



# BANK OF INDUSTRY

## LIST OF DOCUMENTS REQUIRED FOR LOAN APPLICATION FOR COOPERATIVE SOCIETIES

1. Formal Application
2. Photocopy of Certificate of Registration
3. Photocopy of the bye-law of the cooperative
4. Business Plan
5. Completed Bio data form of each member of the cooperative (sample attached)
6. Valuation report on existing assets prepared by an accredited BOI valuer.
7. Value of equipment to be purchased (including invoices)
8. Value of raw materials to be purchased expressed in units.
9. Two (2) passport photographs of each member of the cooperative
10. Photocopy of the Current Tax Clearance Certificate of each cooperative member.
11. Means of Identification (i.e. International Passport or Driver's License or National Identity Card or Cooperative I D Card) of each cooperative member.
12. Bank Statement of the Cooperative Society for at least six (6) months.
13. Declaration of Outstanding Liabilities to other Banks and Individuals.
14. Provision of a minimum of two (2) External Guarantors to guarantee the loan. The Guarantors must belong to any of the following categories:
  - i. Senior Civil Servant (not below the rank of Assistant Director).
  - ii. Bankers (not below the level of Branch Manager), with minimum of 5 years in service with the Bank (current employer).
  - iii. Lawyers (SAN)

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PLEASE TURN OVER LEAF FOR GUIDELINES ON GUARANTORS

## **Individual Guarantor's Requirements**

1. Letter of Intent to guarantee
2. Profile/CV of the guarantor.
3. Means of Identification
4. Notarized Statement of Net-Worth with affixed passport photographs  
(Form will be issued by BOI).