

POULTRY SUB-SECTOR CHECKLIST



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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.	
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 by a professional 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	
18.	Water tests report (animal consumption)	
19.	Proof of ownership or availability of land for the project	
20.	Usage of land should be in line with the proposed business	
21.	Poultry Farm developments & approved layout plan for poultry houses (Dep. of Veterinary Services and Dep. Of Environmental Affairs)	
22.	Borehole drilling completion certificate, water reticulation (leeway)	
23.	Environment Impact Assessment Report (EIA) where necessary	
24.	At least three quotations of items to be financed	
25.	Insurance quotations for assets to be financed/ pledged as security against the loan	
26.	Certified Copy of Marriage Certificate if Married (where applicable)	
27.	Copy of Marriage Instrument (Form A or Form B) (where applicable)	
28.	Spousal consent and Certified copy of Omang of the spouse	
29.	Certified copy of Omang of spouse (where applicable)	
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	
36.	Letters of intent/ contracts	