**LEP Monitoring Report**

**I. Visit details**

Date of visit:

Visited by:

**II. Entrepreneur & Business details:**

Name of the Business:

Location:

Direction:

Name of the entrepreneur:

Contact:

Email:

**III. Review of business activities and processes**

Premises (rental expenses, land ownership, area):……………………………………….

Machinery & equipment (list of existing machineries and equipment & future plans):………………………………………………………..

*Action point:*

**IV. Employees**

No. of employee:

Regular:………. *Male:……….. Female: ………………*

Temporary:………. *Male:……….. Female:*

*Action point:*

**V. Who is their Target Market and what are the marketing strategies that they have implemented?**

*Action point:*

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**VI. Please note how they are keeping their books of accounts.**

*Action point:*

**VII. Other matters: ………………………………………….**

*Action point:*

**VIII. Status of loan (Please find out from finance division or in consultation with finance officer)**

Date of Disbursement:

Amount: Nu

Balance outstanding at [recent date]:

Comments on repayment history:

***Signature of the Visitor***

***Name:***

***Date:***