

COMMERCIAL / RETAIL / INDUSTRIAL LOAN APPLICATION FORM

New Application []

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From Ref:

Loan track reference (NDB Use)

PROPOSE LOAN REQUIREMENT

Loan Amount applied for _____

Proposed Repayment Period _____ Years

Purpose of loan _____

Project Location(Village/Town& District) _____

1.0 BACKGROUND INFORMATION OF THE APPLICANT

Full Name of the Applicant(Company or Individual):		
Trade Name:		
Postal Address:		
Physical Address:		
Period at current physical address:	Period at previous physical address:	
Contact person:		
Telephone: (W)	(H)	Fax:
Cell:	Email:	
Source Reference (how did you hear about NDB), i.e. TV, Print Media, etc:		
Marital Status: Married	<input type="checkbox"/>	Single <input type="checkbox"/>
		Widowed <input type="checkbox"/>

Employment Particulars for Individual Applicants, if Applicable
Employer:
Period at current employment:

Particulars of Spouse, if Applicable	
Spouse's Name:	Spouses Identification Number:
Spouse's current physical address:	

Particulars of Next of Kin not living with the Applicant	
Name:	
Postal Address:	
Physical Address:	
Telephone:	Fax:
Cell:	
Next of Kin's Identification Number (Omang/Passport):	

Commercial Bankers Details	
Name:	
Postal Address:	Branch Name:
Account No:	
Telephone:	Fax:

Accounts /Auditors Details		
Name:		
Postal Address:		
Physical Address:		
Telephone:	Fax:	Cell:

Establishment Details	
Date of Incorporation:	Incorporation No:
Value Added Tax (VAT) No:	
Nature of Business and Directions to Project:	

2.0 APPLICANT'S DEBTS

(Including NDB Debts by Shareholders, Directors/Sister Company/ Partners or that of the Applicant)

Year	Reference & Account Numbers	Loan Beneficiary	Amount Approved	Outstanding Balance	Arrears

3.0 OWNERSHIP OR MANAGEMENT (IF A APPLICANT IS A COMPANY)

Name (in full)	Contacts (Tel/Cell)	Date of Birth	Nationality	I.D. No.	Position	S/Holding% (Company, partnership or Syndicate)
Total						100%

4.0 LOAN REQUIREMENTS

Requirements	Source					
	Total (P)	Equity (P) Applicant 's Contribution]	NDB Loan	Other Loan [State Source] (P)	Other Loan [State Source] (P)	Other Loan [State Source] (P)
Premises / Property						
Machinery & Equipment						
Furniture & Fixtures						
Working Capital						
Total						

NB. The bank normally requires the promoter to contribute at least 15% towards the total project cost either in cash or kind. ("KIND "any asset acquired by the promoter on his/her/its own effort/expense)

5.0 FINANCIAL PARTICULARS

Is there a criminal record on you / company <input type="checkbox"/>
Is there a pending criminal case on you/company <input type="checkbox"/>
Have you/company been Blacklisted: <input type="checkbox"/> , if yes, Amount _____
Has the company or its major shareholders, ever been Liquidated <input type="checkbox"/>
Have you/company signed a Guarantee or Surety for any entity <input type="checkbox"/> , if yes, please attach particulars.

6.0 SECURITY

Details of assets offered as Security for the loan applied for:

Description	Age	Original Cost	Open Market / Book Value (P)	Estimated Forced Sale Value(P)	Encumbrances (Existing Bonds, Attachments, Financial Interest Etc)
Immovable Property (Lot no , Location					
Machinery and Equipment (Should be 5 years or Less)					
Motor Vehicle (No _____) (Should be 5 years or Less)					
Bank Guarantee					
Any other Guarantee					
Life Insurance policy (Surrender the Value)					
Other (Fixed Deposit, Shares e.t.c)					

Basis of your Estimates _____

NB****

- (1) The bank requires the promoter to offer security equal in the value, to at least 100% of the Forced Sale Value of the Immovable Property or 140% of the Forced Sale Value of Movable Assets.
- (2) All asset pledged as security should be free from encumbrances (i.e. not be bonded /hypothecated) .If such a condition exist full detail should be given to the bank.
- (3) If vehicles are offered as security the bank reserve the right to turn down vehicles older than 3 years
- (4) The bank reserves the right to discount the value of any asset pledged as security for any facility offered.

