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| **REQUIRED DOCUMENTS** | **TICK** |
| 1. Certified copies of Omang (Individuals, partners, shareholders, and directors) |  |
| 1. Resolution by Board of Directors to apply for a loan (In case of a company) |  |
| 1. Company re-registration forms and Share Certificates |  |
| 1. Certificate of Incorporation |  |
| 1. 12 months Personal Bank Statements |  |
| 1. 12 months Company Bank Statements |  |
| 1. Offer letter and loan balance statements of the existing loans with other financiers |  |
| 1. Audited Financial statements for at least 3 years (in case of existing operations) |  |
| 1. Valuation Report of existing assets, prepared by a professional valuer (the report must not be more than 2 Years) |  |
| 1. Structural Report prepared by a certified Structural Engineer (the report must not be more than 2 years) |  |
| 1. Bills of quantity from a registered Quantity Surveyor |  |
| 1. Proof of title deed for the property to be purchased or used as security |  |
| 1. Deed of sale of business in the event of purchase of an existing business |  |
| 1. Due Diligence report valid for 12 months must be provided (in case of purchasing existing business) |  |
| 1. Proof of ownership or availability of land for the project |  |
| 1. Copy of necessary license to operate (existing operations) |  |
| 1. Copy of rental or lease agreement / Provisional lease agreement (in the case of leased premises) |  |
| 1. Approved Architectural Drawings (in the case of property development) |  |
| 1. Three quotations for the proposed development (Contractors company documents & profiles should be included (e.g., PPADB registration, Tax clearance certificate) |  |
| 1. Financial projections and underlying assumptions for the projected income (Balance Sheet, Income Statement & Cashflows) for 5 years |  |
| 1. Personal Balance sheets of all shareholders |  |
| 1. 3 quotations for items to be financed |  |
| 1. 3 insurance quotations for assets to be financed/ pledged as security against the loan |  |
| 1. Three quotations for the proposed development (Contractors company documents & profiles should be included (e.g., PPADB registration, Tax clearance certificate) |  |
| 1. Shareholders/Partners/Directors/Individual applicants should be citizens, 18 years and above. |  |
| 1. Professional and academic certificates of all shareholders |  |
| 1. Curriculum Vitae of shareholders |  |
| 1. Application Form and Business Plan |  |
| 1. Curriculum Vitae, Certified copy of Omang, professional and academic certificates of the successor |  |
| 1. Tax Clearance Certificate where applicable |  |
| 1. Franchise Agreement where applicable |  |
| 1. Certified Copy of Marriage Certificate where applicable |  |
| 1. Copy of Deeds Marriage Instrument (Form A or Form B) |  |
| 1. Spousal consent and Certified copy of Omang of the spouse |  |
| 1. 3 Letters of Intent/ Prelease agreement/ Contracts from Potential Clients |  |
| 1. Environment Impact Assessment Report (EIA) where necessary |  |
| 1. Soil Tests report where necessary |  |
| 1. KYC Forms and Proof of Residence |  |