1. Applicant Details

|  |  |  |  |
| --- | --- | --- | --- |
| Business Name/ Applicant Name |   |  | Company No:  |
| Date of Incorporation  |   |  |
| TIN Number  |  |  |
| Contact Person  |   |  | Tel:  |
| Nature of business  |   |  |
| Sector |   |  |
| Business Location *(Business Physical address)* |  |  |
| Working capital Loan Amount (BWP)  |  |
| Current Employment Level  |  |
| Projected Employment  |  |
| Age of Business  |  |
| Date of application |   |  |

1. Personal Details (If Company, complete for all Shareholders)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title  | Mr.  | Mrs.  | Miss  | Other (State title)  |
| Surname  |   |
| Other Names  |   |
| Omang Number  |   |
| Date of Birth  |   |
| Marital Status (tick the correct one)  | Married  | Single  | Divorced  |
| Postal Address  |   |
| Physical Address  |   |
| How long have you been at this address  |   | Telephone  |   |
| Email  |   |
|   |
| Title  | Mr.  | Mrs.  | Miss  | Other (State title)  |
| Surname  |   |
| Other Names  |   |
| Omang Number  |   |
| Date of Birth  |   |
| Marital Status (tick the correct one)  | Married  | Single  | Divorced  |
| Postal Address  |   |   |   |
| Physical Address  |   |   |   |
| How long have you been at this address  |   | Telephone  |   |
| Email  |   |

1. **Breakdown of working capital**

|  |  |  |
| --- | --- | --- |
| Description (salaries, Utilities, stock etc) | Duration (months) | Amount (BWP) |
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|  |  |  |
|  |  |  |
| Total |  |  |

1. **Financing Plan**

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| --- | --- |
| Owners contribution*: How much will you be putting into the business:**Cash**Assets (land, transport, equipment?) to your loan request*  | *Amount* |
|  |
| CEDA LOAN |  |
| *Total Project Financing* |  |

1. Does the company/ promoter have any loans from other Financial Institutions? Yes [ ] No [ ]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Financial Institution Name  | Account Number  | Loan Amount  | Repayment Amount  | Repayment Period  | Amount Outstanding  |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Commercial Bankers

|  |  |  |  |
| --- | --- | --- | --- |
| Bank Name  |   | Branch  |   |
| Account Number  |   |
| Address  |   |
| Telephone  |   | Facsimile  |   |

1. Ownership and Management

|  |
| --- |
| Management Team *Provide details of the management team and their capabilities (e.g. experience in this kind of business or in this sector).* |
| Full Names | Experience | Qualifications  |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |

1. **Payroll details (you may attach payroll details covering; full names, ID, position and salary)**

|  |
| --- |
| Payroll expenses *Provide details of the staff and their payments*  |
| Full Names | ID/ Passport Number  | position | Monthly wages/ salaries  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Totals |  |  |  |

1. **Business Profile**

|  |
| --- |
| Business DescriptionProduction Process(*Provide details of daily business activities and processes )* |

1. **Market**

|  |
| --- |
| (provide details of your market) |
| Competition and Competitors |  |
| Distribution channels: |  |

1. **Did you benefit from any other Government interventions/ Incentives aimed at addressing COVID- 19 Pandemic effects (YES/ NO)**

 IF YES (Explain)

|  |
| --- |
|     |

1. **Declaration**

I/we hereby declare that the information provided above is, to the best of my/our knowledge and belief, true and correct. I/we further declare that the money borrowed shall be used solely for the purpose indicated above and that the is no legal impediment for the intended use.

Names in Full: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Managing Director/Principal Partner/Principal Applicant

Date: \_\_\_\_\_\_\_\_\_\_\_\_

For CEDA Official Use

|  |  |  |
| --- | --- | --- |
|  | COVID -19 INDUSTRY SUPPORT FACILITY LOAN CHECKLIST (REQUIRED DOCUMENTS)  | TICK  |
| 1 | Certified copy of Omang  |   |
| 2 | Company resolution to borrow (in case of a company)  |   |
| 3 | Form 2 (list of shareholders / directors) in case of a company |  |
| 4 | Form 3 (certificate of incorporation) in case of a company |  |
| 5 | Form 4 & 5 (allotment of shares & Share certificates) in case of a company |  |
| 6 | Company Registration Extract Documents (for companies registered/ re-registered effective 3 June, 2019).  |  |
| 7 | Memorandum & Articles of Association (If a company) |  |
| 8 | Certified copies of Shareholders & Directors IDs (If a company). |   |
| 9 | Certified copy of Marriage Certificate, where applicable. |  |
| 10 | Certified copy of Deeds Marriage Instrument (Form A or B).  |   |
| 11 | Business Bank statements for at least 6 months. |  |
| 12 | Annual Financial statements (Prepared by a BICA registered member) |  |
| 13 | Management accounts where annual financial statements are older than 3 months. |  |
| 15 | License to operate business (as prescribed by the relevant licensing authority) |  |
| 16 | Proof of residential address (Utility Bills / Affidavit/ Letter from Local Authorities eg Kgosi) |   |
| 17 | Proof of Tax Registration (TIN)  |  |

|  |
| --- |
| Owners Personal Balance Sheet (If Company, complete for all Shareholders)Personal Balance Sheet of: |
| Spouses name: |
| Married in/out of community Yes/No |
| ASSETS:Immovable Property: |
| Plot No | Location | Type of Land | Size | Remaining Lease | Estimated Value |
|  |  |  |  |  |  |
| Movable Assets: |
| Type of Assets | Original Cost | Year of Acquisition | Net Book Value |  |
| Vehicles |  |  |  |  |
| Machines and Equipment |  |  |  |  |
| Furniture and Fixtures |  |  |  |  |
|  |  |  |  |  |
| Livestock |  |  |
| Debts / Receivables |  |  |
| Shares in companies |  |  |
| Other assets |  |  |
| Fixed Deposits with banks |  |  |
| Cash at Bank and in Hand |  |  |
|  | Total Assets |  |
| LIABILITIES: |  |  |
| Loans secured by Mortgage over Immovable Property |  |  |
| Loans under Hire Purchase |  |  |
| Tax Liabilities |  |  |
| Personal Loans |  |  |
| Creditors |  |  |
| Other liabilities |  |  |
| Any Contingent Liability as Guarantor for other or bonds over property / assets used as security |  |  |
|  | Total Liabilities |  |