



LOAN APPLICATION CHECKLIST AGRI BUSINESS

REQUIRED DOCUMENTS		TICK
1.	Completed Application form and Business Plan/ Plan with all areas adequately covered	
2.	Certified copies of Omang (Individuals, partners, shareholders, and directors)	
3.	Resolution by Board of Directors to apply for a loan	
4.	Company re-registration forms and Share Certificates	
5.	Audited Financial statements for at least 3 years/3 years historic production farm performance (in case of existing operations) (Prepared by a BICA accredited firm)	
6.	KYC Forms and Proof of Residence	
7.	Personal Bank Statements for 12 months (start-ups or/ and individual directors)	
8.	Offer letter and loan balance statements of the existing loans with other financiers	
9.	Business Bank statements for at least 6 months.	
10.	Financial projections (Balance Sheet, Income Statement & Cashflows) for 5 years	
11.	Personal Balance sheets of all shareholders	
12.	Valuation Report of existing assets, prepared by a professional valuer (the report must not be more than 2 years)	
13.	Ranch Ecology Site Assessment Report for farm purchase (where applicable)	
14.	Deed of sale of business in the event of purchase of an existing business	
15.	Proof of title deed for the property to be purchased or used as security	
16.	Structural Report prepared by a certified Structural Engineer (the report must not be more than 2 years) (where applicable)	
17.	Atleast 3 Quotations for kraals and farm developments (in case of construction	
18.	Usage of land should be in line with the proposed business	
19.	Shareholders/Partners/Directors/Individual applicants should be citizens, 18 years and above.	
20.	Due Diligence report valid for 12 months must be provided (in case of purchasing existing business)	
21.	Livestock brand certificate (where applicable)	
22.	Livestock Census	
23.	Pregnancy test if buying pregnant cows	
24.	Atleast 3 Letters of Intent /market Contract/agreements	
25.	Atleast 3 quotations of items to be financed	
26.	Atleast 3 insurance quotations for assets to be financed/ pledged as security against the loan	
27.	Soil and water tests report (For irrigation and animal consumption)	
28.	Borehole drilling completion certificate, proof of ownership	
29.	Map of existing borehole (Site Map)	
30.	Consent from Land Board to reticulate water from one plot to another (Leeway)	
31.	Lease Agreement which covers the loan repayment (in case of leased property)	
32.	Curriculum Vitae of shareholders or owners	
33.	Professional and academic certificates of all shareholders or owners	
34.	Curriculum Vitae, Certified copy of Omang, professional and academic certificates of the successor	
35.	Tax Clearance Certificate where applicable	
36.	Certified Copy of Marriage Certificate where applicable	
37.	Copy of Deeds Marriage Instrument (Form A or Form B)	
38.	Spousal consent and Certified copy of Omang of the spouse	
39.	Environment Impact Assessment Report (EIA) where necessary	

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CEDA collects your personal data (directly from you or via third parties like credit bureaus) to provide financial services, verify your identity, assess risk, communicate with you, and meet legal obligations.

Your data is:

- Used only for the purposes it was collected for
- Retained if legally or operationally necessary
- Shared with third-party providers under strict contractual protections
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By submitting the form, you **consent** to this data use and may **withdraw consent** at any time, subject to any overriding legal or contractual obligations.

CEDA NETWORK

GABORONE BRANCH

Physical Address

Plot 5129, Gaborone Main Mall Corner
Pilane and Queens Road

Postal Address

Private Bag 00504, Gaborone, Botswana
T : +267 3181022, F : +267 3181022

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

SHAKAWA 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

TUTUME BRANCH

Physical Address

Plot No 1551, Magapatona Ward
Sefalana Shoppers Complex

Postal Address

T : +267 298 7003