

Project Financing Request **Checklist of Required Documents**

For New Projects

- ✓ Project feasibility study including Bill of Quantities and specifications for building and constructions (2 copies)
- ✓ Investment licence (original and photocopy)
- ✓ Principal registration certificate (original and Photocopy)
- ✓ Trade license from the concerned organ (original and Photocopy)
- ✓ Land ownership certificate from authorized municipality or other Gov. organ (original and Photocopy)
- ✓ Land lease agreement and land lease certificate for leased land (original and Photocopy)
- ✓ Article and memorandum of associations for applicants other than sole proprietorship (original and Photocopy)
- ✓ Most recent (not latter than two months) proforma invoices for all machinery, Equipment, furniture and fittings and raw materials from known and acceptable suppliers.
- ✓ Letter of privilege from Investment Office for duty free status (detailed list)
- ✓ Power of attorney if the loan is to be negotiated with a person other than authorized in the license of Article of Association

For Expansion / Rehabilitation Projects

- All the required legal documents of the existing business
- Feasibility study document in two copies
- Audited financial statements including Cash flow for the last consecutive five years
- If audited statements are not available, provisional statements including cash flow for the last consecutive five years
- Inventory of all fixed assets priced at their book value and an estimated current disposal market value
- List of fixed assets to be replaced with their book value and estimated current disposal market value
- List of fixed assets to be bought and their market price supported by up-to-date proforma invoices
- Projected financial statements for the life of the project with and without the expansion/rehabilitation project

Contents of the Feasibility Study

The feasibility study should contain

- Project background and basic idea of the project including motivations
- Detailed market analysis (demand and supply analysis) and marketing strategy including associated marketing costs
- Raw material study that includes classification of raw materials, specification requirements, availability and supply, supply programs and cost of raw materials
- Location, site and environmental impacts and cost estimates/expenditure on location development and environment protection
- Engineering and technology including production program, process and plant capacity, technology choice or technical partners and justification for choice; technology acquisition and transfer, detailed plant layout and basic engineering, civil engineering works, maintenance and replacement requirements, details of cost estimates/Expenditures supported by valid proforma invoices
- Organization and overhead costs including organization design, organization structure, management and overhead cost
- Human Resources including categories and functions, CV of key employees, availability and recruitment training plan and detailed cost estimates
- Project implementation plan and budgeting including stages of project implementation, implementation schedule, projection and implementation budget
- Financial analysis and investment appraisal including assumption cost-benefit analysis, methods of investment appraisal, projected financial statements for the project life, associated financial and efficiency ratios and other investment viability indicators such as NPV and IRR.

Required Schedules/Statements annexed to the Feasibility study

- Projected sales programmes
- Estimates of total marketing costs
- Detailed estimates of costs of raw materials and supplies
- Estimates of investment costs by category of investment, i.e., Civil works, machinery and equipment, furniture and fittings, initial working capital etc...
- Detailed estimates of production and overhead costs
- Detailed estimate of personnel cost
- Estimates of pre-production costs
- Estimates of total annual costs of products sold
- Estimates of total working capital requirements
- Sources of finance
- Schedule of debt service (repayment schedule)
- Projected financial statements including cash flows
- Financial analysis and appraisal tables
- Project implementation charts.