

POULTRY SUB-SECTOR CHECKLIST



Document No: HS/FRM/61
Revision No: 02
Effective Date: 01/10/2026

REQUIRED DOCUMENTS		TICK
1.	CEDA Loan application form	
2.	A Detailed Business plan	
3.	Certified copies of Omang (Individuals, partners, shareholders, and directors)	
4.	Resolution by Board of Directors to apply for a loan	
5.	Company Extract, Certificate of Incorporation & Constitution	
6.	Tax Clearance Certificate where applicable	
7.	Completed KYC Form	
8.	Personal Bank Statements for 12 months (start-ups or/ and individual directors)	
9.	Audited Financial statements for at least 3 years where applicable.	
10.	3 years historic Poultry production farm performance where applicable (prepared by a BICA accredited firm)	
11.	Offer letter and loan balance statements of the existing loans with other financiers	
12.	Personal Balance sheets of all shareholders	
13.	Valuation report of existing assets, prepared and approved by a CEDA valuer (the report must not be more than 2 years)	
14.	Deed of sale and due diligence 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.	Poultry health compliance standards/ support letter from animal production department or relevant authorities.	
18.	Water tests report (animal consumption)	
19.	Proof of ownership or availability of land for the project	
20.	Lease Agreement which covers the loan repayment (in case of leased property)	
21.	Usage of land should be in line with the proposed business	
22.	Poultry Farm developments & approved layout plan for poultry houses	
23.	Borehole drilling completion certificate, water reticulation (leeway)	
24.	Environment Impact Assessment Report (EIA) where necessary	
25.	At least three quotations of items to be financed	
26.	Insurance quotations for assets to be financed/ pledged as security against the loan	
27.	Certified Copy of Marriage Certificate if Married (where applicable)	
28.	Copy of Marriage Instrument (Form A or Form B) (where applicable)	
29.	Spousal consent and Certified copy of Omang of the spouse	
30.	Letter of Confirmation of employment (where applicable)	
31.	Pay slips for the last 3 months (where applicable)	
32.	Curriculum Vitae, Certified copy of Omang, professional and academic certificates of the successor	
33.	ISO/BSO Certification where applicable	
34.	Curriculum Vitae of Shareholders, Professional & academic certificates of all shareholders or owners	
35.	Letters of intent/ contracts	
36.	Soil tests report	
37.	Bill of Quantity report	
38.	At least three (3) Construction quotations from reputable construction companies	
39.	Approved architectural plans from relevant authorities	

POULTRY SUB-SECTOR CHECKLIST



Document No: HS/FRM/61
Revision No: 02
Effective Date: 01/10/2026

Data Privacy Note

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

To further appreciate CEDA's Customer Privacy Notice, please visit our website. www.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.

DECLARATION

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case the above information is found to be false, untrue, misleading, or misrepresenting, I am aware that I may be held liable for it.

Full Name: _____

Date: _____ D D M M Y Y

Signature:

Name of Customer Advisor: _____

Date: _____ D D M M Y Y

Signature: