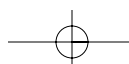


VOLUME 6

SECTION 2

LEASING OF FACTORY SPACE

**from
Factories Corporation
of Jamaica
1 King Street
Kingston**



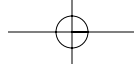


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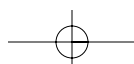
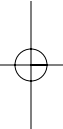
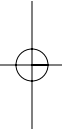
CHAPTER 1.....1

BACKGROUND

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LEASING OF SPACE

APPENDIX



CHAPTER I

BACKGROUND

1.0 ROLE OF THE FACTORIES CORPORATION

Factories Corporation of Jamaica Ltd. was incorporated in 1987 to implement the Government's Emergency Factory Building Programme. Under this programme approximately 92,903 sq. m. (1 million sq. ft.) of Factory space was built. With the phasing out of the Jamaica Industrial Development Corporation (JIDC) in 1989 it was decided that FCJ's role should be expanded to include the management of the properties that were under the JIDC's control.

FCJ is in the business of leasing factory space, commercial space and office space to investors. When the company commenced operation in 1988, approximately 75% of its tenants were engaged in the Garment Industry. With the prospects that the Information Communication Technology (ICT) Industry now holds, FCJ is adjusting its portfolio of space to meet the projected demand.

FCJ owns approximately 174298 sq. m. (1876126 sq. ft.) of rentable space of which 8454 sq. m. (91000 sq. ft.) is suitable for use in the ICT Industry. The company expects to add another 4740.5 sq. m. (51026 sq. ft.) of ICT space to its portfolio by April 2004.

1.1 MAIN LOCATIONS

FCJ has complexes at various locations spread throughout the island. The main locations are in Kingston, Montego Bay, St. Catherine and St. Thomas.

1.2 GENERAL INFORMATION

Head Office: 1 King Street, P.O. Box 720
Kingston, Jamaica
Telephone: 876-922-8471-2
Fax: 876-924-9630
E-mail: factories@cwjamaica.com
Website: Office-space-jamaica.com

CHAPTER 2

LEASING OF SPACE

2.0 SPACE AVAILABILITY

Available space is advertised from time to time in The Gleaner and the Daily Observer and on the FCJ Website.

Rental Contracts are normally for a period of five (5) years renewable.

2.1 PROCEDURE TO LEASE SPACE

- i Complete and submit application form (see appendix).
Application forms can be obtained at the company's Head Office or downloaded from the website.
- ii Due process done
 - Credit checks made;
 - Character reference received;
 - Project assessed.
- iii Application submitted for Board approval.
- iv Applicant will be advised in writing of approval or rejection.
- v If the application is approved, the applicant is required to pay within a month after the approval,- a reservation fee equivalent to three (3) months rental and maintenance charges plus GCT.
- vi FCJ will have the space ready for occupation (including providing electricity at the pothead) within one (1) month after the reservation fee is paid.

2.0 CONTACT INFORMATION

For further information please contact:

Property Manager; or

Marketing Officer

1 King Street, Kingston

Telephone: 876-967-4930

E-mail: sphillips@office-space-jamaica.com

Application Form for factory space

All fields marked with an asterisk (*) must be completed.

1. Name of Applicant* _____

Address: _____

Telephone Number/s: _____

Email Address*: _____

2. Company Information (Attach copy of Certificate of Incorporation)

a) Company's Name: _____

b) Address of Registered Office: _____

c) Trading Name: _____

d) Date of Incorporation: _____

Date Operation Commenced _____

e) Shareholders and Shareholdings:

Name: _____ %Holding _____

_____ %Holding _____

_____ %Holding _____

_____ %Holding _____

f) TRN Number _____

g) Mailing Address of Company _____

h) Particulars of Manager/Managing Director (Local):

Name: _____

Address: _____

Telephone Number: _____

i) Particulars of Manager/Managing Director (Overseas):

Name: _____

Address: _____

Appendix I

Telephone Number _____

j) **Company's Attorney (Name, Address, Tel. No.):**

3. Information On Factory Space Required

a) **Space required (Square Ft./Metres)** _____

Date required _____

b) **Business Activity to be carried on** _____

c) **Desired Location (List in order of preference):**

1. _____

2. _____

Please indicate (by tick in the left bracket) whether you are:

d) Relocating Expanding Starting a New Operation

e) **Period required for lease** _____ **Years**

f) **How many space will you need in 3 years?** _____
in 5 years? _____

g) **Referred to FCI by: (indicate by a tick in the left bracket):**

Local Advertisement Jampro Other (State)

Overseas Advertisement Business Associates

4. Production Information

a) **Major Productions**

	Products to be Manufactured	Annual Quantity	Annual Cost Value	Proportion Foreign Sales
1.				
2.				
3.				

Appendix I

b) Major Raw Materials

Raw Materials	Annual Quantity	Annual Cost Value	Proportion Foreign Sales
1.			
2.			
3.			

c) State volume of water used in the manufacturing process: _____ Monthly

d) State waste product from manufacturing process: _____

Monthly Quantity: _____

Method of disposal to be used: _____

e) Anticipated employment:

Year 1: Male _____ Female _____ Total _____ Cost _____

Year 2: Male _____ Female _____ Total _____ Cost _____

Year 3: Male _____ Female _____ Total _____ Cost _____

f) List machinery/equipment to be used and cost:

1. _____ Cost _____ Bought Already? Yes/No

2. _____ Cost _____ Bought Already? Yes/No

3. _____ Cost _____ Bought Already? Yes/No

g) State any special requirement for safe operation or equipment and protection of building:

h) State Agency and type of assistance being given to establish operation at location applied for:

5. Financial Data

a) Details of Loans

	Lender	Amount	Security
1.	_____	_____	_____
2.	_____	_____	_____

b) Net Book Worth and Profit/Loss Projection for next two (2) years and actual for last two (2) years. Attach Audited Financial Statement or Project Proposal for new company.

	Projection	Projection	Projection	Projection
	Year _____	Year _____	Year _____	Year _____
Total Assets	_____	_____	_____	_____
Total Liabilities	_____	_____	_____	_____
Assets Less Liabilities	_____	_____	_____	_____
Sales	_____	_____	_____	_____
Costs & Expenses	_____	_____	_____	_____

c) Banker(s)/Financial Institution(s)

1. Name _____	2. Name _____
Address _____	Address _____
Contact Person _____	Contact Person _____
Proposed Guarantor _____	Proposed Guarantor _____

References

Name	Co mpany	Title	Add res & Tel#
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature of Applicant: _____

Position of Signatur: _____

Date: _____

Financial Evaluation

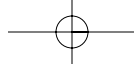
Signature: _____ **Date:** _____

Client Appraisal & Factory Allocation (Marketing Manager)

a) Client Appraisal: _____

b) Location Allocated _____

c) Area of Factory _____



Appendix I

d) Annual Rental: Year 1 _____ Year 2 _____ Year 3 _____

e) Date lease will commence _____

f) Date lease will expire _____

Credit Information:

References:

1. _____ Comments: _____

2. _____ Comments: _____

3. _____ Comments: _____

Signature: _____ Date: _____

Managing Director's Approval/Comments

Signature: _____ Date: _____

Board of Directors: Approved - Date _____ Not Approved

Comments:

