



## Incubation Centre MARCH 2025 INTAKE

This form **MUST** be completed in **BLOCK LETTERS** and returned together with required attachments to the Incubation Hub Manager, MUBAS, P/Bag 303, Blantyre 3

PHOTO

**APPLICANT NUMBER (For office use only):** .....

### A. ELIGIBILITY

1. The minimum qualification is PSLCE
2. Candidates must be 18 years and above

### B. CANDIDATE INFORMATION

1. Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ Initials: \_\_\_\_\_
2. Date of Birth (DD/MM/YYYY): \_\_\_/\_\_\_/\_\_\_ Sex: M  F  Nationality: \_\_\_\_\_
3. Home District: \_\_\_\_\_ T/A: \_\_\_\_\_ Village: \_\_\_\_\_
4. Contact Address: \_\_\_\_\_  
\_\_\_\_\_
5. Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

### C. NEXT OF KIN INFORMATION

1. Name: \_\_\_\_\_
2. Relationship (e.g. Father, Mother, Uncle, Wife, etc.): \_\_\_\_\_
3. Address: \_\_\_\_\_  
\_\_\_\_\_
4. Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

### D. ACADEMIC RECORD (Indicate highest level of education by ticking appropriate box)

PSLCE:  JCE:  MSCE:  BSC:  Other:  Specify \_\_\_\_\_

### E. WOULD YOU LIKE TO DECLARE ANY DISABILITY THAT WOULD IMPACT YOUR LEARNING?

No:  Yes  Specify (e.g. hearing impairment)

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**F. PROGRAM SPECIFICATIONS** (Please indicate the course applied for by checking in the right-hand boxes)

SN	Name of course	Fee	Topics to include	Weekday (Tick ✓)	Weekend (Tick ✓)
1.	Food Processing	MK 200,000.00	Pasta (spaghetti) making		
			Peanut butter		
			Baking – <ul style="list-style-type: none"> <li>• Cake baking basics</li> <li>• Bread production</li> <li>• scones</li> </ul>		
			Mayonnaise making		
			Jam making		
2.	Tailoring and design	MK 200,000.00			
3.	Detergent Making	MK 200,000.00	Dish wash		
			Hair shampoo		
			Car shampoo		
			Pine gel		
			Tablet soap		
	Laundry				
4.	Audio-Visual Media Production (Radio/Video/print)	MK 200,000.00	Radio Presentation and program production		
			Videography and editing skills		
			Newspaper and Online Writing skills		
			Photojournalism		

5.	Wood work	MK 250,000.00	Carpentry		
6.	Metal work	MK 250,000.00	Welding		
7.	Briquette making	MK 250,000.00			
8.	Electrical Installation and Maintenance	MK 250,000.00			
9.	Business Foundations	MK 200,000.00	Business plan, business canvas, financial literacy		

### G. COURSE TIMES

The courses will be offered during the weekdays and weekends (Saturday and Sunday).

### H. INDEMNITY

1. All non-refundable application and tuition fees must be paid through the Bank payable to:

**MUBAS Business Incubation Centre,  
Account No: 1005479068,  
Chichiri Branch.**

2. Fees should be paid in FULL upon registration or in two installments with the initial payment at least HALF and the balance MUST be settled within 30 days of the initial instalment;
3. Candidates shall strictly follow MUBAS student rules and regulations

#### 4. Declaration by candidate:

I, \_\_\_\_\_ do confirm that I have given all the information required truthfully and accurately to the best of my knowledge and belief. Signature: \_\_\_\_\_ Date (DD/MM/YYYY): \_\_\_\_/\_\_\_\_/\_\_\_\_

### I. APPLICATION CHECKLIST (please tick the box on the right if your answer is a YES)

Item	Tick ✓
Have you completed all relevant sections of this form?	
Have you deposited the <b>MK 10,000.00 non-refundable registration fee</b> and attached a machine-printed deposit slip bearing your name to this form??	

Have you deposited at least half of the Tuition fee and attached a machine-printed deposit slip bearing your name to this form?	
Have you provided a passport size photo?	

**J. FORM SUBMISSION**

1. Submission in person at Potters Lodge, MUBAS main campus or Incubation Centre Offices at Trade fair grounds in an envelope clearly marked ATTENTION INCUBATION MANAGER.
2. Via post or courier to MUBAS Business Incubation Centre Manager p/bag 303 Chichiri Blantyre 3.
3. Via email to [incubationmanager@mubas.ac.mw](mailto:incubationmanager@mubas.ac.mw) or [incubationhub@mubas.ac.mw](mailto:incubationhub@mubas.ac.mw) with subject **APPLICATION FOR INCUBATION SHORT COURSE**.

**K. APPLICATION DEADLINE**

Deadline for receiving applications is **February 24th, 2025** and orientation is scheduled on **3<sup>rd</sup> March 2025**.

**INCOMPLETE FORMS WILL NOT BE PROCESSED**