y S N I am prepared to lose my savings do to business problems.
- Y S N I can easily live without the security of a regular salary.
- Y S N I have experience in and knowledge of the business I am considering.
- Y S N I have the skills that managing the business will require.
- Y S N I have sources of information and assistance to help me acquire additional skills and knowledge needed.

If you answered “Yes” to most or all of these statements, you may be a good candidate for starting a business of your own. If you answered “Sometimes” or “No” to most of the statements, you may want to obtain technical help before starting a business or looking for a business that fits your personality strengths.

II. HOW TO PREPARE A BUSINESS PLAN

In this section you will find a series of questions that you will need to answer, and when you are done, you will have the basic format for a business plan. The design of the plan is in a question and answer format in order to simplify the business plan process for the reader. Once completed, it is recommended that the reader takes the information and summarizes each section in paragraph format, preferably one page per section. Remember that a business plan is needed to get a loan!

BUSINESS PLAN FORMAT

Cover Page

Name, address, telephone number and logo of the business.

1. Name of Business

2. Address

3. Telephone number

4. Fax number

5. E-mail address

6. Business Logo

Title Page

Repeat the name, address and telephone number, and add the names and addresses of the business owner(s). Also show the date of issue and type "copy number _____ of _____" so that you can number and control the copies.

A. Name of Business

1. Address

2. Telephone number

3. Fax number

4. E-mail address

B. Names and addresses of the business owner(s).

1. Name

2. Address

3. Phone number

4. Fax number

5. E-mail address



1. Name

2. Address

3. Phone number

4. Fax number

5. E-mail address

1. Name

2. Address

3. Phone number

4. Fax number

5. E-mail address

C. Date issue

D. Copy number _____ of _____

Summary Page

A brief (one page) statement of the business plan objectives.

Address the following questions and add any additional information that may be relevant:

A. What is the purpose of this plan?

1. An operating guide?

2. A financing proposal?

3. Both?

B. What business structure have you chosen?

1. Sole proprietorship?

2. Partnership?

3. Corporation?

C. Why will the venture be successful?

For a financing proposal, also include:

1. Who is requesting the money?

2. How much money is needed?

3. How will the money be used?

4. How will the funds be repaid?

5. What collateral will be used to secure the loan?

6. Why does a loan make sense?
 - a. Impact on the local economy

 - b. Job creation

 - c. Investment in the future of the economy

 - d. Others

Table of Contents

A single page showing major topics and page references.

EXECUTIVE

- I. Business Description
- II. Business Location
- III. Management
- IV. The Market
- V. Composition
- VI. Financial Data
- VII. Supporting Documents

EXECUTIVE SUMMARY

1. What is your product or service?
2. Where is the business to be located?
3. What market segment will it serve?
4. When will be business open?
5. What are the expected profits?
6. When will the profits be realized?

I. Business Description

A. What business are you in?

1. Describe your product or service in detail.
2. What is your wholesale price?
3. What is your retail price?
4. What are your proposed distribution methods?
5. How many hours per week you will work?
6. Other information

B. What customer market will the business serve? (Describe your customer)

1. What is the age range?
2. What is the gender?
3. What is their income level?
4. What is their lifestyle?
5. Other?

C. How can you serve the market better than your competition?

1. How do you differ from your competition in regards to product?
2. How do you differ from your competition in regards to pricing?
3. How do you differ from your competition in regards to packaging?
4. How do you differ from your competition in regards to special promotions?
5. Other ways you differ from your competition?

D. What is the present status of your business?

1. Are you starting up a new business?
2. Are you expanding an existing business?

E. Who are your prospective suppliers? (List names and addresses)

1. Supplier 1

- a. Name
- b. Address

- c. Phone number
- d. Fax number
- e. E-mail address

2. Supplier 2

- a.. Name
- b. Address

- c. Phone number
- d. Fax number
- e. E-mail address

3. Supplier 3

- a. Name
- b. Address

- c. Phone number
- d. Fax number
- e. E-mail address

III. Management

- A. What is your business management experience?
 - 1. What is your volunteer experience?
 - 2. What is your home management experience?
 - 3. What is your work experience?
 - 4. What is your related school/course work experience?
 - 5. What is your other relevant experience?

- B. Are you physically suited for the job?

- C. What is the organizational structure of the business?
(Include a brief description of who does what and an organizational chart, if necessary.)

- D. What are proposed salaries and wages?

- E. What management resources will be available to you?
 - 1. Accountant
 - 2. Attorney
 - 3. Department of Commerce
 - 4. Land Grant
 - 5. Others

IV. The Market

A. Who is your market?

1. What are your demographics?
2. Will your market be island wide?
3. Will your market be limited to a section of the island?
4. Will your market expand beyond American Samoa? List the states/countries?

B. What is the growth potential of the market?

C. How will you attract and keep your market segment?

1. Quality
2. Prices
3. Unique advertising and promotions
4. Special services
5. Competitive advantages
6. Others

D. What features or services will you offer to justify your price?

E. How will you handle payments?

1. Cash
2. Credit
3. Checks
4. Credit cards

V. Competition

A. Describe your competition in terms of products, price, selling methods and special services.

1. What products do they sell?
2. What are their prices like?
3. What are their selling methods?
4. What special services do they offer?
5. What are their strengths?
6. What are their weaknesses?

B. How do you plan to differ from your competition?

VI. Financial Data

- A. What are your start-up costs?
- B. Provide a projected Cash Flow Analysis.
(Include explanation and detail by month.)
- C. Provide a break-even and pricing formula analysis.
- D. For an existing business, include Profit and Loss Statements and copies of tax returns.

VII. Supporting Documents

- A. Resume
- B. Copies of contracts, licenses and other legal documents
- C. Letter of reference
- D. Examples of the following:
 - 1. product drawing (if applicable)
 - 2. sample business card and stationary
 - 3. sample flier and/or newspaper advertisement
 - 4. a press release
 - 5. any other information which may help your cause or answer potential questions.

INCOME STATEMENT

Name: _____

Year: _____

Revenues

Gross Sales\$ _____
Minus Returns\$ _____

Expenses

Supplies and Materials.....\$ _____
Salaries and Wages.....\$ _____
Advertising.....\$ _____
Rent.....\$ _____
Utilities.....\$ _____
Insurance.....\$ _____
Travel.....\$ _____
Transportation.....\$ _____
Interest.....\$ _____
Depreciation.....\$ _____
Accounting.....\$ _____
Phone.....\$ _____
Repair/Maintenance\$ _____
.....\$ _____
.....\$ _____
.....\$ _____
.....\$ _____
.....\$ _____
.....\$ _____

Total Expenses.....\$ _____

Pre-Tax.....\$ _____

Net Income.....\$ _____

Taxes.....\$ _____

Net Income\$ _____

OVERHEAD COSTS

ITEM

Estimate How
Much You will
Spent For Each

Rent.....

Medical Insurance.....

Pension Plan.....

Advertising.....

Transportation.....

Printing.....

Professional Membership(s).....

Liability Insurance.....

Paid Labor.....

(other than those included in the production process)

Unpaid Labor.....

(total unpaid – unpaid production labor)

Utilities.....

Professional Seminars You Pay For.....

Postage.....

Materials/Supplies.....

(other than those used in the production process)

Desired Profits =

Totals Investment in Business X desired return rate =

TOTALS

BALANCE SHEET

Name: _____

Date: _____

Assets

Liabilities

Current

Cash	\$ _____
Accts. Receivable	\$ _____
Inventory	\$ _____
Prepaid Expenses	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Current

Accts. Receivable	\$ _____
Current Due/	\$ _____
Intermediate and long-term	
Interest Payable	\$ _____
Taxes Payable	\$ _____
Payroll Payable	\$ _____
_____	\$ _____
_____	\$ _____

Intermediate

Equipment	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Intermediate

Notes Payable	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Long-Term

Real Estate	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Long-Term

Mortgage Payable	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTALS ASSETS \$ _____

TOTALS LIABILITIES \$ _____

OWNER'S EQUITY \$ _____

Comparative 12-Month Pro Forma

Profit/Loss Statement

(Previous year or industry norms as guide)

	Current Year	Past Year or Industry Norms	% Increase/ Decrease
NET SALES	\$ _____	\$ _____	_____
Less Cost of Sales	_____	_____	_____
GROSS PROFIT MARGIN	_____	_____	_____
OPERATING EXPENSES:			
Salaries	_____	_____	_____
Rent	_____	_____	_____
Advertising	_____	_____	_____
Automobile	_____	_____	_____
Dues and subscriptions	_____	_____	_____
Legal and accounting	_____	_____	_____
Supplies	_____	_____	_____
Telephone	_____	_____	_____
Utilities	_____	_____	_____
Insurance	_____	_____	_____
Licenses	_____	_____	_____
Taxes, other than income taxes	_____	_____	_____
Depreciation	_____	_____	_____
Miscellaneous	_____	_____	_____
TOTAL Operating Expenses	_____	_____	_____
OTHER INCOME	_____	_____	_____
OTHER EXPENSES	_____	_____	_____
Loan payments/interest	_____	_____	_____
INCOME BEFORE INCOME TAXES	_____	_____	_____
INCOME TAXES	_____	_____	_____
NET PROFIT	\$ _____	\$ _____	_____

Notes

Sales: Be sure to account for seasonality in monthly sales projections. Should there be more than one source, each should be listed separately (for example, wholesale sales, retail sales, repair work).

Cost of Sales: For simplicity, use cost of materials (goods to be sold); for some service businesses, this is left blank.

Salaries: Include all salaries; show in which months additional employees will be hired. For sole proprietorships and partnerships, do not include yourselves.

Operating Expenses: These are guides; modify to reflect your business.

Statement Structure:

(1) Net Sales - Cost of Sales = Gross profit Margin

(2) Gross Profit Margin - Operating Expenses + Other Income - Other Expenses = Income Before Income Taxes

(3) Income Before Income Taxes - Income Taxes = Net Profit

FORECAST OF PROFIT/LOSS													
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	TOTAL
	Month	YEAR											
1. TOTAL SALES (Net)													
2. COST OF SALES													
3. GROSS PROFIT (line 1 minus line 2)													
4. EXPENSES (operating)													
5. SALARIES (other than owner)													
6. PAYROLL TAXES													
7. RENT													
8. UTILITIES (incl. Phone)													
9. INSURANCE													
10. PROFESSIONAL SERVICES (i.e. acct.)													
11. TAXES AND LICENSES													
12. ADVERTISING													
13. SUPPLIES (for business)													
14. OFFICE SUPPLIES (forms, postage, etc.)													
15. INTEREST (on loans, contracts, etc.)													
16. DEPRECIATION													
17. TRAVEL (incl. Operating costs of veh)													
18. ENTERTAINMENT													
19. DUES & SUBSCRIPTIONS													
20. OTHER													
21													
22. TOTAL: EXPENSES (add lines 5 thru 21)													
23. PROFIT BEFORE TAXES (line 3 minus 22)													

30

Forecast of 12-Month Pro Forma Cash Flow

	Each of 12 months
CASH BALANCE (beginning of the month)	
Cash on hand	\$ _____
Cash in bank	_____
Cash in investments	_____
TOTAL	_____
 Plus SOURCES OF FUNDS (during month):	
Cash sales	_____
Credit sales payments	_____
Investment income	_____
Loans (proceeds from)	_____
Depreciation expense	_____
Other expenses not requiring cash payment	_____
Sales of fixed assets	_____
TOTAL	_____
 Less USES OF FUNDS (during month)	
Inventory purchases	_____
Purchases of fixed assets	_____
Owner(s)' withdrawal	_____
Total expenses	_____
Loan repayment	_____
Other cash payment transactions	_____
TOTAL	_____
 NET CASH FLOW (end of month)	 \$ _____

Net Cash Flow at the end of one month becomes the beginning Total Cash Balance for the next month automatically. The Same month-by-month estimating procedure may then be applied again and repeated for a total of 12 times to complete the required 12-month cash flow forecast.

Cash Balance: Indicate the amount of cash available when operations are begun at the beginning of one period.

