Checklist for submission

|  |  |  |
| --- | --- | --- |
| **No** | **Administrative** | **Check** |
| **1** | Have you read the **Loan Application Process manual**? |  |
| **2** | Have you **completed and signed the correct Business Loan Application Form?** (Appendix V & VI) |  |
| **3** | Have you study the **guidelines and examples for developing a business plan**? (Section 6 of the Loan Application Process manual) |  |
| **4** | Have you used the **correct business plan model**? (Appendix II and III) |  |
| **5** | Have you checked that your **project financing plan is complete**, correctly adds up and that you have included the correct final total on the business plan? |  |
| **6** | Have you **checked the DBS website** immediately prior to submission to ensure there are no recent updates? |  |
|  | | |
|  | **Mandatory Documentation** |  |
| **7** | Have you provided one **passport-size photo**? |  |
| **8** | Have you provided a copy of your **N.I.N or Passport** (proof of nationality)? |  |
| **9** | Have you provided **proof of address** - Utility Bill, Telephone Bill, Bank Statement or letter from District Administrator (not more than 3 months old)? |  |
| **10** | Have you provided legal document which clearly defines the type of business/company you own pertaining to this application? |  |
| **For sole Trader or Partnership** |  |
| * Business Registration Certificate |  |
| * Tax Identification Certificate |  |
| * Valid Business License/SFA Registration card (if applicable) |  |
| **For Pty Ltd Company and Limited Company only** |  |
| * Certificate of incorporation, Particulars of Directors, Article of Association & Memorandum of Association |  |
| * Audited Report for the last 2 years |  |
| * Certificate of official search of the Company |  |
| * Shareholders’ Confirmation of Beneficial owners |  |
| * Tax Identification Certificate |  |
| * Valid Business License |  |
| **11** | Have you included legal document of **business and/or company status?** |  |
| Have you provided source and evidence of personal contribution? |  |
| **Documents from your Commercial Bank** |  |
| * Copies of up to date Statements of any outstanding debt |  |
| * Bank Reference from your Commercial Bank |  |
| * Bank statement relating to business activity for the past six months |  |
| **12** | Have you provided financial statements for the last two years? |  |
| **13** | **Invoices/Quotations or Valuation to be financed** |  |
| * Invoices/Quotations of items to be financed (Tax identification No. & Certificate of incorporation for overseas supplier) |  |
| * Quantity Surveyor’s Report / Marine Surveyor’s report or any other valuation report |  |
| * Insurance Quotation/Policy (e.g. Fire & Perils insurance quotation on equipment and furniture) |  |
| **14** | Have you provided legal document for **land ownership/lease** pertaining to land where your proposed business will operate? |  |
| **15** | If you are supported by co-finance - have you included the **value of, and supporting organization for the co-finance, and indicated if it is cash or in kind?** (Appendix V & VI) |  |
| **16** | Have you provide **documentation for security/collateral**? |  |
|  | | |
|  | **Environmental and Social** |  |
| **1** | Have you study the **list of eligible activities** for the BIF? |  |
| **2** | Have you identify the **eligible activity** and **value chain** that corresponds to your project? |  |
| **3** | Have you study the **blue bond activities** **exclusion list**? (Appendix I) |  |
| **4** | Have you read the **environmental and social safeguards policy**? (ESMF and PF) |  |
| **5** | Have you **checked the guidelines on generic impacts and risks of activities** to assess if an Environmental and Social Impact Assessment needs to be carried out or safeguards instruments prepared? (Appendix IV) |  |
| **6** | Does your application provide an explanation of how the project will address ‘**Principles for Investment in Sustainable Wild-caught Fisheries**’ and/or ‘**Sustainable Blue Economy Finance Principles**’? |  |

**Once you have answered *Yes* to the questions above, please submit the application in Word format, to:**

**devbank@dbs.sc using the title of the project (or first few words) as the subject of your email. You can also submit in a hard copy. Please note, you can submit any time.**

If you are e-mailing supporting documentation separately please include in the subject line an indication of the number of e-mails you are sending (e.g. whether the e-mail is 1 of 2, 2 of 3 etc.). You are not required to send a hard copy.