7.0 PROPERTY DEVELOPMENT (where construction works are applicable)

Built up Area (m2)	Cost per m2	Total Construction Costs

8.0 FINANCIALS

Historical / Projected Income Statement

Historical (Past) Trading Result	Projected (Future) Trading Results					
	20_____	20_____	20_____	20_____	20_____	20_____
	P'000	P'000	P'000	P'000	P'000	P'000
Year Ending						
SALES						
Variable Cost						
Cost of sale						
Salaries						
Utilities (Electricity/Water)						
Total Variable Cost						
GROSS INCOME						
OVERHEAD EXPENSES						
Accounting Fees						
Advertising & Promotion						
Bank charges						
Directors' Remuneration						
Insurance & Licensing						
Motor vehicle Expenses						
Office Expenses						
Passage						

Historical (Past) Trading Result	Projected (Future) Trading Results					
	20_____	20_____	20_____	20_____	20_____	20_____
	P'000	P'000	P'000	P'000	P'000	P'000
Printing & Stationary						
Rent & Rates						
Repairs & Maintenance						
Security Expenses						
Telephone & Postage						
Travel & Entertainment						
Others						
Contingency @ 5%						
TOTAL OVERHEAD EXPENSES						
FINANCE & CAPITAL CHARGES						
Depreciation						
Interest on NDB Term Loan						
Interest on Share Holders Loan						
Bank Interest/Lease Finance						
TOTAL FIN & CAPITAL CHARGES						
PROFIT BEFORE TAX						
Less: Tax @ 25%						
NET PROFIT AFTER TAX						

Please justify the basis of your assumption _____
Historical / Projected Balance Sheet Statement

Historical (Past) Trading Result	Projected (Future) Trading Results					
	20_____	20_____	20_____	20_____	20_____	20_____
	P'000	P'000	P'000	P'000	P'000	P'000
FIXED ASSET						
Land & Buildings						
Plant & Machinery						
Furniture & Fittings						
Motor Vehicle						
Other						
Less: Accumulated Depreciation						
NET FIXED ASSET						
INVESTMENT						
CURRENT ASSET						
Stock						
Debtors						
Cash & Bank						
Due from Related companies						
Other						
TOTAL CURRENT ASSETS						

Historical (Past) Trading Result			Projected (Future) Trading Results			
	20_____	20_____	20_____	20_____	20_____	20_____
	P'000	P'000	P'000	P'000	P'000	P'000
CURRENT LIABILITIES						
Creditors						
Taxation						
NDB Loan-Current Portion						
Other Loan- Current Portion						
Bank Overdraft						
Others						
TOTAL CURRENT LIABILITIES						
NET CURRENT ASSET						
TOTAL NET ASSETS						
CAPITAL EMPLOYED						
EQUITY FUNDS						
Share Capital						
Retained Earning						
Capital Reserves						
Shareholder's Loan						
SHARE HOLDERS INTEREST						
LONGTERM LIABILITIES						
NDB Loans						
Other Loans						
Loans from related Companies						
Deferred Tax						
LONG TERM LIABILITIES						
TOTAL CAPITAL EMPLOYED						

Application, Name _____

Business Name _____

Address _____

The Chief Executive Officer
National Development Bank
P O Box 225
Gaborone

Dear Sir /Madam

RE: CONFIDENTIAL REPORT

In connection with my/our application in the amount of Pula _____

I am hereby giving my consent to National Development Bank to contact my Bankers, namely

_____ at _____ Branch bearing account number

_____ and _____

_____ at _____

Branch bearing account number _____ as well as my Accounts/Auditors, namely

_____ at _____

_____ for confidential information regarding my dealings with them.

I hereby authorize my Bankers and Accounts/Auditors to provide any information about my/out financial position and credit rating to National Development Bank, as it may require presentation of this letter.

Yours Sincerely

{Authorised Signatory/Signatories}

PERSONAL BALANCE SHEET

Personal balance sheet of _____ as at _____

Spouse's Name: _____

Married in Community of Property Yes/No

Note: If any assets stated are outside Botswana, please stage the country where they are located.