Sales: Sales may be collected both on a cash and credit basis. It is important to distinguish between the two sources. Of the credit sales, differentiate amounts which can be collected within 30 days, 60 days, 90 days, and entry should be made when such receivables will actually be received.

Sources of Funds : Transactions usually include those which will:

- *Decrease fixed assets.
- *Increase long-term liabilities.
- *Increase owner(s) equity.

Uses of Funds : Transactions usually include those which will:

- *Increase fixed assets.
- *Decrease long-term liabilities.
- *Decrease owner(s) equity.

III. HOW TO GET A BUSINESS LOAN IN AMERICAN SAMOA

Loan forms from all the banks in American Samoa are included in this section. In order to qualify for a Development Bank loan, an individual has to be turned down by the commercial banks.

Business Credit Application

NAME OF COMPANY		TAX ID NUMBER	TELEPHONE	DATE
STREET ADDRESS		CITY	STATE	ZIP CODE
BILLING ADDRESS (IF DIFFERENT FROM ABOVE)		CITY	STATE	ZIP CODE
NATURE OF BUSINESS (PRODUCT OR SERVICE)	NO. OF EMPLOYEES	YEAR BUSINESS ESTABLISHED	HOW LONG UNDER CURRENT MGMT.	
<input type="checkbox"/> SOLE PROPRIETORSHIP <input type="checkbox"/> GENERAL PARTNERSHIP <input type="checkbox"/> LIMITED PARTNERSHIP <input type="checkbox"/> CORP.				

Notice to Sole Proprietors: You may apply for credit in your name alone, regardless of marital status.

CREDIT REQUEST

PLEASE DESCRIBE THE PURPOSE OF YOUR LOAN REQUEST

AMOUNT REQUESTED \$	PRIMARY SOURCE OF REPAYMENT	SECONDARY SOURCE OF REPAYMENT
USUAL TERMS OF SALE OFFERED TO CUSTOMERS	USUAL TERMS OF SALE OFFERED BY SUPPLIERS	
COLLATERAL AVAILABLE FOR THIS LOAN		

PRINCIPAL/GUARANTORS - Provide a Personal Financial Statement for each Principal/Guarantor listed below

NAME	% OWNERSHIP	TITLE

BUSINESS REFERENCES *1 = BUSINESS CHECKING 2 = SAVINGS 3 = LOAN (describe loans in Credit Reference Section)

*1	*2	*3	BANK	ADDRESS	NAME OF CONTACT	TELEPHONE NUMBER
						()
						()
						()
MAJOR TRADE SUPPLIERS			ADDRESS	NAME OF CONTACT	TELEPHONE NUMBER	
					()	
					()	
					()	

CREDIT REFERENCES - Provide details of your business credit relationships below

NAME OF CREDITOR/LESSOR	TYPE OF LOAN/LEASE	ORIGINAL AMOUNT	BALANCE OWING	REPAYMENT TERMS	MATURITY DATE

ACCOUNTS RECEIVABLE AGING

LISTING AS OF	TOTAL ACCOUNTS RECEIVABLE	CURRENT 30 DAYS	31 - 60 DAYS	61 - 90 DAYS	91+ DAYS
	\$	\$	\$	\$	\$

LEASE INFORMATION

DO YOU HAVE A LEASE FOR THE PROPERTY YOUR BUSINESS NOW OCCUPIES? YES NO

MONTHLY RENTAL \$	YEARS REMAINING ON LEASE	ESCALATOR CLAUSE	<input type="checkbox"/> YES <input type="checkbox"/> NO
----------------------	--------------------------	---------------------	--

DO YOU PAY TAXES, MAINTENANCE, REPAIRS OR INSURANCE IN ADDITION TO YOUR MONTHLY PAYMENT?
Approximate Monthly Amount \$ YES NO

MISCELLANEOUS - *If answered "Yes", provide details; attach separate sheet if necessary*

HAS YOUR BUSINESS EVER FILED BANKRUPTCY OR DEFAULTED ON ANY DEBTS? YES NO

IS THE BUSINESS AN ENDORSER, GUARANTOR, OR CO-MAKER FOR OBLIGATIONS NOT LISTED IN ITS FINANCIAL STATEMENTS? YES NO

ARE ANY ASSETS PLEDGED OR MORTGAGED OTHER THAN AS STATED ON BUSINESS AND PERSONAL FINANCIAL STATEMENTS SUBMITTED? YES NO

IS THE BUSINESS A PARTY TO ANY CLAIM OR LAWSUIT? YES NO

DOES THE BUSINESS OWE ANY TAXES FOR YEARS PRIOR TO THE CURRENT YEAR? YES NO

PLEASE SUPPLY THE NAME, ADDRESS AND TELEPHONE NUMBER OF YOUR INSURANCE AGENT:

DOES YOUR COMPANY MAINTAIN KEY PERSON LIFE INSURANCE ON ANY OWNER, OFFICER OR SHAREHOLDER? YES NO

NAME OF INSURED	BENEFICIARY	\$ AMOUNT

SUPPORTING INFORMATION - *Provide the following information*

- Annual Financial Statements including balance sheet and income statement for the past three fiscal years.
- A supporting IRS return for each statement year unless your annual statements are CPA audited or CPA reviewed.
- A current interim financial statement (*if more than six months have elapsed since your last statement.*)
- As applicable:
 - Current Year Business License
 - partnership agreement
 - articles of incorporation

SIGNATURES/DATE

By signing below, you each agree to the following:

- to the best of your knowledge and belief, all answers to the questions in this application are complete and true;
- the Bank is authorized to check each person's individual and/or business credit rating; and
- the Bank has the right to verify the accuracy of the information provided in this application;
- the Bank is authorized to provide credit information concerning the applicants to others.

Authorized signature

Print name, title

Soc. Sec. or Tax ID No.

Date

Authorized signature

Print name, title

Soc. Sec. or Tax ID No.

Date

SMALL BUSINESS CREDIT APPLICATION



BRANCH NAME / NO.

CREDIT REQUEST

AMOUNT REQUESTED: *

\$ _____

USE OF PROCEEDS

- Purchase Inventory Carry Receivables Purchase Equipment
 Expansion Pay Accounts Payable
 Other: _____

TYPE

- Line Term Loan Short-Term Loan Business First Step Other _____

COLLATERAL

SECURITY INTEREST IN: Accounts Receivable Inventory FF&E

ASSIGNMENT OF: Receivable Contract Life Insurance Other _____

DESCRIPTION: _____

OTHER: _____

MORTGAGE: (Property Description) _____

TERM:

- 1 Year 3 Years 5 Years Other _____

SOURCE OF PAYMENT

DESCRIPTION: _____

FOR BUSINESS FIRST STEP SELECT ONE OF THE FOLLOWING PAYMENT OPTIONS AND THE PAYMENT DATE

- Minimum payment of 2% of average daily balance or
 Full payment of outstanding month-end balance

PAYMENT DATE:

- 1 5 15 20 25

APPLICATION INFORMATION

LEGAL NAME (UNDER WHICH TAX RETURNS ARE FILED)	BUSINESS PHONE	FEDERAL TAX ID # / SSN
MAILING ADDRESS (STREET / CITY / STATE / ZIP)	STATE ID #	

LEGAL STATUS

- SOLE PROPRIETOR GENERAL PARTNERSHIP PROFESSIONAL CORPORATION
 "C" CORPORATION "S" CORPORATION OTHER: (Description) _____

State of Registry: _____

GUARANTOR

LEGAL NAME	SOCIAL SECURITY #	ADDRESS (STREET/CITY/STATE/ZIP)

AGREEMENT / SIGNATURES

The Applicant named above certifies that all information is complete, true and correct and authorizes the Bank to obtain consumer and/or business credit reports on the Applicant. The Applicant also agrees to comply with the terms and conditions of the First Step Line Of Credit Agreement which will be sent to the Applicant if the credit is approved.

Each person signing below certifies that he/she is signing on behalf of the Applicant in the capacity indicated next to the signer's name and that such signer is authorized to execute this Credit Application on behalf of the Applicant. The signer(s) authorizes Bank of Hawaii (Bank) to obtain consumer and/or business reports, including inquiries to the Internal Revenue Service or the Department of Taxation in their names as individuals at any time. The signer(s) further agrees to notify the Bank promptly of any material change in such information.

NOTE: If the Applicant is a corporation, this Application must be signed by the President or Chairman of the Board or any Vice President and one of the following: Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Treasurer. If the Applicant is a partnership, this Application must be signed by all general partners. If the Applicant is a sole proprietorship, this Application must be signed by the owner. If the Applicant is an unincorporated association, this Application must be signed by all members. If the Applicant is the trustee under a trust agreement, this Application must be signed by all trustees. Each person signing this application must indicate the capacity in which he/she is signing in the space labelled "Title".

AUTHORIZED SIGNATURE	PRINT NAME, TITLE	DATE	AUTHORIZED SIGNATURE	PRINT NAME, TITLE	DATE
AUTHORIZED SIGNATURE	PRINT NAME, TITLE	DATE	AUTHORIZED SIGNATURE	PRINT NAME, TITLE	DATE

FOR BANK USE ONLY

RECOMMENDED BY	OFFICER #
----------------	-----------

LIABILITY

APPROVAL CATEGORY: _____

APPROVED BY	OFFICER #
-------------	-----------

AUTHORITY (THIS CATEGORY) \$ _____

TOTAL COMMITTED (THIS CATEGORY INCLUDING THIS CREDIT) \$ _____

TOTAL COMMITTED (ALL CATEGORIES) \$ _____

FDIC CODE	SIC CODE	LOAN CLASSIFICATION	COMMITMENT CODE	LOAN GRADE	SCORE
-----------	----------	---------------------	-----------------	------------	-------

INTEREST RATE <input type="checkbox"/> FIXED <input type="checkbox"/> FLOATING	FEES	<input type="checkbox"/> NEW/REVIEW DATE _____ <input type="checkbox"/> RENEWAL/EXTENSION TO _____ <input type="checkbox"/> MODIFICATION/AMENDMENT _____	<input type="checkbox"/> CRA
---	------	--	------------------------------

REPAYMENT TERMS:

FOR BUSINESS FIRST STEP

Checks/Drafts Overdraft Protection Telephonic Transfers (Submit completed Bankphone app)

CUSTOMER LOAN NUMBER	DATE BOOKED	AUTHORIZED BY	MATURITY DATE
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CL-952 (Rev 02-96)

SMALL BUSINESS FACT SHEET

GENERAL INFORMATION	NAME OF FIRM (LEGAL NAME)		CONTACT PERSON	
	TRADE NAME(S), DBA(S), ETC.		BUSINESS PHONE	FAX NO.
	TYPE OF BUSINESS			
	MAILING ADDRESS	Street	City	State Zip Code
	ADDRESS IF OTHER THAN MAILING (Include Addresses of all business locations)			
	HOW LONG IN BUSINESS		ANNUAL SALES (Approximate)	NUMBER OF EMPLOYEES
AFFILIATED FIRMS				

PRODUCTS	DESCRIBE YOUR PRODUCTS/SERVICES (PLEASE ATTACH ANY PRODUCT/SERVICE LITERATURE)	
	HOW ARE YOUR PRODUCTS/SERVICES SOLD: <input type="checkbox"/> WALK-IN BUSINESS <input type="checkbox"/> DIRECT MAIL <input type="checkbox"/> TELEMARKETING <input type="checkbox"/> MANUFACTURERS REPRESENTATIVE <input type="checkbox"/> INTERNAL SALES FORCE <input type="checkbox"/> OTHER: _____	
	DO YOU PRODUCE OR SELL PRODUCTS UNDER LICENSING AGREEMENTS? <input type="checkbox"/> No <input type="checkbox"/> Yes, (Attach copy of agreement)	DOES YOUR COMPANY OWN ANY PATENTS OR COPYRIGHTS: <input type="checkbox"/> No <input type="checkbox"/> Yes, (Attach copy)

