PROPERTY LOAN CHECKLIST

Efffective 20- 02 -17

Name of the Applicant:

	REQUIRED DOCUMENTS	YES	NO
1	Certified copies of Omang (Individuals ,partners, shareholders and directors)		
2	Resolution by Board of Directors to apply for a loan		
3	Form 2 (List of Shareholders/ directors)		
4	Form 3 (certificate of incorporation)		
5	Form 4 (allotment of shares) and Share Certificates		
6	Audited Financial statements for at least 3 years (in case of existing operations)		
7	Personal Bank Statements for 12 months (start-ups or/ and individual directors)		
8	Financial projections (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 12 months)		
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 existing operations)		
13	Deed of sale of business in the event of purchase of an existing business operations)		
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	Contracts / Pre lease Agreements		
19	Insurance quotations for assets to be financed		
20	Soil tests report where necessary		

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FINANCE • DEVELOP • SUSTAIN

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	REQUIRED DOCUMENTS	YES	NO
21	Curriculum Vitae of shareholders		
22	Application Form and Business Plan		
23	Professional and academic certificates of all shareholders		
24	Memorandum and Articles of Association (for companies incorporated before current Companies Act, 2003)		
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	Structural Report (the report must not be more than 2 years)		
29	Environment Impact Assessment Report (EIA) where necessary		