

	<b>CEDA</b>	Doc. No: HS/FRM/47
		Page 1 of 1
	<b>LOAN APPLICATION CHECK LIST EXTERNAL PURCHASE OF EQUIPMENT/ MACHINERY</b>	Revision No: 01 Effective Date: 01/06/2023

REQUIRED DOCUMENTS/ INFORMATION	Tick if available	State if not applicable
1. Seller details - Company Profile (including Trade References)		
2. Quotation/Proforma/sales contract		
3. Sales agreement / Proforma Invoice		
4. Incoterms (logistics agreement - Cost Insurance and Freight (CIF))		
5. Payment terms (COD, Credit, Deposit, TT, sight/differed LC)		
6. Expected delivery period		
7. Quotation - Clearing Agents		
8. Quotation - Port Fees		
9. Quotation - Insurance		
<b>Customers are advised to confirm the below;</b>		
- Machinery / Equipment description & specs, manuals in English		
- Machinery description with dimensions and capacity		
- Quality Assurance report Inspection, Verification, Testing, and certification		
- Warrantee/ Guarantees offered		
- Warehouse size with adequate space to fit in equipment		
- Availability of Utilities in the warehouse (Power and Water) at the right capacity as well as compressor		
- Special lighting, sound proofing, PPE for workers		
- Loading ramps		
- Lifting requirements		
- Storage facilities		
- Firefighting equipment		
- Proper zoning (EIA, EMP)		
- Commissioning cost and training		
- After sale services		

This document is only valid for the date and the time that it was printed. This document is the property of CEDA. It is strictly confidential and may on no account be reproduced, copied or divulged without prior authorisation.

<b>Compiler:</b>	HBN	<b>Approving Officer:</b>	CEO
<b>File Location:</b>	Regional Manager		Page 1 of 1