



CO-OPERATIVES POULTRY GUIDELINES





1. PRODUCT GUIDELINES

The product will be aimed to finance the following:

- i. Equipment, Plant & Other Asset Acquisition
- ii. Property Development
- iii. Working Capital Needs

Criteria For Funding

- i. Co-operatives both start-ups and expansions
- ii. Co-operative with a business or income generating activities. This does not include funding for on-lending activities.
- iii. Co-operative registered with Ministry of Trade and Enteprenuership (Department of Co-operative Development)
- iv. Level of Funding will depend on the viability of the co-operative.



2. LOAN LIMIT

- i. Minimum Loan Amount : P500.00
- ii. Maximum Loan amount : P50 million

3. INTEREST RATE

- i. Interest rates will be consistent with the CEDA Credit Policy and CEDA Guidelines depending on the loan amount.

4. REPAYMENT PERIOD

The repayment period will be in line with CEDA Credit Policy and CEDA Guidelines

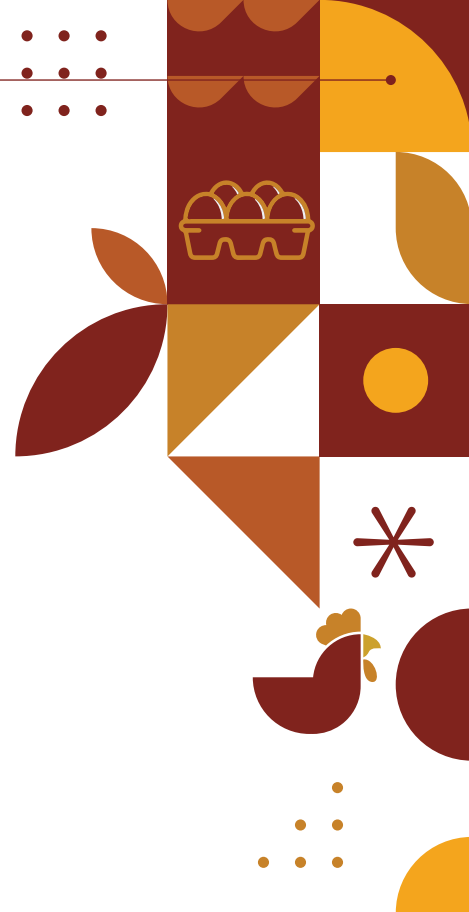
- i. Working Capital & Trade Finance Products as per working capital guidelines
- ii. Asset Acquisition
- iii. Infrastructure or Property Development

5. FREQUENCY OF PAYMENTS

- i. From Monthly, depending on the operating cycle of the financed business activity

6. GRACE PERIOD

- i. This will be in line with CEDA Credit Policy, CEDA Guidelines and aligned to the business operating cycle.





7. SECURITY AND COLLATERAL

- i. As a rule, all projects financed by CEDA shall be secured to the satisfaction of the Agency as per the Guidelines. The Agency may require up to 100% security cover depending on the viability of the project and risk appetite of the Agency from time to time.

8. TYPES OF COLLATERAL

- i. Cash or equivalent (i.e. Bank deposits, etc.)
- ii. Equity/stock of listed companies on major stock exchanges
- iii. Government and corporate bonds
- iv. Mutual funds
- v. Real estate
- vi. Bank guarantees
- vii. Other credit guarantees
- viii. Tangible assets

9. CONTRIBUTION

- i. As a rule, promoters of projects to be financed by CEDA should show commitment through contribution. Contribution may either be in cash or in kind (tangible assets)
- ii. The co-operative must show proof of their contribution, through any other verification methodology.



10. ELIGIBILITY OF THE APPLICANT

- i. Formally registered Co-operative with bye laws.
- ii. Sound & competent Management team of the Co-operative in place
- iii. Co-operative should have up to date audited financial statements
- iv. Co-operative should comply with all statutory requirements as stated by the Department of Co-operative Development (Co-operative Societies Act and Co-operative bye laws).
- v. Disbursement will be done after engagement of mentors, where applicable.
- vi. Willingness to comply with training & mentorship programs of the Agency for both Management Board and employees.

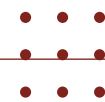
11. APPLICATION PROCESSING TIME

- i. The product will follow the normal CEDA procedures as per the CEDA Guidelines for loan application assessment.
- ii. Clean credit record for the co-operative and the Management Board .
- iii. Disbursements for goods will be paid directly to the supplier.



12. CHECKLIST

| | Tick |
|---|--------------------------|
| 1. Registration certificate | <input type="checkbox"/> |
| 2. Co-operative Bye- Laws | <input type="checkbox"/> |
| 3. Borrowing Resolution | <input type="checkbox"/> |
| 4. Proof of Annual returns | <input type="checkbox"/> |
| 5. Tax clearance certificate | <input type="checkbox"/> |
| 6. Audited financial statements | <input type="checkbox"/> |
| 7. Financial projections | <input type="checkbox"/> |
| 8. Curriculum Vitae for all Management Board and Key members of staff | <input type="checkbox"/> |
| 9. Detailed Business plan | <input type="checkbox"/> |
| 10. 12 months Bank statements | <input type="checkbox"/> |
| 11. Proof of land ownership where applicable | <input type="checkbox"/> |
| 12. CEDA Application Form | <input type="checkbox"/> |
| 13. Submit a recommendation letter from the Area Co-operative Officer. | <input type="checkbox"/> |
| 14. Submit a copy of the limitation of borrowing powers. | <input type="checkbox"/> |
| 15. Submit a copy of full minutes that fixed the borrowing powers of the cooperative. | <input type="checkbox"/> |



| | | Tick |
|-----|---|------|
| 16. | Completed KYC Form | |
| 17. | Certified copies of Omang for all Management Board | |
| 18. | Poultry health compliance standards/ support letter from animal production department | |
| 19. | 3 years historic Poultry production farm performance where applicable (prepared by a BICA accredited firm) | |
| 20. | Offer letter and loan balance statements of the existing loans with other financiers | |
| 21. | Valuation report of existing assets, prepared by a professional valuer (the report must not be more than 2 years) | |
| 22. | Deed of sale and due diligence of business in the event of purchase of an existing business | |
| 23. | Proof of title deed for the property to be purchased or used as security | |
| 24. | Structural Report prepared by a certified Structural Engineer (the report must not be more than 2 years) (where applicable) | |
| 25. | Water tests report (animal consumption) | |
| 26. | Proof of ownership or availability of land for the project | |
| 27. | Usage of land should be in line with the proposed business | |
| 28. | Poultry Farm developments & approved layout plan for poultry houses (Dep. of Veterinary Services and Dep. Of Environmental Affairs) | |
| 29. | Borehole drilling completion certificate, water reticulation (leeway) | |
| 30. | Environment Impact Assessment Report (EIA) where necessary | |
| 31. | At least three quotations of items to be financed/ /market Contract/ agreements | |
| 32. | Insurance quotations for assets to be financed/ pledged as security against the loan | |
| 33. | ISO/BSO Certification where applicable | |



CEDA NETWORK

GABORONE BRANCH

Physical Address

Plot 5129, Gaborone Main Mall Corner
Plane and Queens Road

Postal Address

Private Bag 00504, Gaborone, Botswana
T: +267 3181022, F: +267 3181022

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

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

MOLEPOLOLE BRANCH

Physical Address

Plot 470, Borakanelo Ward, Molepolole

Postal Address

P. O. Box 3271, Molepolole, Botswana
T: +267 5920000, F: +267 5915318

KANYE BRANCH

Physical Address

Plot No. 1274, Mahube Ward, Kanye

Postal Address

Private Bag 16, Kanye, Botswana

T: +267 544-0324, F: +267 544-1109

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

TSABONG BRANCH

Physical Address

Plot No. 7069, Tsabong Rural
Administrative Centre (RAC)

Postal Address

Private Bag 23, Tsabong
T: +267 654 0208 F: +267 654 0208

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

SHAKAWÉ BRANCH

Physical Address

Acacia Mall - Unit 10, Plot 180, Shakawe
Botswana

Postal Address

Private Bag16, Shakawe.
Tel: 6875090, Fax: 6875093

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

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

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

TUTUME BRANCH

Physical Address

Plot No 1551, Magapatona Ward
Sefalana Shoppers Complex

T: +267 298 7003

