



**LOAN APPLICATION REQUIREMENTS**

1. Application letter requesting financial assistance and purpose.
2. Detailed Business proposal/ company profile (e.g. History & progress to date; shareholding structure; organizational structure; products; services; customers; markets; profiles of directors & management ; SWOT analysis; suppliers, competition; industry analysis; key success/risk factors; business strategy etc )
3. Cash flow projections for 3 years
4. Audited past financial statements for at least 3 years i.e. (Profit & Loss A/Cs + Balance Sheets).
5. Latest Management Accounts
6. Company bank statements for the last six months.
7. Copies of Certificate of incorporation, Memo & Articles of Association; CR14, CR2 & CR6 forms, valid tax clearance certificate and extract of board resolution to borrow.
8. Security being offered (copy of title deed) including valuation report on property offered from a reputable valuer.
9. Insurance policy on the property (in case of fixed property) and valid lease agreement where premises are not owned.
10. Copies of current orders/contracts at hand and invoices of things to be bought by loan showing quantity and value
11. Current Debtor/Creditor age analysis
12. Personal details of all directors/ shareholders i.e.
  - Profiles of the executive directors and key management;
  - Copy IDs and proof of residence
13. List of current indebtedness to other financial institutions.
  - Facility limit;
  - Type of facility;
  - Tenure of the facility;
  - Utilization to date;
  - Balance on facility.
14. Any other relevant information in support of your application.

***N.B All the relevant information as outlined above should be submitted in full to the Industrial Development Corporation of Zimbabwe and the Corporation will not accept incomplete documentation.***