SALES	WHAT ARE YOUR PROJECTED SALES THIS YEAR: \$ _____	HOW MANY CUSTOMERS DO YOU HAVE: _____
	DO ANY CUSTOMERS REPRESENT MORE THAN 10% OF TOTAL SALES? <input type="checkbox"/> No <input type="checkbox"/> Yes, please list customer names and % of sales below:	
	_____ %	_____ %
	_____ %	_____ %
	HAS YOUR BUSINESS BEEN PROFITABLE? <input type="checkbox"/> Yes <input type="checkbox"/> No, please describe: _____	ARE YOUR SALES SEASONAL? <input type="checkbox"/> No <input type="checkbox"/> Yes, please describe: _____
	WHAT IS YOUR AVERAGE MONTHLY SALES? \$ _____	WHAT PERCENTAGE OF YOUR SALES IS CASH? _____ %
WHAT ARE YOUR SELLING TERMS? <input type="checkbox"/> CASH <input type="checkbox"/> NET/10 <input type="checkbox"/> NET/30 <input type="checkbox"/> NET/60 <input type="checkbox"/> OTHER: _____	WHAT ARE YOUR PURCHASING TERMS? <input type="checkbox"/> CASH <input type="checkbox"/> NET/10 <input type="checkbox"/> NET/30 <input type="checkbox"/> NET/60 <input type="checkbox"/> OTHER: _____	
DISCOUNT OFFERED? <input type="checkbox"/> NO <input type="checkbox"/> YES IF YES, DESCRIBE _____	DISCOUNT TAKEN? <input type="checkbox"/> NO <input type="checkbox"/> YES IF YES, DESCRIBE _____	
DO YOU SELL TO THE LOCAL, STATE, OR FEDERAL GOVERNMENT? <input type="checkbox"/> No <input type="checkbox"/> Yes, please specify percent of sales _____ %	DO YOU SELL INTERNATIONALLY? <input type="checkbox"/> No <input type="checkbox"/> Yes, please specify percent of sales _____ %	

COMPETITORS & INDUSTRY	LIST THE BUSINESS NAME OF YOUR THREE MAJOR COMPETITORS:
	1. _____ 2. _____ 3. _____
ON WHAT BASIS DO YOU COMPETE? <input type="checkbox"/> PRICE <input type="checkbox"/> LOCATION <input type="checkbox"/> SERVICE <input type="checkbox"/> MAJOR BRANDS <input type="checkbox"/> PRODUCT <input type="checkbox"/> OTHER: _____	

COMPETITORS & INDUSTRY	IS YOUR BUSINESS / INDUSTRY SUBJECT TO REGULATORY AGENCIES? _____
	IF THERE ARE UNION EMPLOYEES, WHEN DO CURRENT CONTRACTS EXPIRE? DATE: _____ <input type="checkbox"/> N/A

BUSINESS TRADE REFERENCES (List two major suppliers)		
NAME	CONTACT	PHONE

CL-954 (Rev 10/95)

SMALL BUSINESS FACT SHEET (Cont'd)

MANAGEMENT

DOES THE OWNER ACTIVELY MANAGE THE BUSINESS? Yes; Full-time Part-time

No (or Part-time), please specify current manager and previous experiences: _____

WHO WOULD MANAGE THE BUSINESS IN THE CASE OF THE OWNER'S EXTENDED ABSENCE?

Name _____ Position / Title _____ Years w/ firm _____

DOES THE OWNER OWN OR MANAGE ANOTHER BUSINESS(ES)? No Yes, please describe business(es) and percent of time spent: _____ %

_____ %

PRIMARY OWNER(S)/GUARANTORS (as of date of Fact Sheet)					
NAME	% OWNERSHIP	MONTHLY INCOME	MONTHLY EXPENSES	PERSONAL NET WORTH (excluding value of business)	# YEARS AT CURRENT RES. ADDRESS

CURRENT CONDITIONS

	YES	NO	IF YES TO ANY, PLEASE DESCRIBE:
Is real estate mortgaged?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are you applying for credit from another source?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Does the business owe any income taxes from prior years?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is the business an endorser, guarantor or co-maker for obligations not listed on its financial statements?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is the business a party to any claim or lawsuit?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are there any delinquent employee, property, or sales taxes?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Has the business ever declared bankruptcy?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Have any Principals ever declared bankruptcy?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are Accounts Receivable or Inventory currently pledged as collateral?	<input type="checkbox"/>	<input type="checkbox"/>	_____

FINANCIAL INFORMATION

NAME OF ACCOUNTANT / FIRM _____

ADDRESS _____ PHONE _____

FREQUENCY OF FINANCIAL STATEMENTS: MONTHLY QRTL SEMI-ANNUAL ANNUAL

DOES FIRM HAVE A PENSION PLAN Yes No

PREPARER OF PAYROLL _____

NAME OF BUSINESS INSURANCE AGENCY AND AGENT _____

ADDRESS _____ PHONE _____

BUSINESS BANK ACCOUNTS			
BANK NAME	ACCOUNT #	CURRENT BALANCE CHECKING	CURRENT BALANCE SAVINGS

BUSINESS INDEBTEDNESS (Include all term loans, credit lines, mortgages, credit cards, etc.)					
OWED TO	LOAN OR LINE	ORG. AMT.	CUR. BAL.	MO. PMT.	COLLATERAL PLEDGED

FINANCIAL STATEMENTS AND TAX RETURNS

Please provide a copy of the company's financial statements and/or tax returns for the last 2 full years and interim financial statements for the current year. Please also provide principals' tax returns for the last full year.

Financial Statements Attached for Year(s): _____ Fiscal Year End: _____

Financial Statements are: CPA Audited CPA Reviewed CPA Compiled Borrower Prepared

Other: _____

By signing this document, I am representing that all of the information presented herein is true and correct. In addition, I authorize Bank of Hawaii to verify information in it and to obtain and provide credit information about myself and principals of the firm, both now and in the future.

DEVELOPMENT BANK OF AMERICAN SAMOA

P.O. BOX 9 PAGO PAGO, AMERICAN SAMOA 96799.

TELEPHONE: 633-4031

TO: Applicant:

Please submit the following information to support your business loan application and submit to our office by _____.

1. Loan proposal to include the following:
 - a. Amount
 - b. Purpose
 - c. Term of Repayment
 - d. Method of Repayment - Primary Source & Secondary Source
 - e. Management Structure & Experience
 - f. Market Served & Competition
 - g. List of items to be purchased from the loan
 - h. Collateral
2. Audited financial statement for the prior three fiscal years prepared by a CPA or Independent Accountant firm.
3. Current interim balance sheet and income expense statement for year to date, prepared by a CPA or Independent Accountant firm.
4. Company tax returns for the prior three fiscal years and the results of any IRS audit:

_____	Corporation	(form 1120)
_____	Partnership	(form 1065)
_____	Individual	(form 1040)
5. Personal Financial Statement (attached)
6. Certificate of good standing from the Tax Office (letter)
7. Twelve months projection of estimated income & expenses prepared by a CPA or Independent Accountant firm.
8. Summary, aging of accounts receivable & payable prepared by a CPA or Independent Accountant firm.
9. Articles of Incorporation or Partnership Agreement.
10. Current business license.
11. Description of physical facilities.
12. Letter of recommendation from Development Planning Office (New business only).
13. Birth Certificate or Passport of principal owner(s).
14. Credit Ratings to be signed (attached).



NAME OF COMPANY		TAX ID NUMBER	TELEPHONE	DATE
STREET ADDRESS		CITY	STATE	ZIP CODE
BILLING ADDRESS (IF DIFFERENT FROM ABOVE)		CITY	STATE	ZIP CODE
NATURE OF BUSINESS (PRODUCT OR SERVICE)	NO. OF EMPLOYEES	YEARS BUSINESS ESTABLISHED	HOW LONG UNDER CURRENT MGMT.	
<input type="checkbox"/> SOLE PROPRIETORSHIP <input type="checkbox"/> GENERAL PARTNERSHIP <input type="checkbox"/> LIMITED PARTNERSHIP <input type="checkbox"/> CORPORATION <small>Notice to Sole Proprietors: You may apply for credit in your name alone, regardless of marital status</small>				

CREDIT REQUEST

AMOUNT REQUESTED \$	
USUAL TERMS OF SALE OFFERED TO CUSTOMERS	USUAL TERMS OF SALE OFFERED BY SUPPLIERS
COLLATERAL AVAILABLE FOR THIS LOAN	

PRINCIPAL/GUARANTORS - Provide a Personal Financial Statement for each Principal/Guarantor listed below

NAME	%OWNERSHIP	TITLE

BUSINESS REFERENCES *1 = BUSINESS CHECKING 2 = SAVINGS 3 = LOAN (describe loans in Credit Reference Section)

•1	•2	•3	BANK	ADDRESS	NAME OF CONTACT	TELEPHONE NUMBER
						()
						()
						()
MAJOR TRADE SUPPLIERS			ADDRESS	NAME OF CONTACT	TELEPHONE NUMBER	
					()	
					()	
					()	

CREDIT REFERENCES - Provide details of your business credit relationships below

NAME OF CREDITOR/LESSOR	TYPE OF LOAN/LEASE	ORIGINAL AMOUNT	BALANCE OWING	REPAYMENT TERMS	MATURITY DATE

Please complete reverse side

LEASE INFORMATION

DO YOU HAVE YOUR PLACE OF BUSINESS ON GOVERNMENT PROPERTY? YES NO

DO YOU HAVE YOUR PLACE OF BUSINESS ON COMMUNAL LAND? YES NO

DO YOU HAVE YOUR PLACE OF BUSINESS ON INDIVIDUALLY OWNED LAND? YES NO

DO YOU HAVE A LEASE FOR THE PROPERTY YOUR BUSINESS NOW OCCUPIES? YES NO

MONTHLY RENTAL \$	YEARS REMAINING ON LEASE	<input type="checkbox"/> YES <input type="checkbox"/> NO
----------------------	--------------------------	--

DO YOU PAY TAXES, MAINTENANCE, REPAIRS OR INSURANCE IN ADDITION TO YOUR MONTHLY PAYMENT?
Approximate Monthly Amount \$ YES NO

MISCELLANEOUS - If answered "Yes" provide details, attach separate sheet if necessary

HAS YOUR BUSINESS EVER FILED BANKRUPTCY OR DEFAULTED ON ANY DEBTS? YES NO

IS THE BUSINESS AN ENDORSER, GUARANTOR OR CO-MAKER FOR OBLIGATIONS NOT LISTED IN ITS FINANCIAL STATEMENTS? YES NO

ARE ANY ASSETS PLEDGED OR MORTGAGED OTHER THAN AS STATED ON BUSINESS AND PERSONAL FINANCIAL STATEMENTS SUBMITTED? YES NO

IS THE BUSINESS A PARTY TO ANY CLAIM OR LAWSUIT? YES NO

DOES THE BUSINESS OWE ANY TAXES FOR YEARS PRIOR TO THE CURRENT YEAR? YES NO

PLEASE SUPPLY THE NAME, ADDRESS AND TELEPHONE NUMBER OF YOUR INSURANCE AGENT

DOES YOUR COMPANY MAINTAIN KEY PERSON LIFE INSURANCE ON ANY OWNER, OFFICER OR SHAREHOLDER? YES NO

NAME OF INSURED	BENEFICIARY	\$ AMOUNT

SIGNATURE/DATE

By signing below, you each agree to the following:

- to the best of your knowledge and belief, all answers to the questions in this application are complete and true;
- the Bank has the right to verify the accuracy of the information provided in this application

- the Bank is authorized to check each person's individual and/or business credit rating and
- the Bank is authorized to provide credit information concerning the applicants to others.