Asset:

Immovable Property

Plot No	Location	Type of Land (Commercial / Industrial / Residential)	Size (M2)	Remaining Lease period	Estimated Value (Pula)

Movable Asset

Type of Assets	Original Cost	Year Of Acquisition	Net Book Value	Estimated Value (P)
Livestock (___Bulls, ___Cows, ___Oxen, ___Heifers, ___Tollies ____, Goats, ___ Sheep ___)				
Debts/Receivable				
Share in Companies				
Fixed Deposits with Banks				
Cash at the bank & in hand				
Other Assets				
				TOTAL ASSETS

Liabilities:

Loans secured by Mortgage Over Immovable Property	
Loans Under Hire Purchase	
Tax Liabilities	
Personal Loans	
Creditors	
Other Liabilities	
Any contingent Liability as guarantor for others or bond/s over property/assets used as security	
TOTAL LIABILITY	
NET ASSETS/LIABILITIES	

DECLARATION

I/We hereby declare that the information above is, to best of my/our knowledge and believe, true and correct. I/We further declare that the money shall be used solely for the purpose indicated above and that there is no legal impediment for the intended use.

I/We also authorize the Bank to reschedule the monthly instalment in the event of an increase/decrease in the interest rate.

Signature: _____ Date: ____/____/____

Applicant/Applicants authorized Representative

BUSINESS PLAN
Guide for preparing a Business Plan

<p>Background</p> <ul style="list-style-type: none"> • What the company is doing. • Brief history of company. • Factors that influenced the business, e.g market. • Company's future. • Amount of money required and why. 	<p>Financial Position</p> <ul style="list-style-type: none"> • Comment on unusual financial position in the last 3 years. • Projections for the next 3 years. Provide explanations if there is a major forecasted expenditure in the next 3 years. • Details of Banking facilities enjoyed (if not available in financial statements). • Details of all contingent liabilities. • Copy of financial statements of any holding, subsidiary, associate or group company.
<p>Ownership & Management</p> <ul style="list-style-type: none"> • Particulars of shareholders/directors/partners in Tabular form (Table). • Organisational structure. • Experience and qualification of key managers. • Personal Balance Sheet of the promoters (Appendix – A). • Succession Plan (Replacement of Key man). • Attach CV's of key management. 	<p>Security</p> <ul style="list-style-type: none"> • Complete table in application form summarizing details of security available for the loan. • For immovable property, provide recent valuation report from the Bank's preferred list of Valuers. • Details of movables assets and their estimated forced sales values.
<p>Management of Project</p> <ul style="list-style-type: none"> • Comment on the Operational Cycle. • Production capacity (Industrial Projects). • Any other management practice to be undertaken at the project. 	<p>Market & Competition</p> <ul style="list-style-type: none"> • Product or service information. • Overview of operational process /cycle, production capacity. • Summary of product – mix. • List of major customers and approximate percentage of goods / service purchased. • Provide summary on industry participants, and the state of the industry. • List major competitors and estimated market share (where possible). • Comparative advantages • Strategies for maintaining or increasing market share. • Sources of raw material.
<p>Present Proposal</p> <ul style="list-style-type: none"> • Table showing Requirements & Sources of Income & Assets, for use in project. 	<p>Environment</p> <ul style="list-style-type: none"> • Indicate any environmental effects that could affect the project. • Discuss by-products, including gas, liquid or any solid metal within the production process. • Discuss how the project will mitigate negative environmental effects. <p>Provide any environmental impact studies conducted or to be conducted.</p>
<p>Trading Results</p> <ul style="list-style-type: none"> • Annual financial statements (previous 3 years). • Latest Management Accounts (if date of last financial statements is more than 6 months). • Explain any unusual profits or losses in last 3 years under review. • Projections for the next 3 years. Provide explanations for estimates of Sales, increase in profits, and unusual movements in expenditures. • Cash flow projections for the next 12 months. • Credit terms with suppliers and customers. • Mention seasonal variations on the business. 	

