

CATTLE PRODUCTION (WORKING CAPITAL) LOAN APPLICATION FORM



Document No: HS/FRM/51
Revision No: 01
Effective Date: 13/11/2025

1. Company Details

Business Name		Company No:
Date of Incorporation		
Start Date of operation		
Contact Person		Tel:
Nature of business		
Business Location		
Loan Amount [BWP]		
Date		

2. Applicant's Personal Details

Title (tick)	Mr.	Mrs.	Miss.	Dr.	Other
Surname					
Names					
Date of Birth					
ID [Oman] Number				Gender	F ☐ M ☐
Contacts	Cell Phone:		Facsimile:		
	Telephone:		Email:		
Marital Status (Tick the Correct One)	Married	Single	Divorced	Widow	
Marriage Regime	In Community			Out of Community	
Details of Spouse	Surname:			Nationality:	
	Names:			Mobile Number:	
Disability	Yes			No	
Postal Address					
Physical Address					
Village				District	
Ward				Constituency	
How long have you been at this address?					

3. Business Details

Type of Business (Moraka/ Ranch):				
Location of Business:				
The Business Premise	Rented: ☐	Owned: ☐		
Number of Employees	Current: ☐	Projected: ☐		

Age of Business:

4. Ownership and Management

Management Team

Who is managing the business? Indicate their suitability to do so (e.g., experience in this kind of business or in this sector).

Name	Experience

5. Applicant Employment Status

Employer's Name	Name:
	Nature of Business:
	Postal Address:
	Telephone Number:

Employment Details	Job Title:		
	Employment Terms: (Permanent, Contract):		
	Contract Expiry Date:		
	Expected Retirement Date:		
Spouse Employment Status			
Employer	Status (Permanent, Contract)	Job title	Duration

6. Next of Kin (Not Living with the Applicant)

Name:		Name:	
Relationship:		Relationship:	
Omang No:		Omang No:	
Postal Address		Postal Address	
Physical Address		Physical Address	
Telephone:		Telephone:	
Cell Phone:		Cell Phone:	

7. Applicant's Banking details

Banker's Name	Account Number	Branch Code	Duration with the Bank

8. Existing and Previous Loans with CEDA

Loan Number	Loan Amount	Loan Term	Outstanding Amount	Purpose

9. Existing and Previous Loans With Other Institutions

Loan Number	Loan Amount	Loan Term	Outstanding Amount	Purpose

10. Proposed Loan Facility Details

Amount applied for BWP	Amount in Words
Purpose	Amount (BWP)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
Total	

11. Livestock Details (Census)

Livestock	Bulls	Oxen	Cows	Heifers	Tollies	Calves
Existing						

12. Personal Balance Sheet

ASSETS				
Plot No	Location	Type of Land	Size	Value
Movable Assets				
Types of Assets	Original Cost	Year of Acquisition	Book Value	
Vehicles				
Machines				
Furniture				
Livestock				
Debts/ Receivables				
Shares in Companies				
Other Assets				
Fixed Deposits with Banks				
Cash at Bank and in Hand				
		Total Assets		

LIABILITIES		
Loans secured by Mortgage over Immovable		
Loans under Hire Purchase		
Tax Liabilities		
Personal Loans		
Creditors		
Other Liabilities		
Any contingent liability as guarant or for other		
	Total Liabilities	

13. Financial Projections

Income Statement	Year 1	Year 2	Year 3	Year 4	Year 5
Total Sales					
Total Purchases					
Total Stock on Hand at End of Period					
Gross Profit					
Total Expenses					
Depreciation					
Loan Repayments					
Tax Paid					
Net Profit					
Assumptions					
Sale Units					
Sales Price					
Variable Costs					
Overhead Expenses					
Depreciation Rates Used					
Tax Rates Used					
Other Assumptions					

Balance Sheet	Current Assets	Creditors
Fixed Assets	Stock	Taxation
Less Accumulated Depreciation	Debtors	Loans – Current Portion
Net Fixed Assets	Cash at Bank	Bank Overdraft
	Total Net Assets	Total Current Liabilities
Investments		Net Current Assets
	Current Liabilities	Total Net Assets

