

ASSISTED REPRODUCTIVE TECHNOLOGIES (ART) LOAN APPLICATION FORM



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1. Applicant's Personal Details

Title (tick)	Mr.	Mrs.	Miss.	Dr.	Other
Surname					
Names					
Date of Birth					
ID (Oman) Number				Gender	F ☐ M ☐
Contacts	Cell Phone:			Facsimile:	
	Telephone:			Email:	
Marital Status (Tick the Correct One)	Married	Single	Divorced	Widow	
Marriage Regime	In Community			Out of Community	
Details of Spouse	Surname:			Nationality:	
	Names:			Mobile Number:	
Disability	Yes			No	
Postal Address					
Physical Address					
Village				District	
Ward				Constituency	
How long have you been at this address?					

2. Company Details

Business Name/ Applicant		Company No:
Date of Incorporation		
Start Date of Operation		
Contact Person		Tel:
Nature of Business		
Business Location		
Loan Amount (BWP)		
Date		

3. Highest Education Level

None	Certificate
PSLE	Diploma
JCE	Degree
BGSE, GCE IGCE	Other

4. Business Details

Type of Business (Moraka/ Farm):				Location of Business:	
The Business Premise	Rented:		Owned:		
Number of Employees	Current:		Projected:		
Age of Business:					

5. Ownership and Management

Management Team

Who is managing the business? Indicate their suitability to do so (e.g. experience in this kind of business or in this sector).

Name	Experience

6. Applicant Employment Status (applicable to employed farmers)

Employer's Name	Name:		
	Nature of Business:		
	Postal Address:		
	Telephone Number:		
Employment Details	Job Title:		
	Employment Terms: (Permanent, Contract):		
	Contract Expiry Date:		
	Expected Retirement Date:		
Spouse Employment Status			
Employer	Status (Permanent, Contract)	Job title	Duration

7. Next of Kin (Not Living with the Applicant) (applicable to full time farmers)

Name		Name	
Relationship		Relationship	
Omang		Omang	
Postal Address		Postal Address	
Physical Address		Physical Address	
Telephone		Telephone	
Cell phone		Cell phone	

8. Reference (applicable to full time farmers)

Please provide 2 references that may be contacted (Trade references are preferred)

Name		Name	
Postal Address		Postal Address	
Facsimile		Facsimile	
Cell phone		Cell phone	

9. Accountants/ Auditor (applicable to full time farmers)

Company Name			
Contact Person			
Address			
Telephone		Facsimile	

10. Secretary (applicable to full time farmers)

Company Name			
Contact Person			
Address			
Telephone		Facsimile	

11. Personal Income Statement

Income (monthly)	Amount (Pula)
Salary	
Rental Income	
Capital Gains	
Dividends	
Profits (Business)	
Interest	
Other	
Expenses (Monthly)	Amount (Pula)
Utilities	
School Fees	
Health and Insurance	
Transportation	
Personal	
Family and Food	
Mortgage	
Loans	
Other	
Total	

Monthly Income Statement	Amount (Pula)
Total Income	
Total Expenses	
Free Cashflow	

12. Applicant's Banking details

Banker's Name	Account Number	Branch Code	Duration with the Bank

13. Existing and Previous Loans with CEDA

Loan Number	Loan Amount	Loan Term	Outstanding Amount	Purpose

14. Existing and Previous Loans With Other Institutions

Loan Number	Loan Amount	Loan Term	Outstanding Amount	Purpose

15. Proposed Loan Facility Details

Amount Applied for BWP	Amount in Words
Purpose	Amount (BWP)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
Total	

16. Livestock Details (Census)

Livestock	Bulls	Oxen	Cows	Heifers	Tollies	Calves	Goats Sheep	Other (Horses etc)
Existing								
Cows to be done Assisted Reproductive Technologies (ART)								

17. Personal Balance Sheet

Personal Balance Sheet of:

Spouses Name:

Married in/out of Community of Property

ASSETS

Plot No	Location	Type of Land	Size	Value

Movable Assets

Types of Assets	Original Cost	Year of Acquisition	Book Value	
Vehicles				
Machines				
Furniture				
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				
Loans under Hire Purchase				
Tax Liabilities				
Personal Loans				
Creditors				
Other Liabilities				
Any contingent liability as guarantor for other				
		Total Liabilities		