Authorized signature

Authorized signature

Print name, title

Print name, title

Soc. Sec. or Tax ID No. Date 19

Soc. Sec. or Tax ID No. Date 19

DEVELOPMENT BANK OF AMERICAN SAMOA

PERSONAL

FINANCIAL STATEMENT

CONFIDENTIAL

TO: _____

This Statement applies as indicated by the following checked box:

- I am applying for separate individual credit in my name only and will be relying on my own income or assets and not the income or assets of another person to repay the credit requested. Only Sections 1, 3, and the reverse will be completed.
- We are voluntarily applying jointly for credit and are providing information on all of our separate and jointly owned assets and income. If we are the spouses of each other, we will complete all Sections including personal information about both spouses in Sections 1 and 2 and our separate and jointly owned assets and income in Section 3 and the reverse. If we are **not** the spouses of each other, each of us will complete Sections 1, 3 and the reverse of separate Personal Financial Statement forms.
- This Statement relates to my separate individual guaranty of other person(s), partnership(s) or corporation(s) and I will complete only Sections 1, 3 and the reverse.
- This Statement relates to our joint guaranty, which will be signed voluntarily by me and my spouse, guarantying the indebtedness of other person(s), partnership(s) or corporation(s) and all sections will be completed including personal information about my spouse in Section 2 and our separate and jointly owned assets and income in Section 3 and the reverse. If this Statement relates to a joint guaranty, which will be signed voluntarily by me and another person other than my spouse, guarantying the indebtedness of other person(s), partnership(s) or corporation(s), each of us will complete Sections 1, 3 and the reverse of separate Personal Financial Statement forms.

NOTE: The "assets" portion of this Statement normally lists only that property that is owned entirely by the person(s) signing the Statement. If I include assets co-owned with others, I will indicate the name(s) of the co-owner(s) and the type of co-ownership, that is, joint tenancy, tenancy in common or tenancy by the entirety. My spouse will sign only when he/she is also completing this form.

SECTION 1--PERSONAL INFORMATION--Applicant/Guarantor (Type or Print)	SECTION 2--PERSONAL INFORMATION--Spouse (Type or Print)
Name	Name
Residence Address	Residence Address
Position or Occupation How long	Position or Occupation How Long
Business Name	Business Name
Business Address	Business Address
Social Security No. Age	Social Security No. Age
Res. Phone Bus. Phone	Res. Phone Bus. Phone

SECTION 3--STATEMENT OF FINANCIAL CONDITION AS OF _____, 19____			
ASSETS	OMIT CENTS	LIABILITIES	OMIT CENTS
Cash with Bank of Hawaii--Checking No.		Loans Payable Bank of Hawaii	
Cash with Bank of Hawaii--Savings No.		Secured	
Cash with Other Banks (detailed)		Unsecured	
		Loans Payable Other (Itemized on reverse)	
Accounts & Notes Receivable			
U.S. Government & Marketable Securities (Itemized on reverse)		Accounts Payable	
Investment in Own Business (Most recent statements submitted)		Charge Accounts	
Life Insurance--Cash Surrender Value Only (Itemized on reverse)		Other	
Residence (Itemized on reverse)		Unpaid Taxes	
		Residence Mortgages Payable (Itemized on reverse)	
Automobiles--Make & Year		Other Real Estate Mortgage Payable	
Make & Year		Installment Accounts (Itemized on reverse--Schedule D)	
Title in name of:		Loans on Life Insurance	
Other Personal Property & Furniture		Other Liabilities	
Other Assets			
		TOTAL LIABILITIES	
		NET WORTH (Total Assets less Total Liabilities)	
TOTAL ASSETS		TOTAL LIABILITIES AND NET WORTH	

CONTINGENT LIABILITY: As endorser/guarantor \$ _____ On letters of credit \$ _____
 Legal claims and judgments (detailed) \$ _____

MONTHLY INCOME	OMIT CENTS	MONTHLY PAYMENTS	OMIT CENTS
APPLICANT'S GROSS SALARY		Rent or Mortgage	
Overtime (constant & regularly recurring)		Note Payments	
Bonus or Commissions		Charge Accounts	
Dividends & Interest		Installment Loan--Obligations	
Rents		Loans on Life Insurance	
Other (detailed)		Federal & State Income Taxes	
		Insurance Premiums	
SUBTOTAL--APPLICANT		Alimony, Child Support, etc	
SPOUSE'S GROSS SALARY (optional)		Other Fixed Monthly	
Other (detailed)			
SUBTOTAL--SPOUSE			
TOTAL INCOME		TOTAL PAYMENTS	

(Alimony, child support or separate maintenance income will not be revealed if it is not to be considered for repaying obligation)

(CONTINUED ON REVERSE SIDE)

DEVELOPMENT BANK OF AMERICAN SAMOA

P.O. BOX 9 PAGO PAGO, AMERICAN SAMOA 96799

TELEPHONE: 633-4031

NOTICE TO LOAN APPLICANTS

(please read carefully)

The Development Bank of American Samoa is restricted by law from making loans under certain circumstances. All loan applicants should review these restrictions carefully before proceeding further.

1. Loan applicants must either be American Samoans or permanent residents of American Samoa. The Bank is directed by Section 28.0105 of the American Samoa Code Annotated "to make loans...only to qualified borrowers who are American Samoans or permanent residents of American Smoa." This applies to both residential and commercial loans.

2. If you are applying for a loan for residential purposes, the bank will require certain legal documents to secure the loan. For communal land these documents will include a lease to you of the communal land and real estate mortgage. If you are building on individual-owned land these documents will include only a real estate mortgage if you are the registered owner of the land or a lease to you and a real estate mortgage if someone else is the registered owner. Please note the following requirement for legally sufficient preparation of these documents:

a. Only the Sa'o can sign a lease of communal land. Thus, if your family presently has no Sa'o, the bank cannot process your loan application.

b. Only the registered individual owner, or his or her lawful heirs (and all of them), can sign a lease or mortgage of individually-owned land. Thus, for example, if you are not the registered owner, but rather your mother or father was, and they are now deceased, then all the living children must sign the documents, or alternatively, they must sign the land over to you first. A probate action may have to be filed in the High Court of American Samoa.

I (we) have read the foregoing important Notice to Loan Applicants, have discussed it with an officer of the bank, and fully understand it.

Date:

Loan Applicant

Bank officer initials

Co-applicant



DEVELOPMENT BANK OF AMERICAN SAMOA
P.O. BOX 9 PAGO PAGO, AMERICAN SAMOA 96799

Telephone: (684) 633-4031
Fax: (684) 633-1163

FEE ESTIMATE SHEET
COMMERCIAL LOAN

THE DEVELOPMENT BANK OF AMERICAN SAMOA WANTS ITS CUSTOMERS TO KNOW THAT THERE ARE CERTAIN CHARGES WHICH MAY BE REQUIRED TO BE PAID BEFORE THIS LOAN IS FUNDED. ONCE THESE FEES HAVE BEEN EXPENDED BY THE BANK ON YOUR BEHALF, IT WILL NOT BE REFUNDED.

Fia Fa'a'ailoa atu e le Faletupe O Atina'e mo I latou uma o lo'o I le Polokalame o aoagatupe, e I ai isi tau e tatau ona tologi muamua ae le'i fa'aaluina le louni. Afai ua uma ona fa'aoga e le Faletupe nei tupe mo le saunia o le louni, o le a le MAFAI ona toe fa'afo'i atu

1.	Registration fee	\$ 12.00	Territorial Registra's Office
2.	Processing fee	\$ 50.00	Development Bank
3.	Recording Fee	\$ 15.00	Territorial Registra's Office
4.	Publication Fee	\$ 30.00	Territorial Registra's Office
5.	Any Draw less than \$50.00	\$ 2.00	Development Bank
6.	Underwriting/Processing fee	\$250.00	Development Bank
7.	Construction/Inspection fee	\$250.00	Development Bank
8.	Hazard Insurance		Insurance Agent*
9.	Keyman Life Insurance		Insurance Agent*

***NAMING DEVELOPMENT BANK AS THE LOSS PAYEE/BENEFICIARY**

I agree to pay the above fees:

Date: _____

Applicant Signature: _____

Date: _____

Co-Applicant Signature: _____

DEVELOPMENT BANK REQUEST FOR VERIFICATION OF DEPOSIT

INSTRUCTIONS LENDER - Complete Items 1 thru 8 Have applicant(s) complete Item 9 Forward directly to depository named in Item 1
DEPOSITORY - Please complete Items 10 thru 15 and return DIRECTLY to lender named in item 2

PART I - REQUEST

1. TO (Name and address of depository)		2. FROM (Name and address of lender)	
3. SIGNATURE OF BANK	4. TITLE	5. DATE	6. BANK'S NUMBER (Optional)
7. INFORMATION TO BE VERIFIED			
TYPE OF ACCOUNT	ACCOUNT IN NAME OF	ACCOUNT NUMBER	BALANCE
			\$
			\$
			\$
			\$
<p><i>TO DEPOSITORY: I have applied for a mortgage loan and stated in my financial statement that the balance on deposit with you is shown above. You are authorized to verify this information and to supply the bank identified above with the information requested in Items 10 thru 12. Your response is solely a matter of courtesy for which no responsibility is attached to your institution or any of your officers.</i></p>			
8. NAME AND ADDRESS OF APPLICANT(S)		9. SIGNATURE OF APPLICANT(S)	

TO BE COMPLETED BY DEPOSITORY

PART II - VERIFICATION OF DEPOSITORY

10. DEPOSIT ACCOUNTS OF APPLICANT(S)						
TYPE OF ACCOUNT	ACCOUNT NUMBER	CURRENT BALANCE	AVERAGE BALANCE FOR PREVIOUS TWO MONTHS	DATE OPENED		
		\$	\$			
		\$	\$			
		\$	\$			
		\$	\$			
11. LOANS OUTSTANDING TO APPLICANT(S)						
LOAN NUMBER	DATE OF LOAN	ORIGINAL AMOUNT	CURRENT BALANCE	INSTALLMENTS (Monthly/Quarterly)	SECURED BY	NUMBER OF LATE PAYMENTS
		\$	\$	\$ per		
		\$	\$	\$ per		
		\$	\$	\$ per		
12. ADDITIONAL INFORMATION WHICH MAY BE OF ASSISTANCE IN DETERMINATION OF CREDIT WORTHINESS <i>(Please include information on loans paid-in-full as in Item 11 above)</i>						
13. SIGNATURE OF DEPOSITORY			14. TITLE		15. DATE	

The confidentiality of the information you have furnished will be preserved except where disclosure of this information is required by applicable law. The form is to be transmitted directly to the lender and is not to be transmitted through the applicant or any other party.



AMERICAN SAMOA GOVERNMENT
PAGO PAGO, AMERICAN SAMOA 96799

In reply refer to:

ECONOMIC DEVELOPMENT REVOLVING LOAN FUND

LOAN APPLICATION

Date: _____

I. Basic Information

Name of Business: _____

Trade Name, if different: _____

Address: _____
Street City State Zip

Phone Number: _____ Date Business Established: _____

Type of Business: _____

____ Corporation -- Year Chartered: _____ State: _____

____ Partnership -- Number of Partners: _____

____ Sole Proprietorship

Type of Business (product produced or service provided): _____

Employer ID Number: _____

Name of Principal in Charge: _____ Title: _____

List all Owners, Partners, Stockholders with 25% or more interest and/or

Name Address Social Security #

Name Address Social Security #

Name Address Social Security #

Number of Employees: _____

II. Business Background

Name of Affiliated Firms: _____

History: Start-up Date: _____ Number of Years of Continuous Operation: _____

Change in Products or Services: _____

Other Information: _____

III. Proposed Project Information

Estimated Project Cost:

Site, Site Improvements and Buildings	\$ _____
Equipment and Machinery	\$ _____
Inventory	\$ _____
Operations	\$ _____
Other	\$ _____
Total Project Costs	\$ _____

Amount to be Financed:

Conventional	\$ _____
EDRLF	\$ _____
Other	\$ _____
Total to be financed	\$ _____

Estimated construction start date: _____

Estimated start date for operation: _____

Number of new permanent jobs when project is operating: _____

Describe type of jobs to be created: _____

MUST BE ATTACHED FOR FULL LOAN REVIEW:

- A history and description of the business and management ability; detailed project cost estimate and time schedule; market assessment for product or service to be provided.
- Description of collateral to be provided as loan security.
- Personal financial statement current within 90 days for each proprietor, partner or stockholder with 20% or more ownership of the business.

