

BUSINESS DEVELOPMENT LOAN

Application Form

For Bank use only

Customer No:

Loan Reference No:

IMPORTANT INFORMATION

Qualifying age (Applicable to Personal Banking Customers only)

Maximum age limit to apply for a loan is 60 years. If you are unable to meet this criteria, please submit your application in joint capacity with another party.

Qualifying age is not applicable if loan repayment can be met from project income.

Own Contribution

A minimum of 30% of the project cost must be invested from your own funds. If it is already invested, the source of investment and documents showing proof of investment must be provided. If equity is yet to be invested, evidence of equity must be provided.

Repayment Period

Maximum repayment period for normal loans is 7 years (84 months). However, repayment period will be fixed based on your repayment capacity.

Repayment Capacity

Income from business/project must be sufficient to cover the proposed repayment amount. Please note that all income must be verified through documents and account operation for it to be considered in assessing the repayment capacity.

Mortgage

Security type normally accepted by Bank includes house property and vessels. However, vessels alone will only be considered under exceptional circumstances at the discretion of the Bank. Value of the property/ies offered must be sufficient to cover the requested loan amount. Mortgage should be insured.

SECTION 1A - YOUR DETAILS (PERSONAL BANKING CUSTOMERS ONLY)

(If more than one applicant, please fill and submit a copy of sections 1-6 for each applicant)

Full Name

ID Card No.

Permanent Address

Present Address

Contact Nos.	<input type="text"/>	Occupation	<input type="text"/>
Place of Work	<input type="text"/>	Length of Service	<input type="text"/>
Educational Qualification	<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> Degree
	<input type="checkbox"/> High School / Diploma	<input type="checkbox"/> Masters	<input type="checkbox"/> Professional
	<input type="checkbox"/> Others, please specify		
Marital Status	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Divorced
	<input type="checkbox"/> Widowed		
Details of Spouse(s)			
Full Name	ID Card No.	Contact No.	Occupation
Salary / Income			
Number of Children (From all marriages)	<input type="text"/>	Aged below 18 years	<input type="text"/>
		Aged above 18 years	<input type="text"/>
Number of joining borrowers	<input type="text"/>	Relation of joining borrowers	<input type="text"/>

SECTION 1B - YOUR DETAILS (BUSINESS & INSTITUTIONS ONLY)

Name	
Registration No.	Registration Date <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
Type of Business	<input type="checkbox"/> Private Limited Company <input type="checkbox"/> Public Limited Company <input type="checkbox"/> Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Others, please specify
Registered Address	<input type="text"/>
Present Business Address	<input type="text"/>
Phone No:	<input type="text"/>
Fax No:	<input type="text"/>
Email	<input type="text"/>
Main lines of business	
Total Investment	
Details of Shareholders	
Name	ID Card No.
Designation	No. of shares held
% of Shares held	

SECTION 2 - BANKING DETAILS

Bank / Branch	Account Number	Currency
.....	<input type="text"/>	<input type="checkbox"/> MVR <input type="checkbox"/> USD
.....	<input type="text"/>	<input type="checkbox"/> MVR <input type="checkbox"/> USD
.....	<input type="text"/>	<input type="checkbox"/> MVR <input type="checkbox"/> USD
.....	<input type="text"/>	<input type="checkbox"/> MVR <input type="checkbox"/> USD

SIGNATURE:

SECTION 5 - LIABILITY / CREDIT FACILITY DETAILS

Existing loans and borrowing from third parties	Lender's name <input style="width: 95%; height: 20px;" type="text"/>	Amount borrowed <input style="width: 95%; height: 20px;" type="text"/>
	Security <input style="width: 95%; height: 20px;" type="text"/>	Purpose <input style="width: 95%; height: 20px;" type="text"/>
	Amount outstanding <input style="width: 95%; height: 20px;" type="text"/>	
	Lender's name <input style="width: 95%; height: 20px;" type="text"/>	Amount borrowed <input style="width: 95%; height: 20px;" type="text"/>
	Security <input style="width: 95%; height: 20px;" type="text"/>	Purpose <input style="width: 95%; height: 20px;" type="text"/>
	Amount outstanding <input style="width: 95%; height: 20px;" type="text"/>	
	Lender's name <input style="width: 95%; height: 20px;" type="text"/>	Amount borrowed <input style="width: 95%; height: 20px;" type="text"/>
	Security <input style="width: 95%; height: 20px;" type="text"/>	Purpose <input style="width: 95%; height: 20px;" type="text"/>
	Amount outstanding <input style="width: 95%; height: 20px;" type="text"/>	
Other credit facilities (Credit schemes, Letters of credit, Overdrafts etc.)	Name of Institute <input style="width: 95%; height: 20px;" type="text"/>	Amount borrowed <input style="width: 95%; height: 20px;" type="text"/>
	Security <input style="width: 95%; height: 20px;" type="text"/>	Type of facility <input style="width: 95%; height: 20px;" type="text"/>
	Amount outstanding <input style="width: 95%; height: 20px;" type="text"/>	
	Name of Institute <input style="width: 95%; height: 20px;" type="text"/>	Amount borrowed <input style="width: 95%; height: 20px;" type="text"/>
	Security <input style="width: 95%; height: 20px;" type="text"/>	Type of facility <input style="width: 95%; height: 20px;" type="text"/>
	Amount outstanding <input style="width: 95%; height: 20px;" type="text"/>	
	Name of Institute <input style="width: 95%; height: 20px;" type="text"/>	Amount borrowed <input style="width: 95%; height: 20px;" type="text"/>
	Security <input style="width: 95%; height: 20px;" type="text"/>	Type of facility <input style="width: 95%; height: 20px;" type="text"/>
	Amount outstanding <input style="width: 95%; height: 20px;" type="text"/>	
Credit cards	Name of Institute <input style="width: 95%; height: 20px;" type="text"/>	Expiry date <input style="width: 95%; height: 20px;" type="text"/>
	Card type <input style="width: 95%; height: 20px;" type="text"/>	Card limit <input style="width: 95%; height: 20px;" type="text"/>
	Amount outstanding <input style="width: 95%; height: 20px;" type="text"/>	
	Name of Institute <input style="width: 95%; height: 20px;" type="text"/>	Expiry date <input style="width: 95%; height: 20px;" type="text"/>
	Card type <input style="width: 95%; height: 20px;" type="text"/>	Card limit <input style="width: 95%; height: 20px;" type="text"/>
	Amount outstanding <input style="width: 95%; height: 20px;" type="text"/>	
	Name of Institute <input style="width: 95%; height: 20px;" type="text"/>	Expiry date <input style="width: 95%; height: 20px;" type="text"/>
	Card type <input style="width: 95%; height: 20px;" type="text"/>	Card limit <input style="width: 95%; height: 20px;" type="text"/>
	Amount outstanding <input style="width: 95%; height: 20px;" type="text"/>	

Corporate / Personal guarantees provided for credit facilities in the names of other persons / entities	Borrower's name <input type="text"/>	ID Number <input type="text"/>
	Lender's name <input type="text"/>	Guarantee Amount <input type="text"/>
	Type of facility <input type="text"/>	
Corporate / Personal guarantees provided for credit facilities in the names of other persons / entities	Borrower's name <input type="text"/>	ID Number <input type="text"/>
	Lender's name <input type="text"/>	Guarantee Amount <input type="text"/>
	Type of facility <input type="text"/>	
Collateral / Securities provided for credit facilities in the names of other persons / entities	Borrower's name <input type="text"/>	ID Number <input type="text"/>
	Lender's name <input type="text"/>	Amount outstanding <input type="text"/>
	Type of facility <input type="text"/>	Collateral provided <input type="text"/>
	Borrower's name <input type="text"/>	ID Number <input type="text"/>
	Lender's name <input type="text"/>	Amount outstanding <input type="text"/>
	Type of facility <input type="text"/>	Collateral provided <input type="text"/>

SECTION 6 - DETAILS OF RELATED BUSINESSES

Any company in which you hold shares or are on the Board of Directors

Name of entity	Registration Number	Registered Date	% of Shares held

SECTION 7 - PURPOSE OF LOAN

<input type="checkbox"/> For Capital Expenditure	<input type="checkbox"/> For start-up of new business	<input type="checkbox"/> Finance purchase of equipment/asset
	<input type="checkbox"/> For expansion/modernization/diversification of existing business	<input type="checkbox"/> Finance purchase of business
<input type="checkbox"/> For Working Capital	<input type="checkbox"/> Meet operational expenses	<input type="checkbox"/> Finance purchase of inventory
<input type="checkbox"/> Refinance existing loan or debts	Borrowed from:	
	Purpose of existing facility:	
	Current outstanding:	
	Reason for refinance:	
<input type="checkbox"/> To increase existing loan	Reason for enhancement:	
	Loan amount previously taken:	
	Additional funds required:	
<input type="checkbox"/> Others, please specify		

