

# BML ISLAMIC REAL ESTATE FINANCING

## APPLICATION FORM

### FOR BANK USE ONLY

Customer No:

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Reference No:

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### IMPORTANT INFORMATION

#### Qualifying Age

Financing applicant must be between the age of 18 and 60. If applicant is 60 years or above, application must be submitted in joint capacity with another party. Qualifying age is not applicable if monthly lease payments and share redemption payments can be met from project income.

#### Own contribution

A minimum of 30% should be invested as own contribution. If it is already invested, source of investment and documents for proof of investment must be provided. If own contribution is yet to be invested, evidence must be provided. The lease rate will be decided based on the equity contribution.

#### Lease payment and share redemption period

The maximum payment period for lease payments and share redemption is 15 years (180 months). The period will be fixed based on your repayment capacity.

#### Lease payment and share redemption payment capacity

Your personal monthly net income from all sources including the proposed project (if it is an income generating project) must be sufficient to cover the proposed lease payments and share redemption. Please note that all income must be verified through documents and/or 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. Mortgage over the property being financed is insisted and value of the property or vessel offered must be sufficient to cover 150% of the requested financing amount. Collateralized / Hypothecated goods must be insured under BML Insurance. (Under BML Islamic financing facilities, only Takaful policies are applicable for Islamic facilities).

#### Necessary Permits

Applicant should have necessary permits from concerned authorities for construction of the building. If the applicant does not own the property or land to be constructed, applicant must have an agreement with the owner, permitting; mortgage and assigning lease hold rights of property to the applicant.

**Note:** If you fulfil the above criteria, please complete the application form and submit it together with supporting documents to BML Islamic Male' Branch if in Male' and to any other Branches located if outside Male'.

Signature:.....

## SECTION 1A – APPLICANT DETAILS (PERSONAL CUSTOMERS ONLY)

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

Full Name (as in ID Card)	<input style="width: 90%;" type="text"/>			
ID Card No.	<input style="width: 90%;" type="text"/>			
Permanent Address:	<input style="width: 90%;" type="text"/>	Present Address:	<input style="width: 90%;" type="text"/>	
Contact No.	<input style="width: 90%;" type="text"/>	Designation	<input style="width: 90%;" type="text"/>	
Place of Work	<input style="width: 90%;" type="text"/>	Length of Service	<input style="width: 90%;" type="text"/>	
Education Qualifications (Please tick relevant)	<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> Diploma	<input type="checkbox"/> Degree
	<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"/> Widowed	<input type="checkbox"/> Divorced
Details of Spouse(s) (if Married)				
Full Name	ID Card No.	Contact No.	Occupation	Salary/Income
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Number of Children (From all Marriages)	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	Aged below 18 years	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	Aged above 18 years
			<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Number of joining clients	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	Relation of joining clients	<input style="width: 90%;" type="text"/>	

## SECTION 1B – APPLICANT DETAILS (BUSINESS & INSTITUTIONS ONLY)

Full Name	<input style="width: 90%;" type="text"/>			
Registration Number	<input style="width: 90%;" type="text"/>	Registration Date	<input style="width: 90%;" type="text"/>	
Legal Entity (Please tick relevant)	<input type="checkbox"/> Private Company	<input type="checkbox"/> Public Company	<input type="checkbox"/> Sole Proprietorship	
	<input type="checkbox"/> Partnership	<input type="checkbox"/> Others (Please Specify) .....		

Signature:.....

Registered Address				
Present Business Address				
Contact No.		Fax No.		
Email				
Main lines of business				
Total Investment				
Details of Shareholders				
Full name	ID Card Number	Designation	Number of Shares	% of Shares

### 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

### SECTION 3 – INCOME & EXPENDITURE DETAILS (PERSONAL BANKING CUSTOMERS ONLY)

**Average Monthly Income**

Details	Amount	Account Information (through which income is routed)	
		Bank	Account number
Salary			<input type="text"/>
Fixed Allowances			<input type="text"/>

Signature:.....

Rental Income			<input type="text"/>
Net income from Business			<input type="text"/>
Others (Please specify) .....			<input type="text"/> <input type="text"/>
<b>Total Income</b>			
<b>Average Monthly Expenditure Details</b> (Please provide breakdown of major sources)	<b>Amount</b>		
Rent			
Food			
Utilities & other bills			
School Expenses			
Existing loan/financing repayments			
Other credit facility repayments			
Others (specify) .....			
<b>Total Expenses</b>			
<b>Monthly Net Income</b>			

### SECTION 4 – ASSETS OWNED BY APPLICANT

Tick the relevant boxes	<input type="checkbox"/> Fixed Deposit/ Investment Account <input type="checkbox"/> Provident Fund <input type="checkbox"/> Shares <input type="checkbox"/> Pension Fund							
<b>Movables</b> (Please write the quantity of each type of asset you own in the boxes)	<input type="text"/>	Motor Cycle	<input type="text"/>	Car	<input type="text"/>	Vessel	<input type="text"/>	Others
Is your asset insured?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Please list all insured asset(s) .....							
If asset(s) are used for commercial purposes (Please specify)	<input type="text"/>	No. of assets	Annual Income .....					
<b>Immovable</b>	Property name	Country	Is your property mortgaged?		Is your property insured?			
	.....	.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
	.....	.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

Signature:.....

**SECTION 5 – LIABILITY/CREDIT FACILITY/FINANCING FACILITY DETAILS**

Existing loans/ financing facilities and borrowings from third parties	Lender/Financier Name	Amount borrowed/financed	
	<input type="text"/>	<input type="text"/>	
	Security	Purpose	Amount outstanding
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Lender/Financier Name	Amount borrowed/financed	
	<input type="text"/>	<input type="text"/>	
	Security	Purpose	Amount outstanding
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Lender/Financier Name	Amount borrowed/financed	
<input type="text"/>	<input type="text"/>		
Security	Purpose	Amount outstanding	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Existing credit facilities (Credit schemes, Letters of credit, Overdrafts etc)	Name of Institute	Amount borrowed/financed	
	<input type="text"/>	<input type="text"/>	
	Security	Type of facility	Amount outstanding
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Name of Institute	Amount borrowed/financed	
	<input type="text"/>	<input type="text"/>	
	Security	Type of facility	Amount outstanding
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Name of Institute	Amount borrowed/financed	
<input type="text"/>	<input type="text"/>		
Security	Type of facility	Amount outstanding	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Credit Cards	Name of Institute	<input type="text"/>	Expiry Date	<input type="text"/>
	Card Type	<input type="text"/>	Card Limit	<input type="text"/>
			Amount outstanding	<input type="text"/>
	Name of Institute	<input type="text"/>	Expiry Date	<input type="text"/>
	Card Type	<input type="text"/>	Card Limit	<input type="text"/>
			Amount outstanding	<input type="text"/>
	Name of Institute	<input type="text"/>	Expiry Date	<input type="text"/>
	Card Type	<input type="text"/>	Card Limit	<input type="text"/>
			Amount outstanding	<input type="text"/>
Corporate/ Personal guarantees provided for credit facilities in the names of other persons/ entities	Borrower's/Client's name	<input type="text"/>	ID Card No.	<input type="text"/>
	Lender/Financier Name	<input type="text"/>	Guarantee Amount	<input type="text"/>
	Type of facility	<input type="text"/>		
	Borrower's/Client's name	<input type="text"/>	ID Card No.	<input type="text"/>
	Lender/Financier Name	<input type="text"/>	Guarantee Amount	<input type="text"/>
	Type of facility	<input type="text"/>		
	Borrower's/Client's name	<input type="text"/>	ID Card No.	<input type="text"/>
	Lender/Financier Name	<input type="text"/>	Guarantee Amount	<input type="text"/>
	Type of facility	<input type="text"/>		

Signature:.....

Collateral/ Securities provided for credit facilities in the names of other persons/ entities	Borrower's/Client's name	ID Card No.
	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
	Lender/Financier name	Amount Outstanding
	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
	Type of facility	Collateral provided
	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
	Borrower's/Client's name	ID Card No.
	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
	Lender/Financier name	Amount Outstanding
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Type of facility	Collateral provided	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Borrower's/Client's name	ID Card No.	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Lender/Financier name	Amount Outstanding	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Type of facility	Collateral provided	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" 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

Signature: .....

## SECTION 7 – DETAILS OF THE PROJECT TO BE FINANCED

Name of the property being financed					
Owner(s)		Name 1. .... 2. ....	ID Card No. 1. .... 2. ....		
Purpose		<input type="checkbox"/> Construction of new property or <input type="checkbox"/> Extension of existing property			
		<input type="checkbox"/> Renovation of existing property <input type="checkbox"/> Working capital for business			
		<input type="checkbox"/> Re-finance loan/financing facility availed from .....		Current Outstanding Amount .....	
		<input type="checkbox"/> To increase my existing construction loan/financing facility due to; <input type="checkbox"/> Cost escalations <input type="checkbox"/> Complete next phase <input type="checkbox"/> Others (specify) .....			
		Loan/Financing amount previously taken ..... Additional funds required .....			
Other details (if construction ongoing)		Date of commencement ..... Size of Land (sq. ft) .....			
		Expected date of completion ..... Size of construction area (sq.ft) .....			
		If the project has already commenced, percentage completed .....			
		Details of work to be completed from requested financing ..... .....			
Utilization of the property					
Floor	Description of Layout	Current Rental	Proposed Rental		
1 <sup>st</sup>					
2 <sup>nd</sup>					
3 <sup>rd</sup>					
4 <sup>th</sup>					
5 <sup>th</sup>					
6 <sup>th</sup>					
7 <sup>th</sup>					

Signature: .....



8 <sup>th</sup>			
9 <sup>th</sup>			
10 <sup>th</sup>			
Construction undertaken by	<input type="checkbox"/> Self	<input type="checkbox"/> Contractor	<input type="checkbox"/> Sub-Contractor <input type="checkbox"/> Long-Term lease

## SECTION 8 – FINANCING REQUIREMENT

Currency	<input type="checkbox"/> MVR <input type="checkbox"/> USD
Total project cost	
Equity yet to invest	
Equity already invested	
Total Financing amount	

Bank will provide financing up to 70% of the total project cost. Any amount exceeding 70% but not already invested from own sources will be considered as equity yet to be invested.

Source of equity already invested  Own funds  Third party borrowings/financings (please provide details in SECTION 5)

Other (Specify) .....

**Proposed terms of lease payment and share redemption payment**

Repayment period (preferred total period including grace)   Years   Months

Grace period (months)   (Monthly lease payments will be payable during grace period)

Preferred monthly installment, (after grace period) .....

Preferred Amount ..... Maximum Amount .....

Lease payment and share redemption payment period and amount will be fixed according to the Bank's calculated schedule, and maybe different from the preferred period and amount.

**Instructions for disbursement, lease payment and share redemption payment and recovery fees** (must be of same currency as financing facility )

Account to which financing funds to be deposited	<input type="text"/>
Account from which lease payments and share redemption payments to be deducted	<input type="text"/>
Account to deduct all fees, charges and Takaful amount	<input type="text"/>

## SECTION 9 – COLLATERAL/SECURITY DETAIL

To be filled for house/commercial property/land (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 (in sqft)	
Year built		Built-up area (in sqft)	

Type of land	<input type="checkbox"/> Private	<input type="checkbox"/> Government	<input type="checkbox"/> Sub-plot	<input type="checkbox"/> Commercial
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Type of property	<input type="checkbox"/> Building	<input type="checkbox"/> Flat/Apartment	<input type="checkbox"/> Land
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Usage	<input type="checkbox"/> Own Residence	<input type="checkbox"/> Leased (specify monthly income) .....
	<input type="checkbox"/> Others (Please Specify) .....	

Declared Value*	
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Type of Insurance/Takaful policy (specify details)	
--	--

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		Registration No.	
Type of vessel		Year built	Length
Hull Type		Tonnage	Last over hauled date

Usage	<input type="checkbox"/> Personal	<input type="checkbox"/> Commercial, specify monthly income .....
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Declared Value*	
-----------------	--

Type of Insurance/Takaful policy (specify details)	
--	--

Any other collateral (specify details)	..... .....
--	----------------

<b>Owner(s) details</b>  (if owners exceed the number provided below, please attached an additional copy of this part and fill this part)	Owner's name	ID Number	
	Present Address	Age	No. of dependents
	Current address(es) of dependents	Asset owned	Relationship to applicant
	.....	.....	.....

Signature:.....

	Owner's name .....	ID Number .....	
	Present Address .....	Age .....	No. of dependents .....
	Current address(es) of dependents .....	Asset owned .....	Relationship to applicant .....
	Owner's name .....	ID Number .....	
	Present Address .....	Age .....	No. of dependents .....
	Current address(es) of dependents .....	Asset owned .....	Relationship to applicant .....
	Owner's name .....	ID Number .....	
	Present Address .....	Age .....	No. of dependents .....
	Current address(es) of dependents .....	Asset owned .....	Relationship to applicant .....
<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>	Borrower's/Client's .....	ID Number .....	
	Lender's/Financier's Name .....	Type of Facility .....	
Amount Outstanding .....			
	Borrower's/Client's .....	ID Number .....	
	Lender's/Financier's Name .....	Type of Facility .....	
Amount Outstanding .....			

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

Signature: .....

## SECTION 10 - TAKAFUL

Please specify preferred Home Takaful plan:

1.  Takaful cover to be taken for the whole tenure with .....company's .....policy as a single contribution using customer's own funds (details must be submitted to the bank)
2.  Takaful contribution for the **whole tenure** to be added to the financing amount under BML Insurance – Home Takaful policy and paid on monthly instalments
3.  Takaful contribution for the first year to be:
  - Added to the financing amount or,
  - To be paid by customer's own fund:

The customer will prepay the takaful contribution for the remaining years in monthly instalments to the Bank and at the end of each year Bank will pay the collected takaful contribution to the takaful operator on behalf of the customer.

## DECLARATION

1. This declaration is made to Bank of Maldives Plc.
2. I/We confirm that all information provided in this application form (and in supporting documents submitted with this form) is true and correct, and that no relevant information has been withheld.
3. I/We understand that the processing of this application will require adequate time, and is subject to the financing criteria and standard approval process of the Bank.
4. I/We will not make attempts to influence the decision of the Bank by canvassing any members of the Management or Approval Authorities.
5. I/we agree not to use this financing facility and/or the property constructed (acquired asset) under this facility for any Shari'ah non-compliant purpose.
6. 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 supplement the information provided in this application if any of the material facts that I/We have represented herein should change prior to closing of the Financing.
7. 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 lease amount and share redemption payment or any other charges) if this application or my/our actions are in contradiction to the above.
8. I/we agree to procure and maintain all and any suitable Takaful policy/cover as per the Bank's requirement on the financed asset and on all assets identified by the Bank as per the Sanction Letter established for the facility, until full and final and irrevocable payment of any and all outstanding share redemption payment and lease payment and any other amounts payable under this facility are paid.
9. I/We further understand that relevant charges and fees will apply as per the Bank's prevailing BML Islamic Schedule of Charges and Fees and amendments thereto, and that it is my/our responsibility to clarify such applicable charges.
10. I/we agree to mortgage the financed asset and all assets identified by the Bank, for the whole tenure of the facility and until full and final and irrevocable payment of any and all amounts payable under this facility has been made.
11. I/we agree to personally guarantee to perform according to this facility until any and all amounts payable under this facility has been made.

D	D	M	M	Y	Y	Y	Y
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Date

Signature:.....

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

Name	ID Card No.	Signature								
1. .....	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>									.....
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For Business & Institutions

Name	Designation	Signature
.....	.....	.....
		..... Company Seal

Signature:.....

- This checklist is an integral part of the BML Islamic Real Estate Financing 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 checklist 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

Document Type	Document Name	Tick if submitted	
<b>SECTION 1 – IDENTIFICATION &amp; BUSINESS INCORPORATION</b>			
<b>INDIVIDUALS</b>	Original	Completed "Information form for personal banking customers (Submit if there is change in information already declared to bank)	<input type="checkbox"/>
<b>SOLE PROPRIETORS</b>	Original	Completed "information form for Businesses & Institutions' (Submit if there is change in information already declared to bank)	<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	Profile Sheet verification code	<input type="checkbox"/>
<b>COMPANIES</b>	Original	Completed "information form for Businesses & Institutions' (Submit if there is change in information already declared to bank)	<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"/>
		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"/>
	Copy	Profile Sheet verification code	<input type="checkbox"/>
		Memorandum of Association including any amendments thereto	<input type="checkbox"/>
		Articles of Association including any amendments thereto	<input type="checkbox"/>
		Evidence of payment of Zakat (if applicable)	<input type="checkbox"/>
<b>PARTNERSHIP</b>	Original	Completed "information form for Businesses & Institutions' (Submit if there is change in information already declared to bank)	<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"/>
		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"/>

Signature:.....

	Copy	Partnership Deed/ Agreement	<input type="checkbox"/>
		Profile Sheet verification code	<input type="checkbox"/>
		Evidence of payment of Zakat (if applicable)	<input type="checkbox"/>
<b>SECTION 2 – ADDITIONAL INCOME DECLARATION (excluding Financial Statements)</b>			
<b>SALARY</b>	Original	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 and Account number to which salary gets deposited with Company seal, signature and date Note: Employment letter will not be required if salary is routed through BML payroll service	<input type="checkbox"/>
<b>RENTAL INCOME</b>	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"/>
<b>VESSEL INCOME</b>	Copy	Vessel registry	<input type="checkbox"/>
		Cash flow statement for the past 12 months	<input type="checkbox"/>
<b>OTHER INCOME</b>	Copy	Relevant documents for the verification of income	<input type="checkbox"/>
<b>SECTION 3 – FINANCIAL STATEMENTS</b>			
<b>FINANCIAL STATEMENTS</b>	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"/>
<b>SECTION 4 – TAX DOCUMENTS</b>			
<b>TAX DOCUMENTS</b>	Copy	Income Tax registration Certificate	<input type="checkbox"/>
		GST/TGST registration Certificate	<input type="checkbox"/>
		Final Income Tax Return Statements for past 12 months	<input type="checkbox"/>

Signature:.....

		Income Tax Payment Vouchers for past 12 months	<input type="checkbox"/>	
		GST/TGST Returns for past 12 months	<input type="checkbox"/>	
	Copy	GST/TGST Payment Vouchers for past 12 months	<input type="checkbox"/>	
		Up to date Tax Clearance Report	<input type="checkbox"/>	
		Payment Agreement with MIRA to pay overdue (If any)	<input type="checkbox"/>	
<b>SECTION 5 – OTHER DOCUMENTS</b>				
<b>FOR ALL APPLICANTS</b>		Account statement for the past 6 months from the bank where account is being operated	<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"/>	
	Copy	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"/>	
	<b>Please submit the following documents if funding requirement is for construction of a new property or extension to an existing property</b>			
		Approved Drawing	<input type="checkbox"/>	
		Construction Permit	<input type="checkbox"/>	
		Full BOQ and Phrase BOQs for the proposed building	<input type="checkbox"/>	
		Payment Schedule	<input type="checkbox"/>	
		Worktime Schedule	<input type="checkbox"/>	
	Copy	Disbursement schedule	<input type="checkbox"/>	
		House registry of the property being developed	<input type="checkbox"/>	
		Construction Contract (If construction is undertaken by Contractor or sub - Contractor)	<input type="checkbox"/>	
		Long-term lease agreement - If construction is undertaken by long-term lessee including; Term of lease period, Construction period, Project Utilization, Consent to mortgage the property (if consent not provided, additional security required), Banks right prevailed over and above the rights of the owners and the long term lessor	<input type="checkbox"/>	
	Original	Consent letter for BOQ review cost, if proposed exposure exceeds requirement of bank policy	<input type="checkbox"/>	
	<b>For enhancements</b>			
	Copy	Revised BOQ/Invoices	<input type="checkbox"/>	

Signature:.....



**SECTION 6 - MORTGAGE**

<b>PROPERTY / VESSEL</b>	Copy	Valid ID card of owner(s)	<input type="checkbox"/>
		Property/Vessel 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"/>
		No objection letter from owner(s)	<input type="checkbox"/>
		Completed Takaful application form	<input type="checkbox"/>

Note: Profile Sheet verification is a 16-digit unique code provided by the economic ministry to access the business portal to verify the Business Information/ documents.

**FOR BANK USE ONLY**

	Staff ID	Staff Signature	Business Unit	Date
Form & Supporting documents received by:				
Information Verified by				
Information input to system by				

