

SECTION 15

DOCUMENT CHECKLIST (tick if submitted)

Identity Proof	
COPY	1. Valid ID card of Applicants, Guarantors, and Shareholders, Directors and Partners of the business.
Business Registration Proof	
Sole Proprietors, Partnerships & Companies	
COPY	1. Business Registration Certificate
COPY	2. Business Profile Sheet from Ministry of Economic Development (MED)- Profile sheet verification code shall be provided
COPY	3. Memorandum and Articles of Association
COPY	4. Parent/holding company shall provide the same documents highlighted in this section including valid ID Card copy of shareholders & directors (for partnership & companies)
Applicant's Background Information	
COPY	1. Business Plan/Business Overview (including business background, shareholders, directors and management profile, product & services and operational plans, SWOT -format provided)
Information Forms Required	
ORIGINAL	1. Completed Customer Information Form (KYC) for Individual- to be filled by the Applicants, Guarantors, Business Owners, Shareholders, Directors and Partners of the business
ORIGINAL	2. Completed Customer Information Form (KYC) for Business - to be filled in the name of the business
ORIGINAL	3. Corporate Guarantee Forms- to be filled by parent/holding company and Corporate Guarantor (if applicable)
ORIGINAL	4. Personal Guarantee Forms- to be filled by Directors/Partners of the business and Personal Guarantor (if applicable)
Income Proof (for Individuals)	
ORIGINAL	1. Employment letters/salary slips (12 months), if applicable
COPY	2. Rental agreements
Financial Information (for Business)	
COPY	1. Audited Financials for the past 2 years
ORIGINAL	2. Management accounts for the current year
ORIGINAL	3. Projected Cash flow for minimum 05 years
ORIGINAL	4. Net worth statement of all the directors of the business
ORIGINAL	5. Accounts receivable and account payable ageing statement (format provided)
Tax Related Information (for Business)	
COPY	1. GST/TGST and Income Tax Registration Certificate
ORIGINAL	2. GST/TGST and Income Tax return statement with vouchers of the business for the past one year
ORIGINAL	3. Latest Tax Clearance Report
Proposed Loan/Project Related Information	
COPY	1. Project Breakdown, Quotations, Invoices or full BOQ (with summary breakdown)
COPY	2. Approved drawings with architectural checkers certificate & Structural checkers certificate
COPY	3. Construction Permit
COPY	4. Proof of Equity Investment with the supporting documents
COPY	5. Contractor Agreement for the project
COPY	6. Work Schedule, payment schedule and Disbursement plan
COPY	7. Rent forecasts
Collateral Related Information	
COPY	1. ID Card of property owner(s)
COPY	2. Registry of the collateral
ORIGINAL	3. No Objection Letter from the owner, if different from the applicant
Other Information	
COPY	1. Bank Account Statement for the past 12 months
COPY	2. Any other information relevant to the loan application