



LIST OF DOCUMENTS/ INFORMATION REQUIRED FOR CREDIT APPLICATION PROCESSING.

1. Mandate to Borrow

- i. Board resolution of the borrowing company.
- ii. Application letter indicating:
 - Type and amount of credit required.
 - Purpose.
 - Source of repayment and proposed repayment plan.
 - Proposed Security.
- iii. A recent credit bureau report.

2. Certified Copies of Legal and Regulatory Documents.

- i. Memorandum and Articles of Association.
- ii. Certificate of company registration/incorporation.
- iii. Valid business license.
- iv. Recent annual returns filed with the Registrar of Companies. (BRELA).
- v. TRA tax clearance certificate.
- vi. VAT and TIN certificates.
- vii. Maximum Liability Certificate from Registrar of Cooperatives (for Cooperative borrowers).
- viii. Valid title deed (see section 4 below)
- ix. List of all necessary permits / approvals including OSHA, TFDA, NEMC, Local Government (Municipal, etc.) permits.
- x. Environmental Impact Assessment Certificate/ Report including Terms and Conditions attached to the Certificate.
- xi. Approved Drawings and Bills of Quantities (BOQ) stamped by a registered consultant / approved authorities.
- xiii. Copy of building permit.

3. Company Operations

- i. A comprehensive feasibility study (business plan), incorporating among others:
 - History and details of company operations (company profile).
 - Information about the industry, the borrower's position in the industry and the competitive environment.
 - Description of the products, delivery mechanisms, reliability of markets, marketing strategies and competitive advantages.
 - Source, reliability and pricing of inputs/raw materials including list of major suppliers.
 - Details of the company shareholders/Directors and management team (CVs).
 - Shareholding and Directorships in other companies.
 - Financial projections covering the period for which the facility is requested. Please itemize all the assumptions.
- ii. Audited annual accounts for the past three years².
- iii. Latest interim financial statements (management accounts).
- iv. Existing and previous banking relationships for the last 2 years (disclose all borrowings, securities offered for the other bank borrowings and where applicable attach bank statements).
- v. Information on related companies (sister companies).
- vii. List of major debtors/customers with contracts terms and value of contracts where applicable.

4. Security

- i. Brief description of tangible/immovable collaterals, featuring:
 - Details of proposed security i.e. type, location and estimated value with supporting documents.
 - Residual period of ownership (not less than 15 years).
 - Land use reflecting intended project use (e.g. Industrial, Commercial etc.)
 - Evidence of being current with land rent & service charges payments.
 - Proof of non – encumbrance (Search certificates from land registry).
 - Valuation report and valuation report receipt.
 - ii. Brief description of other securities to be pledged and
- Environmental Issues