Cash Flow					
	Year 1	Year 2	Year 3	Year 4	Year 5
Gross Collections					
Increase in Shareholders Loans					
Interest Income					
Increase in Bank Loans					
Total Inflow					
Payments to Creditors/Stock Purchase					
Sales Tax and Customs Duty					
Total Expenses Paid					
Net Cash Inflow Before Financing					
Loan Repayments					
Interest on Overdraft					
Taxation Paid					
Asset Purchases					
Net Cash Inflow after Financing					
Balance b/fwd					
Balance c/fwd					
Capital Employed					
Equity					
Share Capital					
Retained Earnings					
Capital Reserve					
Shareholder Loans					
Shareholder Interest					
Grants					
Long Term Liabilities					
Loans					
Deferred Tax					
Total Capital Employed					

14. Proposed Security for the Loan					
Type of Security	Age	Original Cost	Book Value	Estimated Force	Sale Value

15. Declarations

1. I certify that all the particulars given by me are true and complete. The financial information presented as true and accurate statement of my financial condition on the date indicated. The information is provided for the purpose of obtaining a loan from CEDA. I agree that if any material change[s] occur[s] in my particulars and/or financial condition, I will immediately notify CEDA on the said changes and unless CEDA is so notified it may continue to rely upon this information and the representations made herein as a true and accurate statement of my particulars and/or financial condition.
2. I authorize CEDA to make whatever credit inquiries it deems necessary in connection with this information. I authorise and instruct any person or consumer reporting agency to furnish to CEDA any information.
3. I confirm that I fully agree with the loan amount and agree that the loan facility is subject to CEDA Terms and Conditions contained in the Loan Offer Letter.

Applicants' Signature: _____ Date: _____

16. Spousal Consent

"I _____ do hereby consent to my spouse obtaining this loan from Citizen Entrepreneurial Development Agency (CEDA)".

Omang/ID Number	
Phone Number	
Residence	
Postal Address	

Signature: _____ Date: _____

NB: *If the application form does not provide enough space, an additional document may be used to elaborate further and include financial assumptions. This document should be submitted along with the application form*

CHECKLIST	TICK
1. Application form	
2. Certified copies of Omang (Individuals, partners, shareholders, and directors)	
3. Resolution by Board of Directors to apply for a loan	
4. Company re-registration forms and Share Certificates	
5. Financial statements for at least 3 years/3 years historic production farm performance (in case of existing operations)	
6. KYC Forms and Proof of Residence	
7. Personal Bank Statements for 12 months (start-ups or/ and individual directors)	
8. Loan balance statements of the existing loans with other financiers	
9. Business Bank statements for at least 6 months if any.	
10. Financial projections (Balance Sheet, Income Statement & Cashflows) for 5 years	
11. Personal Balance sheets of all shareholders	
12. Shareholders/Partners/Directors/Individual applicants should be citizens, 18 years and above.	
13. Livestock brand certificate (where applicable)	
14. Livestock Census	
15. 3 quotations of items to be financed	
16. 3 insurance quotations for assets to be financed/ pledged as security against the loan	
17. Borehole drilling completion certificate, proof of ownership	
18. Water Quality Test report	
19. Map of existing borehole (Site Map)	
20. Range Ecology Report (Ranches & Enclosed Holdings)	
21. Lease Agreement which covers the loan repayment (in case of leased property)	
22. Tax Clearance Certificate where applicable	
23. Certified Copy of Marriage Certificate where applicable	
24. Copy of Deeds Marriage Instrument (Form A or Form B)	
25. Spousal consent and Certified copy of Omang of the spouse	
26. Consent from Land Board to reticulate water from one plot to another (leeway)	
27. Certified copy of Omang of successor	
28. Three months payslip if applicable	

CEDA NETWORK

GABORONE BRANCH

Physical Address

Prime Plaza, Plot 54358, Corner PG
Matante Road & Khama Crescent Ext, CBD

Postal Address

Private Bag 00504, Gaborone, Botswana
T : +267 3170895, F : +267 3170896

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

SHAKAWE BRANCH

Physical Address

Acacia Mall - Unit 10, Plot 180, Shakawe
Botswana

Postal Address

Private Bag 16, 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