- Statement of personal history or resume for each owner, partner, or corporate officer involved in day to day management.
- Corporate Charter and Bylaws or Partnership Agreement, where applicable.
- A balance sheet and income statement for the business dated within 90 days of the application together with an aging of the accounts receivable and accounts payable listed.
- A balance sheet and income statement for the previous three years for the business. If the business is new, provide a pro-forma balance sheet with a description of assumption attached.
- A monthly cashflow analysis for the first 12 months of operation or for three months beyond the break-even point (whichever is longer) together with a description of assumptions.
- A schedule of debts which includes the original date and amount, monthly payment, interest rate, present balance owed, maturity, to whom payable, and collateral securing the loan for each short-term and long-term loan that the business currently has outstanding or has planned for the next 12 months. Please indicate whether each loan is current or delinquent.
- Bank commitment or declination letter.

I/We authorize the EDPO, DBAS and its agents to conduct a credit investigation for the purpose of this loan.

I/We certify that financing is not otherwise available at terms that would reasonably assure the success of business project.



BUSINESS AND INDUSTRY LOAN GUARANTEE PROGRAM

FACT SHEET

The mission of Rural Business-Cooperative Service (RBS) is to enhance the quality of life for all rural Americans by providing leadership in building competitive businesses and cooperatives that can prosper in the global trading marketplace. Improved quality of rural life is an end result of rural development. Business and Industry (B&I) guaranteed loans upgrades the economic environment making material contributions to the community. These types of loans may be made in any area outside the boundary of a city of 50,000 or more and its immediate adjacent urbanized area with population density of no more than 100 persons per square mile. Priority is given to applications for projects in open country, rural communities, and towns of 25,000 and smaller.

Assistance from RBS is provided in the form of a loan guarantee whereby the agency guarantees to reimburse the lender for principle and interest losses of up to 80 percent for guaranteed loans of \$5 million or less; up to 70 percent for loans of \$10 million or less; and up to 60 percent for loans over \$10 million. Priority is given to projects in areas of high unemployment, to projects which create or save jobs and which show a low amount of investment per job created or saved, and to projects that will employ members of displaced farm families.

WHO MAY BORROW?

Any legal entity, including individuals, public and private organizations, and Federally recognized Indian Tribal groups, may borrow.

ARE THERE OTHER REQUIREMENTS?

Borrowers and lenders must comply with Federal requirements relating to equal employment opportunity, historic site preservation, flood and mud slide protection, environmental impact, the Clean Air and Water Act, the Architectural Barriers Act, and nondiscrimination.

WHAT IS THE MAXIMUM LOAN AMOUNT THAT CAN BE GUARANTEED?

B&I loans are limited to a maximum of \$25 million.

WHAT WILL THE INTEREST RATE BE?

For guaranteed loans, the interest rate may be either fixed or variable (which must be tied to a base rate) and will be determined between the lender and the borrower and is subject to a RBS review and approval. The rates cannot change more often than quarterly per annum.

WHAT IS THE REPAYMENT SCHEDULE?

Final Maturity will not exceed:

- 30 years for land, buildings and permanent fixtures.
- 15 years for machinery or equipment, or the useful life of the machinery and equipment, whichever is less.
- 7 years for working capital. Interest will be due at least annually after the loan is closed.

WHERE CAN LOANS BE MADE?

B&I Loans can be guaranteed in the 50 states, Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Marianas, the Republic of Palau, the Federated States of Micronesia and the Republic of the Marshall Islands, except in cities of 50,000 or more and other adjacent urban or urbanizing areas. RBS makes the "rural area" determination, and gives priority to applications for loans in open country, rural communities, and towns of 25,000 or less.

HOW MAY LOANS FUNDS BE USED?

The basic uses include developing or financing business or industry, increasing employment, and controlling or abating pollution. Within this framework, uses include, but are not limited to:

- Financing business and industrial construction, conversion, acquisition and modernization.

- Financing the purchase and development of land and easements, equipment, facilities, machinery, supplies or materials.
- Startup costs and working capital.
- Financing housing development sites.
- Financing processing and marketing facilities.
- Pollution control and abatement.
- Transportation services.
- Agricultural production when part of an integrated business also involved in the processing of agricultural products.
- Aquaculture and commercial fishing.
- Forestry and commercial nurseries.
- Tourist and recreation facilities including hotels, motels and bed and breakfast establishments.
- Education or training facilities.
- Constructing or equipping facilities for lease to private businesses engaged in commercial or industrial operations.
- Community antenna television services or facilities.
- Assistance to industries adjusting to terminated Federal agricultural programs or increased foreign competition.

WHAT PURPOSES ARE NOT ELIGIBLE?

B&I funds may not be used for certain purposes, including:

- Any project likely to result in transfer of business or employment from one area to another.
- Any project likely to cause production that exceeds demand.
- Any project involving transfer of ownership-unless this will keep the business from closing, prevent the loss of jobs in an area, or provide more jobs.
- Paying a creditor more than a value of collateral.
- Guarantee or lease payment.
- Payment of loan proceeds to owners partners, shareholders, or others who retain any ownership in the business.
- Corporations and business that are not owned and controlled by US citizens.
- Charitable and educational institutions.
- Churches or church-sponsored organizations.
- Fraternal organizations.
- Lines of credit.

WHAT IS THE GUARANTEE?

A guarantee is a warranty to protect the lender, and may cover up to 80 percent of the principal advanced, including protective advances, and accrued interest. The guarantee fee is 2 percent of the principle loan amount multiplied by the percent of guarantee. It is a one-time fee paid by the lender, who may pass it on the borrower.

IS COLLATERAL REQUIRED?

Yes, collateral is required. It must be of such nature that, when considered with the integrity and the ability of the project management, the soundness of the project, and the applicant's prospective earnings, repayment of the loan will be reasonably assured. Collateral must secure the entire loan.

MUST THE APPLICANT PROVIDE EQUITY?

A minimum tangible balance sheet equity of 10 percent is required. Balance sheet of an equity of at least 20-25 percent will be required for a new business, a business without full personal or corporate guarantee, or an energy-related business.

FOR ADDITIONAL INFORMATION PLEASE CONTACT:

USDA, Rural Development
 Hawaii State Office
 ATTN: RBS
 Room 211 Federal Building
 154 Waiannuenu Avenue
 Hilo, HI 96720
 (802) 933-3010

USDA, Rural Development
 District II Office
 First Hawaiian Bank Building
 Suite 303
 400 Route 8
 Mongmong, Guam 96927
 (671) 472-7351



U.S. SMALL BUSINESS ADMINISTRATION
300 ALA MOANA, ROOM 2314, BOX 50207
HONOLULU, HAWAII 96850



Thank you for inquiring about SBA's loan programs.

We hope you will find the enclosed material helpful. The following information may also assist you to understand SBA's loan application requirements and procedures.

At the present time, the only type of financial assistance available from the SBA is the bank loan guaranty program.

Guaranteed bank loans are made by financial institutions and guaranteed by SBA. SBA may guaranty up to 80% of a loan of \$100,000 or less and up to 75% or \$750,000, whichever is less, of loans exceeding \$100,000.

Some of the reasons for which a lender may require SBA to guaranty a loan include the following: undercapitalization, lack of sufficient collateral, minimal track record, to provide a longer repayment period to better enable a business to manage the debt.

No letter of decline from the bank is required for a guaranteed loan.

For guaranteed loans, applicants deal directly with the bank. The bank submits the completed loan application package to SBA after the bank has internally approved the loan subject to SBA's guaranty approval.

All loans received through SBA must be repaid and no loan will be approved without showing an ability to repay. Standard credit criteria are used to determine creditworthiness and repayment ability. The brochure, "Business Loans & the SBA," contains a brief explanation of SBA's credit requirements.

1. **Loan application checklist**

The checklist is intended to assist you in providing a complete loan application. Delays can be encountered when an application is incomplete. The checklist appears lengthy but all items listed do not apply to all loans. Please use the checklist as your guide.

2. **Loan Application and Forms**

a. **Number of Copies**

Only one copy of an application and supporting documents need to be submitted to SBA.

b. **SBA loan applications require the submission of some special forms. To assist you in understanding why these forms need to be completed, a brief explanation of some of the forms follows:**

1. **SBA Form 159 (Compensation Agreement)**



The purpose of this form is the disclosure of any fees incurred by an applicant in connection with a loan from or in participation with SBA.

2. SBA Form 601 (Agreement of Compliance)

Applies only when loan proceeds in excess of \$10,000 are to be used for construction purposes (includes leasehold improvements and renovations). By signing this form, the applicant and contractor agree that they will comply with all nondiscrimination provisions and requirements of Executive Order 11246, as amended (the contents of this Executive Order are described in the form).

3. SBA Form 1624 (Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion)

Businesses which have been suspended or debarred by a Federal agency for offenses such as fraud, price-fixing, embezzlement, theft, bribery, falsification of records, making false statements or claims, are ineligible for SBA financial assistance. This form certifies that the applicant is not under suspension or debarment.

c. Operating Plan Forecast (Profit and Loss Projection) and Cash Flow Projection Forms

Profit and loss projections are required for all loans; cash flow projections are required for short term loans and loans to new businesses. The forms provided with the application package are simply tools to assist you in developing the required projections and are not required forms on which projections have to be submitted. Projections in other formats are acceptable so long as sufficient detail is provided.

Please call us at (808) 541-2990 if you have any questions concerning the loan application or about SBA's loan programs.

11/95

SBA LOAN APPLICATION CHECKLIST FOR BORROWERS

1. **SBA Form 4 (Application for Business Loan)**
 - A. All information requested on the form must be completed and 100% of business ownership must be shown
 - B. Application must be **signed and dated** by applicant
 - C. Application must be **signed and dated** by preparer (if prepared by or assistance was received from others)
 - D. **Items 9, 10, and 11** on signature page must be answered (details must be provided for questions answered "yes")
 - E. Certification that "Statements Required by Law and Executive Order" attached to application have been read and received -executed as follows:
 - 1) On behalf of applicant by principal of business (includes the proprietor if a sole proprietorship)
 - 2) By each general partner
 - 3) By each limited partner or stockholder owning 20% or more
 - 4) By guarantors (other than those listed above)
 - 5) By any other individual(s) providing financial information

2. **SBA Form 159 (Compensation Agreement)**
 - A. Must be completed, signed and dated by appropriate individuals
 - B. Itemization of charges if total compensation paid exceeds \$1000 (or \$300 for regular business loans of \$15,000 or less)
 - C. **This form must be completed and submitted with the application even if no representative's services were utilized.**

3. **SBA Form 4 (Schedule A) - Schedule of Collateral**

List and describe all collateral to be used as security for loan

4. Resumes of principals and management staff

5. Description and history of the applicant business and expected loan benefits.

6. **SBA Form 413 (Personal Financial Statement)**
 - A. Must be submitted by **all officers and general partners** (regardless of ownership interest held)
 - B. Must be submitted by **all other persons** holding 20% or greater ownership in the applicant business (included limited partners)
 - C. Must be submitted by all other persons not holding more than 20% ownership but co-signing or personally guaranteeing loan
 - D. Must be **dated within 90 days** of receipt by SBA
 - E. Must be **signed and dated** by appropriate individuals
(Bank's form may be used/submitted in lieu of SBA Form 413)

7. Personal Federal income tax returns for the last three years
 - A. Must be submitted by **all persons holding 20% or greater ownership** in the applicant business
 - B. Must be **signed and dated** by tax payer

8. **SBA Form 912 (Statement of Personal History)**
 - A. Proprietorship - must be completed and submitted by the proprietor.
 - B. General Partnership - must be completed and submitted by **all partners**.
 - C. Limited Partnership - must be completed and submitted by **all general partners** and additionally by each limited partner with interests of 20% or more.
 - D. Corporation - must be completed and submitted by **each officer, director and additionally by each holder of 20% or more of the voting stock**.
 - E. Must also be submitted by any other person including a hired manager **with authority to speak for and commit management**.
 - F. If questions 6, 7 or 8 on the form are answered "yes", details explaining the circumstances of each "yes" answer must be provided. If criminal activity is indicated, fingerprints may be required. Contact SBA for the proper form.