ATTACHMENTS

	YES	NO
Two (2) certified copies of National Identity Cards (Oman), for all Batswana applicants, all Shareholders, and Directors. Two (2) certified copies of passports (for non-citizens).		
If applicable, a copy of Marriage Certificate. If married out of community of Property please provide Instrument from Deeds Office or Decree Absolute if Divorced.		
A copy of a residence permits (Non-citizens).		
A copy of work permit(s) for all company employees who are not citizen or an alternative (i.e. Waiver).		
Current Pay slip for both applicant and Spouse, if applicable.		
Employment Confirmation Letter/ Copy of employment Contract, if applicable.		
Copy of Land title (Title Deed, Registered lease, etc to be offered as security and /or for properties to be developed.		
Certificate of incorporation or Registration documents for companies, trust, AMA, partnerships and other legal entities.		
A constitution, partnership agreements for partners, syndicates and trusts (Trust Deeds) (In addition NDB may require management plans.		
Resolution by Shareholders/Board/Member to apply for a loan. (If the loan is for the company, AMA or for more than one party).		
Provide an Original Valuation Report for asset offered as security for the loan (immovable property, existing machinery, and existing vehicle e.t.c).		
Provide financial statements income statements & Balance sheets (Historic & Projected performance for existing entities Projected performance as per the inform guide). The bank reserves the right to request for audited accounts' especially for big projects or as required by law.		
Provide Curriculum Vitae (CVs) of all key management personnel.		
Provide VAT number if company is registered or required to be registered under VAT.		
Provide applicant's bank statements for the latest 3 consecutive months for individual applicants, or 6 consecutive months for company applicants.		
Provide approved plans of retail commercial project to be developed /Constructed.		
Provide personal balance sheet(s) of applicant, partners, shareholder and those of guaranteeing the loan.		
Provide relevant quotations, sales agreements, permits, franchise agreements, import/export licenses, health permit and other permits.		
Environmental Impact Assessment, for applicable projects.		
Provide copies of all necessary licenses needed to operate the business(i.e. Trading licenses)		
Provide lease agreement(s) where appropriate (i.e. if the project is to rent premises.)		
Where applicant has loans with other loans with other institutions, details of these loans should be provided (i.e. purpose of loan, creditor/institution, loan period, rate of interest, monthly repayments, period to maturity of the loan/when the loan is expected to be fully repaid).		
Proof of Physical Address, i.e. Utility Bills.		
Provide BURS Tax Number.		
Provide Tax Clearance.		
Provide Share Certificates for all shareholders.		
Provide Annual Returns, Forms 42 or 58 (whichever is applicable), where company has been in existence for 12 months.		
Provide letter of consent from spouse, if application is an individual.		
Provide detailed Business Plan.		

NOTE: COMPLETION FORM

The loan application form is to be completed in full.
All relevant information to be supplied by the applicant.
Names of applicants, spouses, shareholders and chief shall be written in full
Each applicants or member of a syndicate/AMA/partnership is required to complete an individual application form. In addition another form is to be completed summing up all assets and liabilities of members as entered in the individual forms and shall also include the joint assets and liabilities of the syndicate/AMA/partnership
When providing a separate business plan, "reference to the application form on the reporting of financials should be made and applicant should report as such. Issues surrounding management, market and competition, risk management plans and critical aspects surrounding the success of the business should form part of the detailed business plan
ALL COMPLETED APPLICATION FORMS ARE TO BE SUBMITTED TO THE SALES DEPARTMENT AT NEAREST NDB OFFICE.

CONTACT ADDRESS:

GABORONE

Client Relations Director
Regional Managers
Relationship Managers
Sales Executives

Development House
Queens Road, Main Mall
P O Box 225, Gaborone

Tel: 395 2801
Fax: 397 4446

FRANCISTOWN

Regional Manager
Relationship Manager
Sales Executives

Tswelelopele House
P O Box 282, Francistown

Tel: 241 6044
Fax: 241 6065

MAUN

Regional Manager
Relationship Manager
Sales Executives

NDB Office, Mall
P O Box 453, Maun

Tel: 686 0316
Fax: 686 0645

PALAPYE

Relationship Manager
Sales Executives

NDB Office, Palapye Development Trust Mall
P O Box 10387, Palapye

Tel: 492 0552
Fax: 492 0551