

NAMA Business Plan Version 2 – Dos and Don'ts

Dos

- DO **Read the Instructions and Guidance first.**
- DO only complete in Yellow coloured cells.
- **DO prepare.** Plan how you intend to group facilities, assets and entities **prior** to beginning the NAMA Business Plan. You will find it all works a lot more smoothly if you have already thought the structure through.
- **DO group together** tenants, or properties or units within a building, under suitable headings if the number you have exceeds the number allowed by the models.
- DO complete the Purple Asset Templates – but **only complete ONE purple asset template per asset number.**
- DO **save versions regularly** while working through the model – (using the 'Save As' function). For example, each new day should have the current date in the file name – this will reduce having to start all over again if you encounter a problem.
- DO include an asset **Market Value in all years the asset is held.** This Market Value is a best estimate of the value of the property at 31 December of each year. This can be the same value for as long as you hold the asset or you can change the value each year. If the Market Value is estimated to be zero, enter a nominal €1 value.
- DO **include central costs/incomes not allocated to a specific asset** in 'Group Information' (a yellow tab).
- DO **include an opening balance sheet** even if there is no working capital at Group level. For example, this might consist only of investment property value, loan value and a reserves position.
- DO **review the model outputs prior to submission to NAMA** – do they make sense?

Don'ts:

- **Do Not delete any cells, rows, columns or worksheets** in either the Information Pack or the Cashflow Model. The model will **NOT** work if you do this and you will have to start all over again.
- DO NOT Insert – **Do not insert rows or columns in either model.** Again, the models will **NOT** work if you do this and you will have to start all over again.
- **DO NOT Cut information.** Again, the models will **NOT** work if you do this and you will have to start all over again. However, **you can Copy information** instead.
- **DO NOT include a Market Value in the year of disposal / refinancing and subsequent years.** This will cause the model to fail to dispose of, or fail to refinance, the asset – the model assumes these occur at 01 January in the year of disposal / refinancing.
- **DO NOT print the sheets/tabs "Input TICopy" or "Input TDCopy" in the Information Pack and "Input TI Paste" or "Input TD Paste" in the Cashflow Model.** This will result in printing over 500 sheets of A3 paper.
- **DO NOT enter at Group level costs/incomes included in assets sheets.** This will result in double counting of Group Costs in the models. Enter specific asset costs in the asset sheets and other costs in the 'Group Information' sheet (yellow tab). Never enter costs twice as they will be double counted.