9. **SBA Form 1624 (Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Lower Tier Covered Transactions) - Applies to guaranteed loans only**
Must be signed by a principal of the applicant business

10. Financial information required on applicant business (**for existing businesses**)
 - A. Profit and loss statement and balance sheet **dated within 90 days of receipt by SBA**
 - B. Profit and loss statement and balance sheet for prior three years
 - C. Current aging of accounts receivable (total should agree with the amount reflected in the most recent balance sheet submitted)
 - D. Current aging of accounts payable (total should agree with the amount reflected in the most recent balance sheet submitted)
 - E. Current schedule of all business term debt (total should agree with the amount reflected in the most recent balance sheet submitted)
 - F. Reconciliation of net worth (provide where reconciliation is not evident from financial statements)
 - g. One year detailed **profit and loss projection** with narrative statement supporting projection results
 - h. Copies of Federal income tax returns, including all schedules for the last three years.
 - i. All financial information submitted must be **signed and dated** by a principal of the company

11. Financial Statements on Other Business Interests (affiliates). If the applicant business and/or its principals have ownership or management control in other businesses, the following information must be submitted on these businesses:

- A. Profit and loss statement and balance sheet dated within 90 days of receipt by SBA
 - B. Profit and loss statement and balance sheet for prior three years
 - C. All financial information submitted must be **signed and dated** by a principal of the company
- (This information is needed to determine whether the applicant business meets SBA size requirements of a small business)

_____ 12. **New businesses (start ups)**

- A. Business plan
- B. Identification of source and amount of owner(s) equity contribution
- C. Monthly cash flow projection for first year of operation must be provided
- D. P&L projection for first three years of operation with narrative statement supporting projected results must be provided
- E. Cash flow and P&L projections must be **signed and dated** by applicant

_____ 13. Corporate applicants must provide the following:

- A. Articles of Incorporation and by laws
- B. List of corporate officers and directors

_____ 14. Partnership applicants must furnish a copy of the Partnership Agreement

_____ 15. Businesses operating from leased premises must provide a copy of its lease or summary of lease data, including name of lessor, lease terms, etc.

_____ 16. Where loan proceeds are being requested for the following purpose(s), the following information must also be submitted:

_____ A. Real Estate Acquisition

- 1) Copy of executed/signed purchase agreement
- 2) Appraisal
- 3) If alter ego, copy of proposed lease

_____ B. Machinery & Equipment Acquisition - list of equipment and cost

_____ C. Business Acquisition/Change of Ownership

- 1) Copy of executed/signed buy-sell agreement
- 2) Current balance sheet and profit and loss statement **dated within 90 days of receipt by SBA for business being acquired**
- 3) Federal income tax returns and/or company prepared financial statements (P&L and balance sheet) for last three years of business being acquired
- 4) All financial statements submitted **signed and dated by seller**
- 5) Statement why the business is being sold



PERSONAL FINANCIAL STATEMENT

U. S. SMALL BUSINESS ADMINISTRATION

As of _____, 19__

Complete this form for: (1) each proprietor; or (2) each limited partner who owns 20% or more interest and each general partner; or (3) each stockholder owning 20% or more of voting stock; or (4) any person or entity providing a guaranty on the loan.

Name	Business Phone ()
Residence Address	Residence Phone ()
City, State, & Zip Code	
Business Name of Applicant/Borrower	

ASSETS (Omit Cents)	LIABILITIES (Omit Cents)
Cash on hands & in Banks \$	Accounts Payable \$
Savings Accounts \$	Notes Payable to Banks and Others \$ (Describe in Section 2)
IRA or Other Retirement Account \$	Installment Account (Auto) \$ Mo. Payments \$
Accounts & Notes Receivable \$	Installment Account (other) \$ Mo. Payments \$
Life Insurance-Cash Surrender Value Only \$ (Complete Section 8)	Loan on Life Insurance \$
Stocks and Bonds \$ (Describe in Section 3)	Mortgages on Real Estate \$ (Describe in Section 4)
Real Estate \$ (Describe in Section 4)	Unpaid Taxes \$ (Describe in Section 6)
Automobile-Present Value \$	Other Liabilities \$ (Describe in Section 7)
Other Personal Property \$ (Describe in Section 5)	Total Liabilities \$
Other Assets \$ (Describe in Section 5)	Net Worth \$
Total . . . \$	Total . . . \$

Section 1. Source of Income	Contingent Liabilities
Salary \$	As Endorser or Co-Maker \$
Net Investment Income \$	Legal Claims & Judgments \$
Real Estate Income \$	Provision for Federal Income Tax \$
Other Income (Describe below)* \$	Other Special Debt \$

Description of Other Income in Section 1:

***Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.**

Section 2. Notes Payable to Bank and Others. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc.)	How Secured or Endorsed Type of Collateral

Section 3. Stocks and Bonds. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed).

Number of Shares	Name of Securities	Market Value Location/Exchange	Date of Cotation/Exchange	Total Value

Section 4. Real Estate Owned. (List each parcel separately. Use attachments if necessary. Each attachment must be identified as a part of this statement and signed).

	Property A	Property B	Property C
Type of Property			
Address			
Date Purchased			
Original Cost			
Present Market Value			
Name & Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment per Month/Year			
Status of Mortgage			

Section 5. Other Personal Property and Other Assets. (Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment, and if delinquent, describe delinquency).

Section 6. Unpaid Taxes. (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches).

Section 7. Other Liabilities. (Describe in detail).

Section 8. Life Insurance Held. (Give face amount and cash surrender value of policies - name of insurance company and beneficiaries).

I authorize SBA/Lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand FALSE statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 U.S.C. 1001).

Signature: _____ Date: _____ Social Security Number: _____

Signature: _____ Date: _____ Social Security Number: _____

PLEASE NOTE: The estimated average burden hours for the completion of this form is 1.5 hours per response. If you have questions or comments concerning this estimate or any other aspect of this information, please contact Chief, Administrative Branch, U.S. Small Business Administration, Washington, D.C. 20416, and Clearance Office, Paper Reduction Project (3244-0189), Office of Management and Budget, Washington, D.C. 20503.

IV. HOW TO OBTAIN A BUSINESS LICENSE IN AMERICAN SAMOA

The following section contains information on the business application process for American Samoa.



AMERICAN SAMOA GOVERNMENT
PAGO PAGO, AMERICAN SAMOA 96799

In reply refer to:

ECONOMIC DEVELOPMENT PLANNING OFFICE

APPLYING FOR A BUSINESS LICENSE

You want to set up your own business, but don't know where to start.

The first step is to know where to go. You need to go to the Economic Development Planning Office (EDPO) in Utulei to pick up a business license application. Once there, ask to be referred to the Business Division, so that a member of their staff can go over the application with you.

What kind of business do you want to operate? Are you going into business by yourself, with a partner, or as a corporation? Do you know where you want to set up your business? These are some of the questions that will be asked of you. The criteria for completing your business license application will depend on what information you give the EDPO staff.

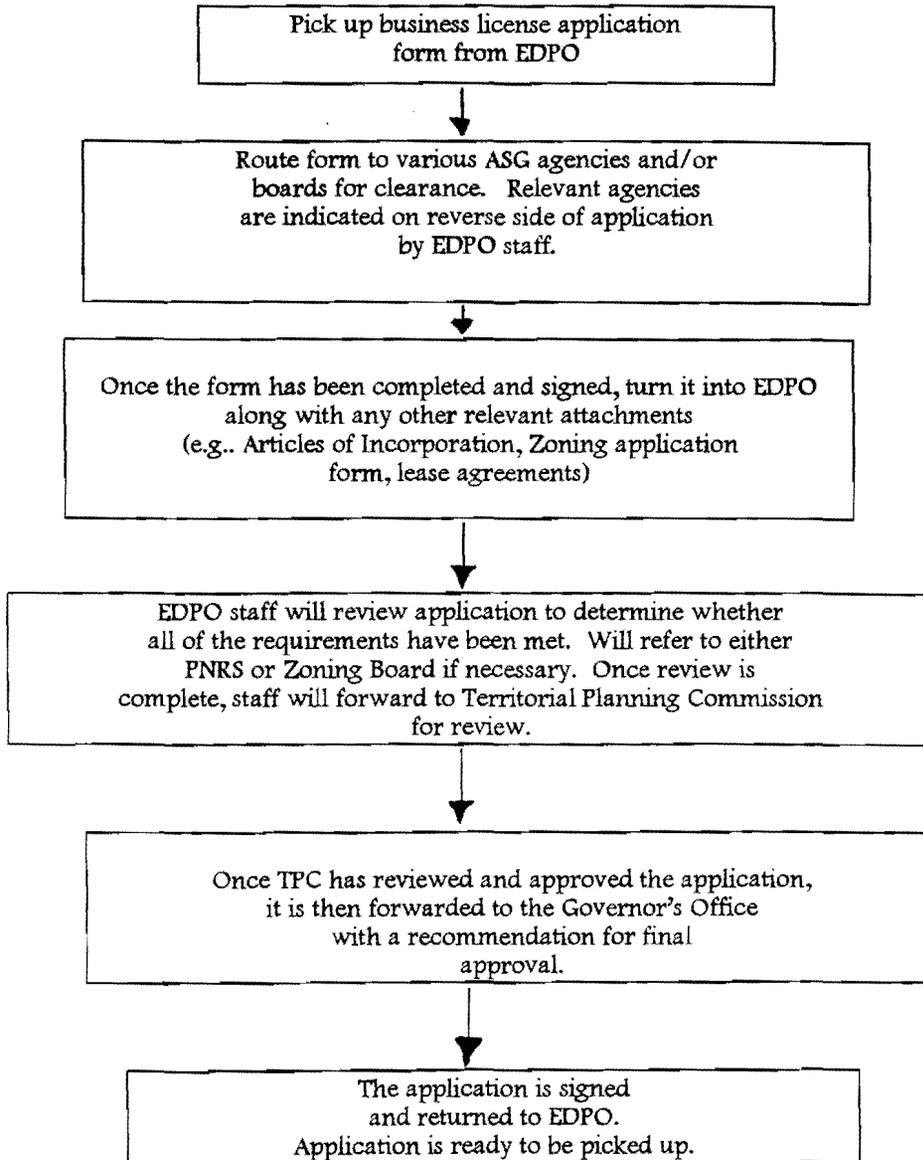
Please review the three attachments provided:

- 1) The flow chart "How To Apply For A Business License" which gives you a simplified guide to the business licensing process;
- 2) "How To Incorporate and Do Business in American Samoa" taken from the American Samoa investment brochure; and
- 3) Title 27 of the American Samoa Code Annotated (ASCA) which gives you the business license regulations.

For more information on how to apply for a business license, please contact the Business Division of the Economic Development Planning Office at (684) 633-5155 or by facsimile at (684) 633-4195.

ECONOMIC DEVELOPMENT PLANNING OFFICE

HOW TO APPLY FOR A BUSINESS LICENSE



~~How to Incorporate and Do Business~~ ***in American Samoa***

Local and foreign corporations and partnerships may be authorized to do business in American Samoa. Present regulations allow only U.S. nationals and citizens to establish sole proprietorships.

Incorporating Locally:

Three or more persons of lawful age, a majority of whom must be U.S. nationals or citizens and at least one a resident of American Samoa, may form a corporation for any lawful business.

Articles of incorporation must be signed and acknowledged by the incorporators and forwarded to the Treasurer via the Attorney General, American Samoa Government, Pago Pago, American Samoa, 96799. The Treasurer then forwards the Articles to the Governor for approval, and they are recorded by the Territorial Registrar. After payment of incorporation fees, the Treasurer issues a certificate of incorporation.

