|  |  |
| --- | --- |
| **REQUIRED DOCUMENTS** | TICK |
| 1. Certified copies of Omang (Individuals, partners, shareholders, and directors)
 |  |
| 1. Resolution by Board of Directors to apply for a loan
 |  |
| 1. Company re-registration forms and Share Certificates
 |  |
| 1. Audited Financial statements for at least 3 years (in case of existing operations)
 |  |
| 1. Personal Bank Statements for 12 months (start-ups or/ and individual directors)
 |  |
| 1. 12 months Company Bank Statements
 |  |
| 1. Offer letter and loan balance statements of the existing loans with other financiers
 |  |
| 1. Financial projections and underlying assumptions for the projected income (Balance Sheet, Income Statement & Cashflows) for 5 years
 |  |
| 1. Personal Balance sheets of all shareholders or owners
 |  |
| 1. Approved Architectural Drawings (in the case of property development)
 |  |
| 1. Valuation Report of existing assets, prepared by a professional valuer (the report must not be more than 2 years)
 |  |
| 1. Structural Report prepared by a certified Structural Engineer (the report must not be more than 2 years)
 |  |
| 1. Bills of quantity from a registered Quantity Surveyor
 |  |
| 1. Proof of title deed for the property to be purchased or used as security
 |  |
| 1. Deed of sale of business in event of purchase an existing business
 |  |
| 1. Copy of lease Agreement / Provisional lease agreement (in case of leased premises)
 |  |
| 1. Proof of ownership or availability of land for the project
 |  |
| 1. Shareholders/Partners/Directors/Individual applicants should be citizens, 18 years and above.
 |  |
| 1. Copy of necessary licences to operate (For existing operations)
 |  |
| 1. Due Diligence report valid for 12 months must be provided (in case of purchasing existing business)
 |  |
| 1. Three quotations for the proposed development (Contractors company documents & profiles should be included (e.g., PPADB registration, Tax clearance certificate)
 |  |
| 1. 3 Quotations of items to be financed (Machine quotations to include machine capacity and specifications)
 |  |
| 1. 3 Letters of Intent/ Prelease agreement/ Contracts from Potential Clients
 |  |
| 1. 3 insurance quotations for assets to be financed/ pledged as security against the loan
 |  |
| 1. Curriculum Vitae of shareholders
 |  |
| 1. Application Form and Business Plan
 |  |
| 1. Curriculum Vitae, Certified copy of Omang, professional and academic certificates of the successor
 |  |
| 1. Professional and academic certificates of all shareholders
 |  |
| 1. Tax Clearance Certificate where applicable
 |  |
| 1. Certified Copy of Marriage Certificate where applicable
 |  |
| 1. Copy of Deeds Marriage Instrument (Form A or Form B)
 |  |
| 1. Spousal consent and Certified copy of Omang of the spouse
 |  |
| 1. Environment Impact Assessment Report (EIA) where necessary
 |  |
| 1. Soil test report where necessary
 |  |
| 1. KYC Forms and Proof of Residence
 |  |