



LOAN APPLICATION CHECKLIST SERVICES

REQUIRED DOCUMENTS		TICK
1.	Certified copies of Omang (Individuals, partners, shareholders, and directors)	
2.	Resolution by Board of Directors to apply for a loan (In case of a company)	
3.	Company re-registration forms and Share Certificates	
4.	Certificate of Incorporation	
5.	12 months Personal Bank Statements	
6.	12 months Company Bank Statements	
7.	Offer letter and loan balance statements of the existing loans with other financiers	
8.	Audited Financial statements for at least 3 years (in case of existing operations) for businesses with a turnover of BWP10,000,000.00 and above or asset base of BWP5,000,000.00 and above	
9.	Valuation Report of existing assets, prepared by a professional valuer (the report must not be more than 2 Years)	
10.	Structural Report prepared by a certified Structural Engineer (the report must not be more than 2 years)	
11.	Bills of quantity from a registered Quantity Surveyor	
12.	Proof of title deed for the property to be purchased or used as security	
13.	Deed of sale of business in the event of purchase of an existing business	
14.	Due Diligence report valid for 12 months must be provided (in case of purchasing existing business)	
15.	Proof of ownership or availability of land for the project	
16.	Copy of necessary license to operate (existing operations)	
17.	Copy of rental or lease agreement / Provisional lease agreement (in the case of leased premises)	
18.	Approved Architectural Drawings (in the case of property development)	
19.	Three quotations for the proposed development (Contractors company documents & profiles should be included (e.g., PPADB registration, Tax clearance certificate)	
20.	Financial projections and underlying assumptions for the projected income (Balance Sheet, Income Statement & Cashflows) for 5 years	
21.	Personal Balance sheets of all shareholders	
22.	Atleast 3 quotations for items to be financed	
23.	3 insurance quotations for assets to be financed/ pledged as security against the loan	
24.	Three quotations for the proposed development (Contractors company documents & profiles should be included (e.g., PPADB registration, Tax clearance certificate)	
25.	Shareholders/Partners/Directors/Individual applicants should be citizens, 18 years and above.	
26.	Professional and academic certificates of all shareholders	
27.	Curriculum Vitae of shareholders	
28.	Completed Application Form and Business Plan	
29.	Curriculum Vitae, Certified copy of Omang, professional and academic certificates of the successor	
30.	Tax Clearance Certificate where applicable	
31.	Franchise Agreement where applicable	
32.	Certified Copy of Marriage Certificate where applicable	
33.	Copy of Deeds Marriage Instrument (Form A or Form B)	
34.	Spousal consent and Certified copy of Omang of the spouse	
35.	3 Letters of Intent/ Prelease agreement/ Contracts from Potential Clients	
36.	Environment Impact Assessment Report (EIA) where necessary	
37.	Soil Tests report where necessary	
38.	KYC Forms and Proof of Residence	

CEDA DATA PRIVACY NOTICE

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
- 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

SHAKAWÉ 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