



Loan Application Checklist

Name of Applicant: _____

		Yes	No
1	Certified copies of Omang (individuals, partners, shareholders and directors)		
2	Resolution by Board of Directors to apply for a loan (in case of Company). Resolution should be in the Company's letter head and stamped		
3	Form 2 (list of shareholders/directors)		
4	Form 3 (certificate of incorporation), in case of a company		
5	Form 4 (allotment of shares)		
6	Audited financial statements by a certified auditor for at least 3 years (in case of existing operations) where applicable.		
7	Financial statements for at least 3 years (in case of existing operations) where applicable. (Personal Bank Statements 12 months for start-ups for Individual Directors)		
8	Valuation report of existing assets, prepared by professional valuer (the report must not be more than three years old)		
9	Proof of title deed for the property to be purchased or used as security		
10	A due diligence prepared by a certified auditor must be provided		
11	Proof of ownership or availability of land for the project		
12	Copy of necessary license to operate the business		
13	Livestock brand certificate		
14	Copy of rental or lease agreement (in case of lease premises)		
15	Copy of Franchise Agreement		
16	Borehole drilling completion certificate, proof of ownership		
17	Concept Architectural Approved Plans (in case of property development)		
18	Shareholders/partners/directors/individual applicants are 18 years and over		
19	Financial projections are provided (at least three years)		
20	Personal Balance sheets of all shareholders or individual applicants are provided		
21	At least three quotations of items to be financed		
22	In case of companies all shareholders must be citizens		
23	Check that all relevant sections of the forms are in and also that the proposal falls within CEDA's financing criteria		
24	Professional and academic certificates		
25	Curriculum vitae		
26	Letters of intent - Potential Clients		
27	Application form and Business Plan		
28	Memorandum and articles of association		
29	Insurance quotation		
30	Soil and water tests		
31	Bills of Quantity		
32	Market and Marketing Strategies		