

## **Documents required for processing of facility**

- 1) Duly completed Application Form
- 2) Certify true copy of the Memorandum and Articles of Association (if a limited liability company)
- 3) Certify true copy of the Form 48 and 36
- 4) Certify true copy of the Certificate of incorporation/Business registration certificate
- 5) Audited profit and loss statement for the last two financial years
- 6) Audited balance sheets for the last two financial years
- 7) Draft accounts for the period ending up to last month of current financial year
- 8) Turnover tax paid-in slips for the 4 quarters
- 9) Bank statement for the last 6 months
- 10) Break down of last 6 month sales
- 11) List of debtors you propose to assign
- 12) Age analysis of debtors
- 13) Letters of offers/renewal letters of bank facilities
- 14) Brief profile/History of company's activities
- 15) Copy of the NIC/Passport