



LOAN APPLICATION CHECKLIST PROPERTY

REQUIRED DOCUMENTS		TICK
1.	Certified copies of Omang (Individuals, partners, shareholders, and directors)	
2.	Resolution by Board of Directors to apply for a loan	
3.	Company re-registration forms and Share Certificates	
4.	Audited Financial statements for at least 3 years (in case of existing operations)	
5.	Personal Bank Statements for 12 months (start-ups or/ and individual directors)	
6.	12 months Company bank statements	
7.	Offer letter and loan balance statements of the existing loans with other financiers	
8.	Financial projections and underlying assumptions for the projected income (Balance Sheet, Income Statement & Cashflows) for 5 years	
9.	Personal Balance sheets of all shareholders	
10.	Valuation Report of existing assets, prepared by a professional valuer (the report must not be more than 2 years)	
11.	Proof of title deed for the property to be purchased or used as security	
12.	Due Diligence report valid for 12 months must be provided (in case of purchasing existing business)	
13.	Deed of sale of business in the event of purchase of an existing business	
14.	Concept of Architectural Approved Plans (in case of property development)	
15.	Bills of quantity from a registered Quantity Surveyor	
16.	Shareholders/ Partners/ Directors/ Individual applicants should be citizens, 18 years and above.	
17.	Three quotations for the proposed development (Contractors company documents & profiles should be included (e.g., PPADB registration, Tax clearance certificate)	
18.	3 Letters of Intent/ Prelease agreement/ Contracts from Potential Clients	
19.	3 insurance quotations for assets to be financed/ pledged as security against the loan	
20.	Soil tests report where necessary	
21.	Curriculum Vitae of shareholders	
22.	Application Form and Business Plan	
23.	Professional and academic certificates of all shareholders	
24.	Curriculum Vitae, Certified copy of Omang, professional and academic certificates of the successor	
25.	Tax Clearance Certificate where applicable	
26.	Certified Copy of Marriage Certificate where applicable	
27.	Copy of Deeds Marriage Instrument (Form A or Form B)	
28.	Spousal consent and Certified copy of Omang of the spouse	
29.	Structural Report (the report must not be more than 2 years)	
30.	Environment Impact Assessment Report (EIA) where necessary	
31.	KYC Forms and Proof of Residence	

CEDA DATA PRIVACY NOTICE

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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
- Transferred internationally only where equivalent data protection standards apply

Under the Botswana Data Protection Act 2024, you have the right to **access, correct, or delete** your personal data by contacting: **dataprotection@ceda.co.bw**

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

T : +267 298 7003