18. Cash Flow (applicable to full time farmers)

	Year 1	Year 2	Year 3	Year 4	Year 5
Gross Collections					
Increase in Shareholders Loans					
Interest Income					
Increase in Bank Loans					
Total Inflow					
Payments to Creditors/Stock Purchase					
Sales Tax and Customs Duty					
Total Expenses Paid					
Net Cash Inflow Before Financing					
Loan Repayments					
Interest on Overdraft					
Taxation Paid					
Asset Purchases					
Net Cash Inflow after Financing					
Balance b/ fwd					
Balance c/ fwd					

19. Financial Projections (applicable to full time farmers)

	Year 1	Year 2	Year 3	Year 4	Year 5
Total Sales					
Stock on Hand at Beginning of Period					
Total Purchases					
Total Stock on Hand at End of Period					
Gross Profit					
Total Expenses					
Depreciation					
Loan Repayments					
Tax Paid					
Net Profit					
Assumptions					
Sale Units					
Sales Price					
Variable Costs					
Overhead Expenses					
Depreciation Rates Used					
Tax Rates Used					
Other Assumptions					

20. Proposed Security for the Loan

Type of Security	Age	Original Cost	Book Value	Estimated Force	Sale Value

21. Declarations

- I certify that all the particulars given by me are true and complete. The financial information presented as true and accurate statement of my financial condition on the date indicated. The information is provided for the purpose of obtaining a loan from CEDA. I agree that if any material change(s) occur(s) in my particulars and/or financial condition, I will immediately notify CEDA on the said changes and unless CEDA is so notified it may continue to rely upon this information and the representations made herein as a true and accurate statement of my particulars and/or financial condition.
- I authorize CEDA to make whatever credit inquiries it deems necessary in connection with this information. I authorise and instruct any person or consumer reporting agency to furnish to CEDA any information.
- I confirm that I fully agree with the loan amount and also agree that the loan facility is subject to CEDA Terms and Conditions contained in the Loan Offer Letter.

Applicants' Signature: _____

Date: _____

22. Spousal Consent

"I _____ do hereby consent to my spouse obtaining this loan from Citizen Entrepreneurial Development Agency (CEDA)".

Omang/ID Number	
Phone Number	
Residence	
Postal Address	

Signature: _____ Date: _____

NB: If the application form does not provide enough space, an additional document may be used to elaborate further and include financial assumptions. The document should be submitted along with the application form

CHECKLIST FOR FULL TIME FARMERS	Tick
1. CEDA Assisted Reproductive Technologies (ART) Application form	
2. Certified copies of Omang (Individuals, partners, shareholders and directors)	
3. Resolution by Board of Directors to apply for a loan where applicable	
4. Company registration forms and Share Certificates	
5. Personal Bank Statements for 12 months (individual directors)	
6. Business Bank statements for at least 6 months.	
7. Financial projections (Balance Sheet, Income Statement & Cashflows) for 5 years	
8. Personal Balance sheets of all shareholders	
9. Usage of land should be in line with the proposed business	
10. Body Condition Score report from Department of Veterinary Services for animals to be Assisted Reproductive Technologies (ART)	
11. Site suitability report (Department of Veterinary Services)	
12. History of vaccination, dipping and treatment where applicable	
13. Certificate of Assisted Reproductive Technologies (ART) Training (for the practitioner) and should be registered with Ministry of Lands and Agriculture.	
14. Livestock brand certificate, Keeper ID	
15. Livestock Census (communal)	
16. Letter of confirmation of Employment where applicable	
17. Letters of Intent / Contracts (3)	
18. Three quotations of items to be financed	
19. Borehole certificate, membership to syndicate and permission to use borehole	
20. Consent from Land Board to reticulate water from one plot to another (Leeway)	
21. Lease Agreement which covers the loan repayment (in case of leased property)	
22. Curriculum Vitae of shareholders or owners	
23. Professional and academic certificates of all shareholders or owners	
24. Tax Clearance Certificate where applicable	
25. Certified Copy of Marriage Certificate where applicable	
26. Copy of Deeds Marriage Instrument (Form A or Form B)	
27. Certified copy of Omang of spouse	
28. Ranch Ecology Site Assessment Report (where applicable)	
29. Know Your Customer forms and proof of residence	

