

Loan Application Form

Application number:

Date:

For official use only

Part 1: Applicant details

Applicant name	
ID no.	
Telephone number	
Postal address	
Email address	
Position in Business / Group	

Part 2: Business details

Name of Business / Group	
Nature of business (what does the business do)	
Number of year in operation	
Registration number	
PIN No.	
Number of members / directors	
Current location (attach sketch map)	
Business reference	

Part 3: Business performance

Revenue	
Total revenue to date	
Total revenue for last 6 months	
Expected revenue in next 6 months	

Expenditure	
Total expenditure to date	
Total expenses for last 6 months	
Expected expenses in next 6 months	

Business Assets	
Total cost of business assets held	
Any assets bought this year	
Amount held in the bank	
Amount held in cash	
Unpaid amounts by customers	

Business debts	
Total amount the business owes others	
Total debts incurred this year	

Part 4: Loan details

What are the business needs	
Loan amount required	
Amount to be contributed by Business / Group	
When would you like to receive the loan	
How do you intend to spend the loan	
Repayment period	
Do you have a loan in another financial institution? Yes / No	
Which Institution and branch	
Amount	
Which Institution and branch	
Amount	

Part 5: Documents to attach (copy of)

ID card of applicant	
Business registration certificate	
PIN no.	
Group by-laws / Business Memorandum & Articles of Association	
Bank account details	
Bank statement for 3 months	
Group Members / Director's minutes agreeing to take the required loan and stating intended use	