

THE TOURISM ENHANCEMENT FUND (TEF)
THE NATIONAL EXPORT IMPORT BANK OF JAMAICA (EXIM BANK)
Small & Medium-sized Tourism Enterprise (SMTE) LOAN PROGRAMME

Document Checklist

General

1. Completed Application Form
2. Business Plan
3. (a) Audited Financial Statements for the past three years along with Interim Accounts, for existing businesses
(b) Opening Balance Sheet for new businesses
4. Cash flow Projections for life of the loan, along with Supporting Assumptions
5. Pro forma Invoice/Commercial Invoice/Purchase order /Contract
6. Copy of Valid Tax Compliance Certificate
7. Detailed descriptions of security(ies) being pledged
8. Valuation Report of Assets being pledged as security
9. Surveyor's I.D. Report where Real Estate is being pledged as Security
10. Bank Reports
11. TRN
12. Proof of address not older than 6 months
13. 3 – 12 months Bank Statements on the operating account

COMPANIES

14. (a) Certified copy of Articles of Incorporation or
- (b) Memorandum & Articles of Association
15. Copy of Certificate of Registration and Certificate of Change of Name where applicable
16. Completed Borrowing Resolution
17. List of Company Officers & Directors and specimen signatures of authorized Signor's of company
18. Register of Shareholders
19. Certificate of good standing from the Companies Office of Jamaica
20. Two (2) certified copies of photographic identification i.e. passport, drivers' license, voter registration identification card
- (a) for privately owned companies -this is required for all shareholders whose shareholding exceed 25% , all directors and all signing officers
- (b) for sole traders – one of the id's submitted may be a birth certificate, employee ID or TRN card
21. Evidence of adequate Peril Insurance (where applicable)

PARTNERSHIP

- 22. Certified copy Business Registration Certificate
- 23. Certified copy Partnership Agreement
- 24. Certified copy TRN of the Partnership and its Partners
- 25. NIS numbers of the Partnership and its Partners

COOPERATIVES

- 26. Certified copy Cooperative Registration Certificate
- 27. Certified copy TRN for the Owner of the Business
- 28. NIS number of the Owner of the Business
- 29. Resolution to Borrow

SOLE TRADER

- 30. Certified copy Business Registration Certificate
- 31. Certified copy TRN for the Owner of the Business
- 32. NIS number of the Owner of the Business