

THUO - KHUMO LOAN APPLICATION FORM

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1. Personal details

Title	Mr.	Mrs.	Miss.	Dr.	Other
Surname					
Other Names					
ID (Omang) Number				Gender	F ☐ M ☐
Date of Birth:					
Contacts:	Cell Phone:		Telephone:		
	Facsimile:		Email:		
Marital Status: (Tick the correct one)	Married: ☐	Single: ☐	Divorced: ☐	Widow: ☐	
Marriage Regime	In Community: ☐		Out of Community: ☐		
Disability	Yes: ☐		No: ☐		
Postal Address:					
Physical Address :					
How long have you been at the current physical address?					
Number of months in Previous address					
Home village details	District:	Village:	Ward:		
	Constituency:	Name of chief/headman:			
Spouse Details	Surname:	First Name:			
	Middle Name:	Nationality:	Mobile Number:		
Applicant Employment Status					
Employer's Name:	Nature of Business:				
	Postal Address:				
	Telephone Number				
Employment Details	Job Title:				
	Employment Terms: (e.g. Permanent, Contract)				
	Contract expiry date				
	Expected Retirement Date:				

2. Next of Kin (Not Living With Applicant)

Name		Name	
Relationship		Relationship	
Omang No.		Omang No.	
Postal Address		Postal Address	
Physical Address		Physical Address	
General Phone No.		General Phone No.	
Cell phone No.		Cell phone No.	

3. Business Details

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

4. Personal Income Statement

Income (monthly)	Amount, P
Salary	
Rental income	
Capital Gains	
Dividends	
Profits (business)	
interest	
Other	
Total	

Expenses (Monthly)	Amount, P
Utilities	
School fees	
Health and Insurance	
Transportation	
Personal	
Family and Food	
Mortgage	
Loans	
Other	
Total	

Monthly Income Statement	Amount (P)
Total Income	
Total Expenses	
Free Cashflow	

5. Applicant's Banking Details

Banker's Name	Account Number	Duration with the Bank

6. Existing and Previous Loans with CEDA

Previous Loan Number:	Previous Loan Amount (P):	Previous Loan Term:	Purpose

7. Existing Loans with other Institutions

Institution	Purpose	Amount approved (P)	Year approved	Balance outstanding (P)	Monthly Repayment (P)

8. Proposed Loan Facility Details

Amount Applied for BWP	Amount in Words
Purpose	Amount (BWP)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
Total	

9. Livestock Details

Livestock	Bulls	Oxen	Cows	Heifers	Tollies	Calves	Goats/Sheep	Other (Horses etc.)
Existing								
To be bought								
with this facility								

10. Personal Balance Sheet

Personal Balance Sheet of:

Spouses name:

Married in/out of community: Yes/No

ASSETS:

Immovable Property:

Plot No	Location	Type of Land	Size	Remaining Lease	Estimated Value

Movable Assets:

Type of Assets	Original Cost	Year of Acquisition	Book Value
Vehicles			
Machines and Equipment			
Furniture and Fixtures			

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 Property		
Loans under Hire Purchase		
Tax Liabilities		
Personal Loans		
Creditors		
Other Liabilities		
Any contingent liability as guarantor for other		
	Total Liabilities	

11. Proposed Security for the Loan (where applicable)

Type of Security	Details	Ownership:	Value

12. MANDATE TO EMPLOYER

I, _____ an Employee of _____
desirous of securing a Thuo - Khumo loan from CEDA hereby irrevocably mandates my employer:

1. To pay monthly deductions of _____ to CEDA until when the said loan is repaid in full.
2. To remit to my CEDA account all my net monthly salary, allowances, gratuity, pension benefits and all other final payments payable by/through _____ [employer] when I cease to be an employee for whatever reason.
3. Not to honor any subsequent instruction from me and/or related entities/partners for any future credit application or assignment of my salary deduction/instruction to route my salary to any other Financial/Lending Institution without prior written consent from CEDA.
4. Not to honour any subsequent instruction from me in future purporting to renounce this mandate without prior written consent from CEDA

SIGNED by: Name: _____ Signature: _____

Date: _____

13. DECLARATIONS

1. I certify that all the particulars given by me are true and complete. The financial information is 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 authorize 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 also agree that the Loan facility is subject to CEDA Terms and Conditions contained in the Loan Offer Letter.

Applicant's: Signature: _____ Date: _____

14. SPOUSE CONSENT

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

Signed: _____ Date: _____

ID No: _____

15. CHECKLIST		Tick
Required Documents		
1. Thuo Khumo Application form		
2. Certified copy of Omang		
3. Proof of ownership or availability of land for the project		
4. Keepers ID and or Livestock brand certificate		
5. Borehole drilling completion certificate, proof of ownership (if required)		
6. At least three quotations of items to be financed		
7. Certified Copy of Marriage Certificate if Married (where applicable)		
8. Copy of Marriage Instrument (Form A or Form B) (where applicable)		
9. Payslips for the last 3 months		
10. Letter of Confirmation of employment		
11. Certified copy of Omang of spouse		
12. Bank statements of the last 3 months		
13. Animal census report		
14. BAITs roll out report		
15. Know your customer forms and proof of residence		

NOTES

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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

