

OUR BUSINESS DEVELOPMENT AND FINANCIAL SERVICES **CHECK LIST**

1. **Application Letter on Letterhead Paper**
2. **Company Profile Stating:**
 - Company background
 - Certificate of incorporation
 - Form CAC 2.3 (statement of share capital and allotment of shares)
 - Form CAC 2.5 (particulars of directors)
 - MEMART
 - Certificate of registration of enterprise/association etc
 - Profile of directors, management/technical team
 - Means of identification (national ID card or international passport or driver's license or Permanent Voter's card etc.)
 - BVN of company signatories and directors
3. **Bankable Business Plan:**

To be accompanied by the following:

- Production process
 - Pro-forma invoices for major raw materials
 - List of 3 major buyers of your products
 - List of additional jobs to be created
 - How will you generate sales from the business
4. **Collateral Documents:**
 - Copies of title documents to property (C of O, deed of assignment etc). Original to be sighted.
 - Letter of intent from read office of proposed guaranteeing bank.
 - Valuation report as prepare by one of bank's accredited values.
 - Personal guarantee of the promoter(s) with their notarized statement of personal net worth.
 - (Provide as appropriate)
 5. **Legal Documents:**

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- Technical/maintenance Agreement
 - Sales/off-take agreement
 - Lease agreements
 - Regulatory approvals (NAFDAC, SONCAP, mining lease etc.)
6. **Financial Documents:**
- 3 years audited financial statements and recent management Accounts.
 - Banking Account Statement (12 Months)
 - Declaration of outstanding liabilities to other banks and individuals.
 - No amount is too big to be financed.