CHECKLIST FOR EMPLOYED FARMERS		Tick
1. CEDA Assisted Reproductive Technologies (ART) Application form		
2. Certified copy of Omang		
3. Proof of ownership or availability of land for the project		
4. Keepers ID and/or Livestock brand certificate		
5. Borehole drilling completion certificate, proof of ownership (if required)		
6. At least three quotations of items to be financed		
7. Certified Copy of Marriage Certificate if Married (where applicable)		
8. Copy of Marriage Instrument (Form A or Form B) (where applicable)		
9. Letter of Confirmation of employment		
10. Payslips for the last 3 months		
11. Certified copy of Omang of spouse		
12. Bank statements of the last 3 months		
13. Know Your Customer forms and proof of residence		

CEDA NETWORK

GABORONE BRANCH

Physical Address

Prime Plaza, Plot 54358, Corner PG
Matante Road & Khama Crescent Ext, CBD

Postal Address

Private Bag 00504, Gaborone, Botswana
T : +267 3170895, F : +267 3170896

KANYE BRANCH

Physical Address

Maswabi Complex, Plot. No. 1264,
Sebonego Ward, Kanye

Postal Address

Private Bag 16, Kanye, Botswana
T : +267 544-0324, F : +267 544-1109

MOLEPOLOLE BRANCH

Physical Address

Plot 470, Borakanelo Ward, Molepolole
Postal Address

P. O. Box 3271, Molepolole, Botswana
T : +267 5920000, F : +267 5915318

PALAPYE BRANCH

Physical Address

Riverview Mall A1 Road,
Plot 8717 Unit 17, Palapye

Postal Address

Private Bag 24, Palapye, Botswana
T : +267 4920279, F : +267 4920235

PHIKWE BRANCH

Physical Address

Behind Barclays Bank (next to Coop), Main Mall

Postal Address

Private Bag 190, Selebi Phikwe, Botswana
T : +267 262 2377, F : +267 262 2374

FRANCISTOWN BRANCH

Physical Address

Plot No 323676 (Unit 6,7,8) Donga
Along Marang Road

Postal Address:

P. O. Box 1845, Francistown, Botswana
T : +267 241-2775, F : +267 241-6045

LETLHAKANE BRANCH

Physical Address

Plot 10297, Mokgobelele Ward, Letlhakane

Postal Address

Private Bag 55, Letlhakane, Botswana
Tel: 297 6254

HUKUNTSI BRANCH

Physical Address

Macheng Mall, Plot No. 158, Unit 7

Postal Address

P.O Box ,131 Hukuntsi Botswana
T : +267 6510170 F: 267 6510169

MAUN BRANCH

Physical Address

Tsheko Road (Next to Standard Chartered
Bank and Behind Center Lodge), Old Mall

Postal Address

P/Bag 393, Maun, Botswana,
T : +267 686-4169, F : +267 686-4858

SHAKAWE BRANCH

Physical Address

Acacia Mall - Unit 10, Plot 180, Shakawe
Botswana

Postal Address

Private Bag16, Shakawe.
Tel: 6875090. Fax: 6875093

KASANE BRANCH

Physical Address

Plot 5085- Nunga Road (Within the Rural
Administration Centre)

Postal Address

P O Box 63, Kasane
Tel : 625 0183 Fax: 6250185

TSABONG BRANCH

Physical Address

Plot No. 7069, Tsabong Rural Administra-
tive Centre (RAC)

Postal Address

Private Bag 23, Tsabong
T : +267 654 0208 F: +267 654 0208

GHANZI BRANCH

Physical Address

Plot 1299 (Opposite Bus Rank, Next to
Delta Pharmacy)

Postal Address

P. O. Box 792, Ghanzi, Botswana
T : +267 659-7331, F : +267 659-7595

