



NEEDS CHECKLIST FOR BUSINESS PLAN AND LOANS

This document provides you with a list of needed items that will prepare you for completion of the business plan later in the course and for applying for a loan.



Business Plan:

- Business description, location, facilities, history, mission statement, goals
- Customers, products, services, customer service, licenses/permits, risk management, quality control
- Market trends, competition, partners, pricing, distribution, target markets, competitive advantage
- Management team, advisors, workers
- Financial assets, debt, income for the past year, projected cash flow, amount of money requested
- Photo of your business or logo (optional)



Loan - General Requirements:

- Business registration documents and all associated documentation
- Financial Statements for previous years
- Copy of the latest Tax Compliance Certificate (TCC) for loans above USD \$2 million
- A Certificate of Good Standing from the Registrar of Companies (For Companies only)
- Credit Report from present Bankers + 2 other recommendations
- Two (2) Certified Passport Size Photographs for directors/managers
- Identification (National ID/Driver's License/Passport) for directors/managers
- Pro-forma Invoices of the items to be financed
- Previous Bank Statements



Completed JN Small Business Loans Ltd forms:

- Personal Statement of Affairs (form ins provided by JNSBL)
- Completed Application Form (Form is provided by JNSBL)