SECTION 9 - COLLATERAL / SECURITY DETAILS

To be filled for house/commercial property (if more than one property, please fill and submit a copy of this part for each property)

Name of property			
Registration No.		Registered at / institution	
Location		Total land area	
Year built		Built-up area	
Type of land	<input type="checkbox"/> Private	<input type="checkbox"/> Government	<input type="checkbox"/> Private / Government <input type="checkbox"/> Commercial
Type of property	<input type="checkbox"/> Building	<input type="checkbox"/> Flat / Apartment	<input type="checkbox"/> Land
Usage	<input type="checkbox"/> Own residence	<input type="checkbox"/> Leased, specify monthly income	
	<input type="checkbox"/> Other (specify).....		
Is the property constructed on a sub-plot (i.e. total land registered in joint names)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Declared Value*			

To be filled for vessels (if more than one vessel, please fill and submit a copy of this part for each vessel)

Name of Vessel											
Type of Vessel		Year Built									
Hull Type		Last over hauled date <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>		D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y				
Registration No.		Tonnage									
Usage	<input type="checkbox"/> Personal	Length									
	<input type="checkbox"/> Commercial (specify monthly income)										
Declared Value*											

To be filled for tourist resorts

Name of Resort		Registration No.									
Location		No. of rooms									
Lease expiry date <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>		D	D	M	M	Y	Y	Y	Y	Lessee name	
D	D	M	M	Y	Y	Y	Y				
ID Card No. (if individual)		Registration No. (if company)									
Declared Value*											

To be filled for industrial properties

Type of property		Lease expiry date <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>		D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y				
Location		Owner / Lessee name									
ID Card No. (if individual)		Registration No. (if company)									
Declared Value*											

To be filled for stock in trade

Location(s)	1.	4.
	2.	5.
	3.	6.
Declared Value*		

*Please note that collateral cover over the loan amount requested will be calculated based on the collateral value as assessed by the Bank

SIGNATURE:

<p>Owner(s) details (if owners exceed the number provided below, please attach an additional copy of this part & fill this part.)</p>	<p>Owner's name <input style="width: 95%;" type="text"/></p> <p>Present Address <input style="width: 95%;" type="text"/></p> <p>Current address(es) of dependents <input style="width: 95%; height: 40px;" type="text"/></p>	<p>ID Number <input style="width: 100%; height: 20px;" type="text"/></p> <p>Age No. of Dependents <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/></p> <p>Asset owned <input style="width: 95%; height: 20px;" type="text"/></p> <p>Relationship to applicant(s) <input style="width: 95%; height: 20px;" type="text"/></p>
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<p>Details of existing mortgage: Is the property offered already mortgaged to an existing facility?</p> <p><input type="checkbox"/> Yes (fill these details)</p> <p><input type="checkbox"/> No</p>	<p>Borrower's name <input style="width: 95%;" type="text"/></p> <p>Lender's name <input style="width: 95%;" type="text"/></p> <p>Type of facility <input style="width: 95%; height: 20px;" type="text"/></p>	<p>ID Number <input style="width: 100%; height: 20px;" type="text"/></p> <p>Amount Outstanding <input style="width: 95%; height: 20px;" type="text"/></p>
	<p>Borrower's name <input style="width: 95%;" type="text"/></p> <p>Lender's name <input style="width: 95%;" type="text"/></p> <p>Type of facility <input style="width: 95%; height: 20px;" type="text"/></p>	<p>ID Number <input style="width: 100%; height: 20px;" type="text"/></p> <p>Amount Outstanding <input style="width: 95%; height: 20px;" type="text"/></p>

SIGNATURE:

DECLARATION

By submitting:

I/we hereby apply for BML Business Development Loan and by confirming below, I/we agree, represent and warrant that:

1. All information provided in/with this application is true and correct and I/we authorize BML to verify this information (this includes contacting employer or accountant or other banks and MMA Credit Information Bureau).
2. I/We understand that the processing of this application will take a reasonable period of time, and is subject to the lending criteria and standard of approval process of the Bank.
3. I/We shall not make any attempt to influence the decision of the Bank by canvassing any member of the Management or any approval authorities.
4. I/We further understand that relevant charges and fees shall be applicable as per the Bank's prevailing Schedule of Charges and amendments thereto, and that it is my/our responsibility to clarify such applicable charges. I/We also agree that the Bank reserves the right to amend these Schedule of Charges without any advance notice.
5. I/We acknowledge that the Bank may continuously rely on the information contained in the application, and I/we are obligated to amend and/or provide current updated information to Bank promptly if any of the material facts that I/we have represented herein should change prior to the loan being fully repaid and loan account closed.
6. I/We further understand that the Bank reserves the right to reject this application (or if after approval, to cancel the facility and call back the entire outstanding amount with accrued interest) if this application or my/our actions are in contradiction to the above.

D	D	M	M	Y	Y	Y	Y
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Date

For Personal Banking Customers (singly or jointly with other applicants)

Name

ID Card No.

Signature

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3.	<table border="1" style="border-collapse: collapse; width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>								
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For Businesses & Institutions

..... Name Designation Signature
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Company Seal

- This checklist is an integral part of the Business Development Loan Application Form
- All Applicants shall fill all sections of this Checklist
- Additional documents may be required for the application upon request from the Bank
- This check list is for reference only and the requirements stated may change from time to time. Should there be any inconsistencies between this document and the Bank's internal policy and procedures, the latter shall prevail

LIST OF DOCUMENTS TO BE PROVIDED WITH APPLICATION

	Document Type	Document Name	Tick if Submitted
SECTION A - IDENTIFICATION & BUSINESS INCORPORATION			
INDIVIDUALS	Original	Completed "Information form for personal banking customers (Submit if there is change in information already declared to bank)	<input type="checkbox"/> <input type="checkbox"/>
	Original	Completed "information form for Businesses & Institutions' (Submit if there is change in information already declared to bank)	<input type="checkbox"/>
SOLE PROPRIETORS	Copy	Completed "Information form for personal banking customers – This form is required for each director, Ultimate beneficial owner (Submit if there is change in information already declared to bank)	<input type="checkbox"/>
		Registration Certificate	<input type="checkbox"/>
	Copy	Trade License	<input type="checkbox"/>
		Business Name Registration	<input type="checkbox"/>
COMPANIES	Original	Completed "information form for Businesses & Institutions' (Submit if there is change in information already declared to bank) Note: This Form is required for the company and EACH shareholding entity	<input type="checkbox"/>
		Completed "Information form for personal banking customers – This form is required for each Director, Ultimate Beneficial Owner (Submit if there is change in information already declared to bank)	<input type="checkbox"/>
	Copy	Certificate of Incorporation or Registration	<input type="checkbox"/>
		Memorandum of Association including any amendments thereto	<input type="checkbox"/>
		Articles of Association including any amendments thereto	<input type="checkbox"/>
	Original	Latest share transfer form (If different from that specified in Articles/Memorandum of Association)	<input type="checkbox"/>
Original	Resolution of the Board of Directors - This should be in line with "FORMAT" provided by the Bank indicating, Type of Facility, Amount of facility, Security Offered (including Personal Guarantee of all Directors) & Authorized signatory for all documentation	<input type="checkbox"/> <input type="checkbox"/>	
PARTNERSHIPS	Original	Completed "information form for Businesses & Institutions' (Submit if there is change in information already declared to bank) Note: This Form is required for the company and EACH shareholding entity	<input type="checkbox"/>
		Completed "Information form for personal banking customers – This form is required for each Partner, Ultimate Beneficial Owner (Submit if there is change in information already declared to bank)	<input type="checkbox"/>
	Copy	Share Structure & List of Partners	<input type="checkbox"/>
		Partnership Deed/ Agreement	<input type="checkbox"/>
		Certification of Registration	<input type="checkbox"/>
	Original	Resolution - This should be in line with "FORMAT" provided by the Bank indicating, Type of Facility, Amount of facility, Security Offered (including Personal Guarantee of all partners) & Authorized signatory for all documentation	<input type="checkbox"/>
Copy	Details of ongoing and completed projects for past 12 months as per bank format (soft copy will be made available to you upon request)	<input type="checkbox"/> <input type="checkbox"/>	
SECTION B - FINANCIAL STATEMENTS			
FINANCIAL STATEMENTS	Copy	Financials for the Past 2 Financial Years. Audited financials is required for applications with total exposure above MVR 1 million or equivalent amount in USD & Prepares Audit for Tax compliance (Audited by a MIRA approved auditor)	<input type="checkbox"/>
		Management Accounts of Current Year	<input type="checkbox"/>
		Cash flow statement for the past 12 months	<input type="checkbox"/>
		Projected Cash flow statement for minimum 05 years	<input type="checkbox"/>

