

REQUIRED DOCUMENTS

(DIRECT LOAN APPLICANTS)

1. Completed Application Form
2. Business Plan
3. Completed Investment Plan (See website for Sample sheet)
4. (a) Audited Financial Statements for the past three years along with Interim Accounts, for existing businesses
 b) Opening Balance Sheet for new businesses
5. Cash flow Projections for life of the loan, along with Supporting Assumptions
6. (a) Certified copy of Articles of Incorporation or
 (b) Memorandum & Articles of Association
7. Copy of Certificate of Registration and Certificate of Change of Name where applicable
8. Completed Borrowing Resolution
9. Pro forma Invoice/Commercial Invoice/Purchase order
10. List of Company Officers & Directors and specimen signatures of authorized signors of company.
11. Copy of Valid Tax Compliance Certificate.
12. Two (2) copies of certified identification one of which must be a photograph. Examples of photo IDs include passport, drivers' license, voter registration identification card. Examples of non-photographic ID includes Debit Card, Credit Card, Employee ID.
 (a) For privately owned companies -this is required for
 a. all shareholders whose shareholding exceed 25% ,
 b. all directors, and
 c. all signing officers
 (b) for sole traders – one of the id's submitted may be a birth certificate, employee ID or TRN card
13. Certified copies of TRN Cards for
 a) all shareholders whose shareholding exceed 25%
 b) All Directors
 c) All Signing officers
14. Detailed descriptions of security(ies) being pledged. A copy of the Registered Certificate of Title is required where Real Estate is being pledged as Security.
15. Valuation Report of Assets being pledged as security - not older than 1 year.
16. Bank Report(s)

WHERE APPLICABLE

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|-----|--|--------------------------|
| 17. | Export Order | <input type="checkbox"/> |
| 18. | Company's Annual Report | <input type="checkbox"/> |
| 19. | Pre-Feasibility Study/Feasibility Study/Report on Feasibility of the project | <input type="checkbox"/> |
| 20. | Relevant approval from NEPA, Town Planning Department and other agencies | <input type="checkbox"/> |
| 21. | Certification under the Modernization of Industry Programme administered by JAMPRO
(applicable to manufacturers accessing Medium Term facilities) | <input type="checkbox"/> |
| 22. | Evidence of Allocation of Cars under the Car Rentals concession Scheme (Applicable to U-Drive clients) | <input type="checkbox"/> |
| 23. | Certification under the Hotel Incentive Act (Applicable to Hoteliers) | <input type="checkbox"/> |
| 24. | Evidence of Contract | <input type="checkbox"/> |
| 25. | Trade References | <input type="checkbox"/> |
| 26. | Credit References | <input type="checkbox"/> |
| 27. | Evidence of adequate Peril Insurance | <input type="checkbox"/> |
| 28. | Register of Shareholders | |