The Articles must contain:

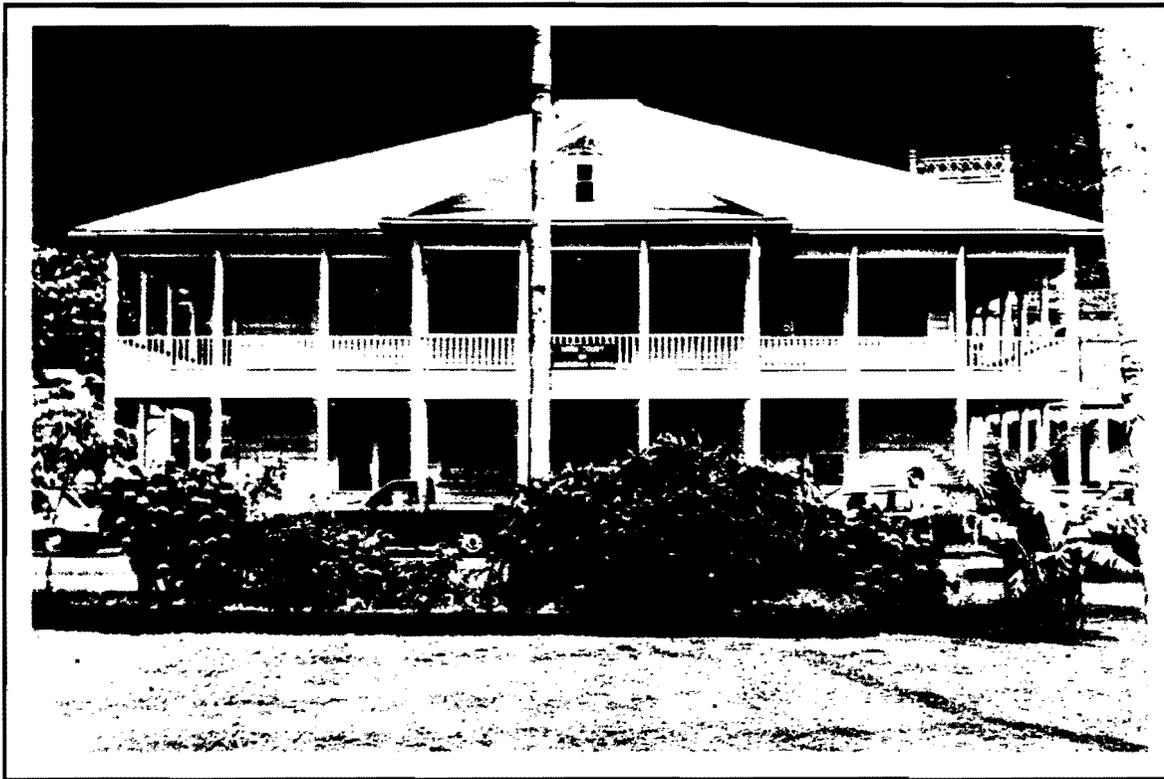
1. the name of the corporation and the principal place of business in American Samoa;
2. the objects for which it is formed, such objects to be stated with specificity;
3. the amount of authorized capital stock, the classes of stock authorized, and the par value and conditions of each class and the time when and conditions under which it is to pay;
4. the time for commencement of existence of the corporation, not earlier than issuance of the certificate;
5. the names and addresses of the incorporators and the officers or persons including at least three directors, to conduct its affairs, and the time when and manner in which such persons will be selected;
6. a statement that private property of the stockholders is to be exempted from corporate debts; and
7. the manner in which the articles may be amended.

Business Licensing:

Any person who wishes to establish a business in American Samoa must obtain a business license. The only businesses exempt from the license requirement are farmers selling their own produce in its natural state.

Any person who operates businesses in two or more locations in American Samoa must obtain a license for each location. Similarly, any person who operates any business which is engaged in two or more types of business activities must obtain a separate license for each activity.

All business license applications are filed through the Economic Development Planning Office and reviewed by the Territorial Planning Commission and the Governor's Office. This review takes into consideration traffic, parking facilities, water and sewage facilities, effect on land resources and economic opportunities for resident Samoans, effect on Samoan customs, culture and traditions, and conformity to the general economic plan.



Applications will be approved unless the business proposal is contrary to the public policy of encouraging the development of business enterprises by Samoans, contrary to the best interest of the public, or incompatible with the economic and social development plans of the Territory.

Licenses are renewed on a calendar year basis regardless of when issued and expire on December 31 of the year in which they are issued or renewed. Most business license fees are \$25.00 per year.

Foreign Corporation Permit to Transact Business:

All corporations organized under laws other than the laws of American Samoa are by definition foreign corporations, which must obtain a separate permit to transact business.

The application is filed with the Governor's Office via the Attorney General, and must include:

1. a certified copy of the article of incorporation;
2. a certified copy of a resolution of the board of Directors authorizing the filing of the articles and service of process generally on any officers or agents in American Samoa engaging in its business here; the name and address of one resident agent for service of process must be indicated; and
3. a statement under oath by the president, vice-president or other head officer and the secretary containing the information required for the articles of incorporation, total authorized capital, total paid-in capital, total value of all money and other assets planned for use in the territory during the next year. Every foreign corporation granted a permit must have at least \$10,000 of authorized capital stock and \$5,000 of paid-in capital stock, as well as at least one known place of business in American Samoa.

PRIVATE ENTERPRISE

Title 27

COMMERCE AND TRADE

Chapters:

- 01 (Reserved)
- 02 Licenses and License Fees
- 03 Trademarks and Trade Names
- 04 Consumer Protection
- 05 Alcoholic Beverage Control
- 06 Weights and Measures
- 07 Warranties
- 08 Goods
- 09 (Reserved)
- 10 Customs Regulations
- 11-14 (Reserved)
- 15 Commercial Code
- 16-24 (Reserved)
- 25 Negotiable Instruments

- 27.0206 Licensing procedure.
- 27.0207 Licensing for nonresidents.
- 27.0208 Denial of a business license.
- 27.0209 Term of license.
- 27.0210 Apportionment of fee.
- 27.0211 Renewal of license.
- 27.0212 License not transferable.
- 27.0213 License required for separate location.
- 27.0214 Classification of business.
- 27.0215 Combination of businesses.
- 27.0216 Exemptions.
- 27.0217 Payment of all fees and debts prerequisite to issuance of license.
- 27.0218 Revocation of license.
- 27.0219 Violation—Penalty.

II. Specific Businesses

- 27.0230 Hotels.

III. Business License Fees

- 27.0240 Established.
- 27.0241 Proration of fee—Refunds.
- 27.0242 License Fees.
- 27.0243 Administration of fees.

I. Licenses Generally

27.0201 Purpose.

The purpose of this chapter is to provide for the licensing of businesses in the Territory of American Samoa in order that all the necessary and reasonable control and regulation thereof may be practiced by the government for the protection of the health, welfare, safety and morals of the people of American Samoa.

History: 1975, PL 14-4 § 1.

27.0202 Definitions.

As used in this chapter, unless the context clearly requires a different meaning the following definitions apply:

Case Notes:

In enacting § 3 of Sherman Act, declaring contracts, combinations and conspiracies in restraint of trade or commerce in any territory of the United States illegal, Congress intended to include all territories to which its powers might extend, and American Samoa is thus a territory within the meaning of such § 3. *United States v. Standard Oil Company of California*, 92 S.Ct. 661 (1972); petition for rehearing denied. 92 S.Ct. 1166 (1972).

Chapter 01

(RESERVED)

Chapter 02

LICENSES AND LICENSE FEES

Sections:

I. Licenses Generally

- 27.0201 Purpose.
- 27.0202 Definitions.
- 27.0203 Administration.
- 27.0204 Duties of Treasurer.
- 27.0205 License applications.

(a) "Business" means and includes any activity or conduct (whether proprietary, partnership, corporate, or whatever form) engaged in, or caused to be engaged in, with the object of gain or economic benefit, either direct or indirect, but does not include casual sales or personal service contracts.

(b) "Commission" means the territorial planning commission of American Samoa.

(c) "Endorsement" means and includes written evidence obtained by an applicant from the examining department that the applicant has fulfilled the necessary qualifications and requirements prior to the obtaining of the license. It also, when the context so requires, means and includes the evidence of endorsement appearing on the face of the license.

(d) "Engaging in or carrying on a business" means a regular employment which occupies the time, labor, or attention of the person on a continuing basis although one act may be sufficient if circumstances show a purpose to continue, and it need not be the sole or full-time employment of the person, but may be on a part-time or periodic basis.

(e) "Examining agency" means that agency of the government or department of the government which is by law, rule, or regulation given the responsibility of examining and endorsing a class of applicants for required qualifications.

(f) "License" means and includes the permission granted by the Territory of American Samoa under authority of this chapter conferring upon the licensee the right to engage in a business or practice a trade or profession which without the authorization and permission would be illegal; it also, when the context so requires, means and includes the written evidence of that permission.

(g) "License fee" means the charge or assessment levied by the law for the privilege or authority to do that which, without payment for and obtaining the privilege or authority, would be illegal under the provisions of this chapter.

(h) "Person" means and includes any individual, over 21 years of age, firm, copartnership joint venture, association, corporation, estate, trust, or other combination or group acting as a unit.

(i) "Renewal" means the continuation for the next succeeding year of the privilege to conduct the licensed business except that no license shall be renewed unless the application is made therefor within 3 months of the expiration of the last license issued.

(j) "Treasurer" means the Treasurer of American Samoa or his designated representative.

History: 1975, PL 14-4 § 2; and 1978, PL 15-92 § 1.

Amendment: 1978 Paragraph (b): substituted "territorial planning" for "economic development".

Case Notes:

Absent a requirement that all persons engaging in business have a license, only those businesses which without a license would otherwise be illegal, either *malum in se* or *malum prohibitum*, need a license. *Government v. South Pacific Island Airways*, ASR (1976).

27.0203 Administration.

Administration of this chapter may be delegated by the Governor to persons or departments as necessary for effective and efficient enforcement of this chapter.

History: 1975, PL 14-4 § 2.

27.0204 Duties of Treasurer.

It is the duty of the Treasurer to perform the following functions as well as the other functions assigned by the Governor:

(1) to insure compliance with all required prerequisites, including payment of the fee by any applicant for a license, and to issue the proper license to the applicant;

(2) to keep a complete set of records of all licenses issued;

(3) to keep and maintain a sufficient supply of application forms and any rules and regulations of the commission or Governor's office

relating to the issuance of business licenses.

History: 1975, PL 14-4 § 2; and 1978, PL 15-92 § 2.

Amendment: 1978 Paragraph (3) : deleted "economic development" prior to "commission".

27.0205 License applications.

All license applications must be submitted on forms prescribed by the Governor or commission and must contain the following information:

- (1) name of business;
- (2) type of business to be conducted;
- (3) type of business organization;
- (4) names, ages, and residences of principals involved in the business;
- (5) location of business;
- (6) endorsement of a licensing or examining authority having jurisdiction over the trade, business, or occupation;
- (7) proof of bank accounts or financial statements, or both, for verification of capital investments upon request by the licensing authority;
- (8) proof of issuance of stock certificates verifying ownership, if the applicant is a corporation; and
- (9) any other information required by the Governor or commission.

History: 1975, PL 14-4 § 2; and 1982, PL 17-35 § 1.

Amendments: 1982 introductory paragraph and subsections (6) and (7) amended; subsections (8) and (9) added.

27.0206 Licensing procedure.

Upon receipt of a fully completed application, the Treasurer shall forward the application to the Governor for review and approval. The Governor may in his discretion forward the license application to the commission for review and recommendation. Upon final approval by the Governor, the license application will be forwarded to the Treasurer for final disposition. Upon receipt of a properly approved license application and payment of the appropriate license fee by the applicant, the Treasurer will issue the appropriate business license.

History: 1975, PL 14-4 § 2.

27.0207 Licensing for nonresidents.

(a) When an application for a business license is received by the Governor from a person who is not either an "American Samoan" or a "permanent resident" as designated in 41.0502, or in the case of a corporation when the majority stock is not owned by either of such persons, the application shall be referred to the commission.

(b) The commission shall hold a hearing on any application received under subsection (a) on due notice to the applicant in order to consider the application in the context of the following standards:

- (1) traffic safety;
- (2) adequate parking facilities;
- (3) availability of water and sewage facilities;
- (4) effect on land resources and economic opportunities for resident Samoans;
- (5) effect on Samoan customs, culture and traditions;
- (6) conformity to the general economic plan.