SIGNATURE:

		SECTION C - TAX DOCUMENTS All applicants shall submit the following tax documents if all or any of the declared income is subject to disclosure for tax compliance		
TAX DOCUMENTS	Copy	BPT registration Certificate	<input type="checkbox"/>	
		GST/TGST registration Certificate	<input type="checkbox"/>	
		Final BPT Return Statements for past 1 Year	<input type="checkbox"/>	
		BPT Payment Vouchers for past 1 Year	<input type="checkbox"/>	
		GST Returns for past 12 months	<input type="checkbox"/>	
		GST/TGST Payment Vouchers for past 12 months	<input type="checkbox"/>	
		Payment Agreement with MIRA to pay overdue (If any)	<input type="checkbox"/>	
		Up to date Tax Clearance Report	<input type="checkbox"/>	
		SECTION D - ADDITIONAL INCOME DECLARATION (not inclusive in Financial Statements)		
SALARY	Copy	Letter of employment or letter of appointment on employer's letter head indicating; Company registration number, Period of employment, Date of appointment, Designation, Monthly income – gross & net income received Note: Employment letter will not be required if salary is routed through BML payroll service	<input type="checkbox"/>	
RENT	Copy	House Registry	<input type="checkbox"/>	
		Valid rental agreement(s) for verification of rental income (Original to be presented to branch for validation of copy)	<input type="checkbox"/>	
		If rent is from subleased property: Head lease agreements with the owner and house registry	<input type="checkbox"/>	
		If rent is from a property jointly Owned and declared as income of a single person No objection letter from other joint owners to be obtained	<input type="checkbox"/>	
VESSEL	Copy	Vessel Registry	<input type="checkbox"/>	
		Cash flow statement for the past 12 months	<input type="checkbox"/>	
		SECTION E - OTHER DOCUMENTS		
FOR ALL APPLICANTS	Copy	Account statement for the past 6 months from the bank where account is being operated (if other than BML)	<input type="checkbox"/>	
		Details of ongoing and completed projects for past 12 months as per bank format (soft copy will be made available to you upon request)	<input type="checkbox"/>	
		Paid bills/invoices for equity portion already invested to the project	<input type="checkbox"/>	
		Proof of equity for equity portion yet to be invested to the project	<input type="checkbox"/>	
		Account statements if equity is reflected through any other bank	<input type="checkbox"/>	
	Please submit the following documents if funding requirement is for construction of a new property or extension to an existing property			
	Copy	Quotations/BOQ	<input type="checkbox"/>	
		Business Plan; Nature of business, Products & services, Outlets/location, Customer analysis, Marketing & advertising, Market trends, Labor requirement & Fund utilization	<input type="checkbox"/>	
		Lease Agreements of the premises where the business is operating	<input type="checkbox"/>	
		Disbursement Plan	<input type="checkbox"/>	
		Stock list as per Bank format (PDF and Excel)	<input type="checkbox"/>	
		SECTION F - MORTGAGE		
PROPERTY / VESSEL	Copy	Valid ID card of owner(s)	<input type="checkbox"/>	
	Copy	Registration (Original to be presented for validation of copy)	<input type="checkbox"/>	
	Original	If property is a sub-plot, letter of personal guarantee from remaining sub-plot owners must be submitted	<input type="checkbox"/>	
	Original	No objection letter from owner	<input type="checkbox"/>	
	Original	Completed Insurance application form	<input type="checkbox"/>	

Definitions

"Beneficial Owner" means the natural person who ultimately controls a customer, or the person on whose behalf a transaction is being conducted, or the person who exercise ultimate effective control over a legal person or arrangement

For Bank use only

	Staff ID:	Signature:	Business Unit:	Date:
Form & Supporting documents received by:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Information verified by:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Information input to system by:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

SIGNATURE:

