



PREPARING TO GET A LOAN

✓ What to Take to the Bank Checklist:

- Business plan
- Completed application form
- A determination of how much money needs to be borrowed
- Documentation to substantiate purpose of loan
Company profile (history, business description, staffing, major customers, main competitors, market share, future plans, strategies currently underway)
- Business registration and all associated documentation
- Audited financial statements for the last 3 years/personal statement of affairs
- Bank statements for the last 3 months
- Audited opening balance sheet (if a new company)
- Projected balance sheet and profit and loss statements with the necessary notes and assumptions
- Aged listing of receivables (if applicable) for the year-end of the last audited financial statement
- Bank statements from the last 12 months
- Cash flow projections aligned to the year-end of the business, completed on a month-by-month basis for the first year (actual and projected, if applicable), and continued on an annual basis for the term of the proposed loan
- All KYC documentation (IDs, proof of address)
- Identification (National ID/Driver's license/Passport) for directors/managers
- Valuation, technical, and feasibility reports, where applicable
- Suitable documentary evidence of customer's equity
- Copies of documents of Title to the securities offered:
 - Copy of the duplicate certificate of title
 - Valuation report (prepared within the last 12 months and by a valuator on the bank's panel)
 - Surveyor's report (no older than 12 months at the time of application, prepared by a registered member of the National Land Agency List of Surveyors on the published list of Practicing Commissioned Land Surveyors on the National Land Agency website)
- Credit Bureau Consent Forms for borrower and guarantor(s)
- Details of the company's banking arrangements (if any including current balance, type of account(s) maintained, terms tenure, and interest rates)
- Any special agreement letter that is likely to impact the cashflow or collateral
- Management/Interim Financial Statements
- Copy of the latest Tax Compliance Certificate (TCC) for loans above \$2 million
- A certificate of good standing from the Registrar of Companies (for companies only)



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- Credit report from presents bankers plus 2 other recommendations
- Two certified passport size photographs for directors/managers
- Pro-forma invoices of the items to be financed
- Tax registration number (TRN)
- Tax compliance certificates
- Certificate of the payment of property taxes
- Certificate of Incorporation/Articles of Incorporation/Articles and Memorandum of Association (for companies only)
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