

REQUIREMENTS FOR GRANT/LOAN

CLIENT NAME:

CLIENT REFERENCE No.:

The following is very important & must be compiled & supplied as required

Complete the section that is relevant to your application in most cases it is 90% to 100% of this form

Please tick the relevant block - New business to complete some questions concerning the future operation of the business

PURPOSE	TICK	PURPOSE	TICK
LAND		BUSINESS EXPANSION	
BUILDING		FARMING	
BUILDING RENOVATION		HUMANITARIAN AID PROJECT	
FURNISHING		STARTING A NEW BUSINESS	
VEHICLE		PURCHASING A BUSINESS	
EQUIPMENT / ASSET / MATERIAL		OTHER (STATE)	

NO	REQUIREMENT	TICK
1	HOW MANY DIRECTOR/S - MEMBERS ARE THERE	
2	ALL DIRECTOR/S - MEMBER/S - INDIVIDUAL/S ID COPY	
3	ALL DIRECTOR/S - MEMBER/S - INDIVIDUAL/S PROOF OF ADDRESS	
4	ALL DIRECTOR/S - MEMBER/S - INDIVIDUAL/S IF MARRIED ATTACH MARRIAGE CERTIFICATE	
5	ALL DIRECTOR/S - MEMBER/S - INDIVIDUAL/S CONTACT DETAILS (phone numbers, fax numbers, email addresses)	
6	ENTITY REGISTRATION DOCUMENT	
7	ENTITY PROOF OF ADDRESS	
8	ENTITY CONTACT DETAILS (phone numbers, fax numbers, email addresses)	
9	BANKING DETAILS/STATEMENT	
APPLICANTS MUST PROVIDE A SUMMARISED CV WITH THE FOLLOWING POINTS:		
10	WHAT TYPE OF BUSINESS	
11	WHO DOES THE BUSINESS SERVICE	
12	WHEN BUSINESS WAS FOUNDED	
13	BUSINESS FOUNDED BY WHOM	
14	HISTORY OF BUSINESS (in the case of existing business)	
15	ANY MOTIVATION FOR THE BUSINESS - PAST, PRESENT OR FUTURE	
16	GEOGRAPHIC LOCATION OF THE BUSINESS	
17	DIRECTOR/S - MEMBER/S QUALIFICATION & EXPERIENCE	
18	MANAGEMENT TEAM NAMES, QUALIFICATION & EXPERIENCE	
19	CURRENT LABOUR FORCE	
20	NUMBER SKILLED & UNSKILLED LABOUR FORCE	
21	MARKET SHARE (YOUR CLIENTELE & THEIR PERCENTAGE OF BUSINESS)	
22	MAIN COMPETITORS	
23	PROPERTY IN POSSESSION INCLUDING VEHICLES & EQUIPMENT, ETC...	
24	IS YOUR PROPERTY, VEHICLES, EQUIPMENT, ETC...FREEHOLD OR CURRENTLY LEASED/RENTED OR HP	
25	DEBTORS	
26	DEBTORS TERMS	
27	SUPPLIERS	
28	SUPPLIERS TERMS	
29	COMPANY POLICY IN TERMS OF BAD DEBT	
30	BACK-UP INCOME FROM DIRECTOR/S - MEMBER/S (SHOULD THERE BE A NEED FOR IT)	
31	DIRECT TRUCKING CONTRACT/S (NEW & EXISTING)	
32	COMFORT LETTER/S - CURRENT & FUTURE BUSINESS	
33	ID, LICENCE & PROOF OF ADDRESS OF ALL DRIVER/S NOMINATED FOR THE COMMERCIAL VEHICLES	
FINANCIALS 3 YEARS COMPARITIVE:		
34	INCOME STATEMENT	
35	BALANCE SHEET	
36	CASH FLOW STATEMENTS	
37	PROJECTIONS	
38	ASSETS & LIABILITIES INVENTORY	
39	BANK STATEMENTS (COMMERCIAL 12 MONTHS - PRIVATE 3 OR 6 MONTHS DEPENDANT)	
40	TAX CLEARANCE CERTIFICATE	
41	BUSINESS PLAN	
42	LIST OF PROPERTY, VEHICLES, EQUIPMENT, ETC... REQUIRED (ASSETS & LIABILITIES INVENTORY)	
43	QUOTATIONS/PROFORMA INVOICE FOR VEHICLES, EQUIPMENT, ETC... TO BE PURCHASED	
44	OFFER TO PURCHASE (PROPERTY)	
45	OTHER PURPOSE FUNDS REQUIRED FOR SUPPLY PROOF FOR USAGE & MOTIVATION	
46	PHOTOS OF PROPERTY TO BE PURCHASED (IF POSSIBLE)	
47	CESSION ON THE LEASE (IF NECESSARY)	
CHURCHES/NPO/NGO		
48	REGISTRATION CERTIFICATE	
49	CONSTITUTION OF ENTITY	
50	LETTER FROM AUTHORISED MINISTRY CONFIRMING THE MINISTRY IS LEGIT (should the church not be registered)	
51	PASTOR/S - DIRECTOR/S - MEMBER/S ID COPIES	