(c) After due consideration of any testimony and records introduced at the hearing, in the light of the standards set forth in subsection (b), the commission may deny the application or return it to the Governor with a favorable recommendation. The Governor shall then evaluate the application in the light of the recommendation and the other matters set forth in 27.0208 et seq.

History: 1975, PL 14-4 § 2; and 1975, PL 14-14 § 1; and 1978, PL 15-92 § 3.

Amendment: 1975 Subsection (c): changed cite at end. 1978 Subsection (a): deleted "economic development" prior to "commission".

Case Notes:

As previously stated, in the matter of business license applications it appears that it would be proper to determine the immigration status of an applicant . . . The wisdom of the issuance of a business license is more properly the province of the Territorial Planning Commission. *Thomas A. French v. Aviata Faalevao*, ASR (1980).

27.0208 Denial of a business license.

The Governor may disapprove the application of any business license if in his opinion the issuance of a license:

(1) would be contrary to the public policy, of encouraging the development of business enterprises by Samoans;

(2) would be contrary to the best interest of the public;

(3) would be incompatible with the economic and social development of the plans for the Territory, considering among other things: the nature of the proposed business, proposed location, adequacy of investment nature of the buildings and equipment and sanitary conditions.

History: 1975, PL 14-4 § 2.

27.0209 Term of license.

All licenses and applicable endorsements must be issued on a calendar year basis regardless of when issued, and expire on 31 December of the year issued or renewed.

History: 1975, PL 14-4 § 2; and 1981, PL 17-24 § 2.

27.0210 Apportionment of fee.

All original license fees shall be prorated in one-fourth of the annual fee charged for each quarter or portion of a quarter remaining in the term from the date of issuance.

History: 1975, PL 14-4 § 2.

27.0211 Renewal of license.

(a) A licensee may renew his license at the expiration thereof by payment of license fee and by filing with the renewal application an affidavit, subject to the penalties of perjury, that he has continued to comply with all of the prerequisites and qualifications provided by law and rules and regulations which were certified by the proper departments of the government in the application for his original license. The renewing licensee may not be required to obtain the approval of the government or any department or agency thereof regarding the application of the zoning law of the Territory of American Samoa

to the licensee's business premises: provided, that the licensed business is located upon the identical premises upon which it was located on the date of the issuance of the previous license.

(b) A licensee who fails to renew his license on or before 31 December of each year shall be assessed a penalty of \$2 per day for which he is delinquent, which penalty shall become part of the renewal fee. Any licensee who fails to renew his license on or before 30 January shall be required to discontinue his business until he renews the license or be subject to an injunction issued by the High Court of American Samoa and to prosecution under 27.0219. Failure to renew while continuing the operation of a business constitutes a refusal of and failure to obtain a license under the provisions of this chapter.

History: 1975, PL 14-4 § 2; and 1981, PL 17-24 § 1.

27.0212 License not transferable.

Every license issued under this chapter is personal and shall be issued to the person or persons making the application therefor, and may not in any circumstances be transferred to any other person except upon the forfeiture of a tenancy or upon a foreclosure of a mortgage where the original contract provides that the license is a security for the obligation, in which event the Governor shall be promptly notified of any forfeiture. Any license conditioned upon the fulfillment of any qualifications or prerequisites pertaining to the premises wherein the licensee conducts his business, trade, or profession may not be transferred to another location without written application to and written approval by the Governor.

History: 1975, PL 14-4 § 2.

27.0213 License required for separate location.

When one person operates or conducts businesses in 2 or more locations in American Samoa, the person is required to obtain a license for each location.

History: 1975, PL 14-4 § 2.

27.0214 Classification of business.

If any question of the classification of any business, conduct or activity arises pertaining to the type of class of license required under this chapter, the classification shall be made by the commission upon review of all the facts presented to it and the classification shall be final.

History: 1975, PL 14-4 § 2.

27.0215 Combination of businesses.

Any person who operates any business which consists of a combination of 2 or more of the classes provided in this chapter shall be required to take out a separate license for each classification.

History: 1975, PL 14-4 § 2.

27.0216 Exemptions.

The provision of this chapter and the license requirements under this chapter do not apply to the following activities:

(1) any business or trade engaged in or conducted by the government or the government of the United States or for the sole or direct benefit of or under the direct supervision of the government;

(2) the selling or marketing by an American Samoan agricultural producer of his own farm produce in its natural state.

History: 1975, PL 14-4 § 2.

27.0217 Payment of all fees and debts prerequisite to issuance of license.

No license may be issued unless the applicant has paid all fees and debts, except taxes, he may owe the government. The fees or debts must be clearly related to the operation of the business. This limitation may not be used for the purpose of collecting fees or debts owed to the government for reasons other than operation of the business for which the license is to be issued.

History: 1975, PL 14-4 § 2.

27.0218 Revocation of license.

Any license issued to a person which is based on information subsequently found by the Governor or commission to be false, is subject to revocation after a due notice and hearing in accordance with the Administrative Procedure Act, 4.1001 et seq. The revocation is in addition to any other penalties.

History: 1975, PL 14-4 § 2.

27.0219 Violation—Penalty.

(a) No person may engage in business in American Samoa without a license issued under this chapter unless specifically exempted under 27.0216.

(b) Any person who is required by this chapter to obtain a license or licenses and endorsements applicable thereto and refuses or fails to obtain the license or licenses and endorsements shall be guilty of a class B misdemeanor and upon conviction shall be sentenced accordingly.

History: 1975, PL 14-4 § 2; and 1976, PL 14-29 § 1; and 1980, PL 16-90 § 35.

Amendments: 1976 Subsection (a): added; provisions contained in section prior to amendment designated subsection (b). 1980 Amended to conform with penalties provided for in Title 46, Criminal Justice.

II. Specific Businesses

27.0230 Hotels.

The Governor may not approve an application for a business license to maintain and operate a hotel unless it substantially meets the standards of the hotel at Goat Island Point (currently owned by the American Samoan Development Corporation) regarding:

- (1) sanitary conditions;
- (2) room space for each guest;
- (3) architectural beauty;
- (4) public room space for guests, taking into consideration the number of guestrooms in the hotel;

(5) interior decorations, including decoration in guestrooms:

- (6) equipment for the preservation of food;
- (7) equipment for the preparation of food;
- (8) area surrounding the hotel;
- (9) window space for guestrooms and public rooms;
- (10) electric lighting;
- (11) building materials.

History: 1963, PL 8-6; 1966, PL 9-49; amd 1976, PL 14-28.

Amendment: 1976 Opening paragraph formerly provided that standards of the Pago Pago Americana Hotel be substantially met.

III. Business License Fees

27.0240 Established.

The following annual business license fees are established:

- (1) alcoholic beverage establishments:
 - (A) beer tavern \$ 50
 - (B) alcoholic beverage license 75
- (2) retail store, per business location 25
- (3) wholesale store, per business location 25
- (4) billiard and pool hall, per table 25
- (5) public dance hall 50
- (6) movie theater, per theater 50
- (7) auctioneer, per auction sale 6.50
- (8) beer importer 25
- (9) beer vendor 25
- (10) alcoholic beverage importer 1,000
- (11) alcoholic beverage vendor 1,000
- (12) garage and/or repair shop 25
- (13) service station 25
- (14) all other business, profession, agencies or activities 25.

History: 1963, PL 8-1; 1969, PL 11-49; amd PL 18-53 § 7.

Amendments: 1984 Subsection (1): changed "beer and wine" to "beer tavern", and "general" to "alcoholic beverage license." Subsections (10) to (12): renumbered as (12) to (14). New subsections (10) and (11) added to provide for alcoholic beverage importer and vendor.

27.0241 Proration of fee—Refunds.

When a business is first started, the fee must be prorated according to the length of time during which the business will have been in operation at the end of the calendar year, but not for a shorter period than 3 months. A discontinued business is not eligible for a refund.

History: 1963, PL 8-1; amd 1981, PL 17-24 § 3.

27.0242 License fees.

The following license fees are established:

- (1) fund raising, per occasion, local, \$5;
- (2) visiting of foreign entertainment groups, performing in public or in private, \$100.

History: 1963, PL 8-6; 1969, PL 11-49; amd 1981, PL 17-3 § 1.

27.0243 Administration of fees.

The administration and enforcement of 20.0232, 22.0208, 22.1002, 24.0701, 27.0240 and 27.0242 shall be the responsibility of the Treasurer of American Samoa. The Treasurer may delegate his responsibility under this section.

History: 1967, PL 10-5.

Chapter 03

TRADEMARKS AND TRADE NAMES

Sections:

- 27.0301 Certificate to be obtained.
- 27.0302 Application for certificate—Fee.
- 27.0303 Record—Issuance and effect of certificate.
- 27.0304 Revocation.
- 27.0305 Cancellation of certificate.
- 27.0306 Appeal.



APPLICATION FOR BUSINESS LICENSE

License Fee _____
License No. _____
Receipt No. _____
Date _____
Teller _____

Please Print or Type
and complete all Sections.
An incomplete Section will
delay your application

Date _____

For Calendar Year _____

Name of Applicant(s) _____ Date of Birth _____

Mailing Address _____
Post Office Box Number _____

Telephone(s) Home _____ Business _____

Name of Business (d.b.a.) _____

Business Address _____

Type of Business _____

Qualifications of Applicant(s) to operate successfully _____

Business Location: _____ Existing or New Structure
Village

Justification for Business Location _____

Sole Ownership Partnership Corporation

NOTE: CORPORATIONS must complete the recordation of their Articles of
Incorporation which is evidenced by the Certificate of Incorporation
issued by the Treasurer of the American Samoa Government.

Copies of PARTNERSHIP AGREEMENTS and ARTICLES OF INCORPORATION should
be submitted to the Revenue Branch along with this application form
and relevant documents.

ALIENS cannot operate SOLE OWNERSHIP ENTERPRISES, and PARTNERSHIPS
with ALIENS are subject to review by the IMMIGRATION BOARD.

Names of Principals: Residence Birthplace

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Initial Capital: Dollar Amount Contributed by

- 1. _____ 3. _____
- 2. _____ 4. _____

READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE SIGNING.

A false statement on this application may be grounds for denial of a
business license or for revocation of a license if already issued and
may be punished by fine or imprisonment (ASCA 46.4607)

I (we) certify that all of the statements made in this application are true,
complete and correct to the best of my (our) knowledge and belief.
(All principals listed above must sign below.)

Signature of Applicant(s) and/or Principals(s)

Date

X _____

AMERICAN SAMOA GOVERNMENT
APPLICATION FOR BUSINESS LICENSE
Continued - Page 2

Date _____

Name of Business (d.b.a.) _____

For Government Use Only

NOTE: Any ASG agencies reviewing this application should sign and indicate their approval, denial or non-applicability (N/A). Upon completion, the applicant should present all documents to the Revenue Branch for final review.

Route to:

Special Licensing Authority: _____
Name _____

Approved: _____ Declined _____
Date _____ Condition _____

(Refer to next page for the various Special Licensing Authorities.)

Development Planning Office - for Zoning requirements

Approved: _____ Declined _____
Date _____ Condition _____

Building Branch, PWD - for Structure and Location

Approved: _____ Declined _____
Date _____ Condition _____

Public Health - for Sanitary & Health requirements

Approved: _____ Declined _____
Date _____ Condition _____

Workmen's Compensation - Coverage for Employees

Approved: _____ Declined _____
Date _____ Condition _____

Tax Office - for Income Tax

Approved: _____ Declined _____
Date _____ Condition _____

Credit & Collection Branch - for Accounts Receivable

Approved: _____ Declined _____
Date _____ Condition _____

Territorial Planning Commission

Recommendation: _____
Approved: _____ Declined _____
Date _____ Condition _____

Comment: TPC approval does not necessarily confer residency status or eligibility upon the applicant(s).

Immigration Board - for Eligibility and Residency Status

Approved: _____ Declined _____
Date _____ Condition _____

Governor's Office - for Approval

Approved: _____ Declined _____
Date _____ Condition _____