



BANK OF INDUSTRY

...transforming Nigeria's industrial sector.

LOAN APPLICATION FORM

MICRO ENTERPRISE

MAXIMUM OF ₦10 MILLION

COMPANY INFORMATION

Company Name:

Registered Office Address:

Factory Address:

Land Mark (If Any):

Company Owns Business Premises? Yes No

Type of Company: Limited Liability Company Public Liability Company Sole Proprietorship
 Cooperative Enterprise

RC Number:

Date of Incorporation/Registration: Date Business Started:

Nature of Business:

Type of Products/Services:

Authorized Share Capital (NGN):

Organization Membership:

Membership Number:

Is there any present or threatened litigation between your company and a third party? Yes No

If yes, name of the party:

Suit Number:

Previous Business Engaged In:

Parent Company:

Subsidiaries/Affiliates:

Tax Identification Number: Number of Employees:

Company Phone

Website: Email:

STAKEHOLDERS / SHAREHOLDERS / DIRECTORS (OWNERSHIP AND BOARD REPRESENTATION)

Name:

Title: Marital Status: Single Married Widowed

Date of Birth: Gender: Male Female

Percentage Ownership: % Designation:

Highest Educational Qualification: Primary School Secondary School OND HND Bsc Masters Doctorate

Identification Type: International Passport Driver's License Voter's Card National ID

Identification Number:

Issuance Date: Expiry Date:

Bank Verification Number (BVN):

Tax Identification Number (TIN):

Residential Address:

Own Residence: Yes No Years at Address: Nationality:

STAKEHOLDERS / SHAREHOLDERS / DIRECTORS (OWNERSHIP AND BOARD REPRESENTATION)

Name:

Title: Marital Status: Single Married Widowed

Date of Birth: Gender: Male Female

Percentage Ownership: % Designation:

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Identification Type: International Passport Driver's License Voter's Card National ID

Identification Number:

Issuance Date: Expiry Date:

Bank Verification Number (BVN):

Tax Identification Number (TIN):

Residential Address:

Own Residence: Yes No Years at Address: Nationality:

CORPORATE SHAREHOLDERS

Name of Company:

Registration Number:

Contact Person:

CREDIT FACILITY REQUEST

Have you applied for loan with us before? Yes No

If Yes, how many times have been given Loan

Loan Amount Requested NGN | USD | EUR

Loan Purpose:

Loan Class: Short Term Medium Term Long Term

Loan Type: Term Loan Workin Capital On Lending

Repayment Plan: Monthly Quarterly Semi-Annual Annual

Disbursement Type: Single Multiple

ASSETS TO BE FINANCED (Please attach invoices)

Asset Description	Specification	Model	Cost	Supplier

Installation Cost (If not in invoice): NGN

Total Cost: NGN | USD | EUR

Installation Plan:

EXISTING RELATIONSHIP WITH OTHER FINANCIAL INSTITUTIONS

Deposit Account Relationship With Other Banks:

S/N	Bank	Account Type	Account Number	BVN	Date Account Opened

Existing Loan with other Financial Institution:

S/N	Name of Lender	Loan Type	Approved Amount	Disbursement Date	Outstanding Balance	Maturity Date

COLLATERAL

Collateral Type	Reference Number	Description

COMPANY MAIN CONTACT / CHIEF PROMOTER

Name:

Phone Number:

Email:

Position:

BVN:

Nationality:

Passport Photograph

Signature:

RELATED PARTY INFORMATION

Any Relationship with BOI's employees or its Directors? Yes No

If yes, provide details

Name:

Relationship Detail: Colleague Family Friend

OFFICIAL USE ONLY

Received by:

Relationship Manager:

Staff Number:

Signature:

Reviewed by:

State Manager:

Staff Number:

Signature:

PRE - APPROVAL CHECKLIST FOR ENTERPRISES

1. Formal Application on letterhead and duly completed loan application form.
2. Photocopy of Certificate & Form of Registration
3. Business Plan which includes detailed Profile of the Business Enterprise with Curriculum Vitae of the key Management Staff
4. Proforma invoice for the items of Equipment to be purchased.
5. Sources and quotations for Raw Materials expressed in quantity and amount
6. Means of Identification of Promoters:
 - (a) Four (4) passport photographs and Biometrics Verification Number (BVN)
 - (b) Photocopy of International Passport or Driver's License or National Identity Card or Permanent Voter's Card
7. Bank Statement of the Business Enterprise for a period of one (1) year (for existing business)
8. Declaration of Outstanding Liabilities to other Banks and Individuals, if any.
9. Two Individual external guarantors with proper means of identification such as BVN, four (4) passport photographs, Identity Cards and Letter of Intent to guarantee the loan.
10. Security:

If landed property is being pledged as security, then the following are to be provided:

 - (i) Photocopy of the Title Document(s) to the property being pledged. This could be a Certificate of Occupancy, Deed of Sublease or Deed of Assignment/Conveyance
 - (ii) Evidence of payment of Ground Rent up to date
 - (iii) Tax Clearance Certificate (TCC) of the owner of the property obtained from the State where the property is located.
 - (iv) Valuation Report from one of BOI's accredited valuers
 - (v) Four (4) passport photographs and BVN of the property owner
 - (vi) Means of identification of the property owner
 - (vii) Letter of Consent signed by the property owner to mortgage property to BOI
 - (viii) If the property is owned by a limited liability company different from the borrower, then Board Resolution of that company
11. If operating from a rented premises, lease agreement must have a tenor of at least one year beyond loan tenor.

1. Submission of Letter of Offer duly endorsed by the Proprietor(s)
2. Letter of Acceptance of Offer signed by the Proprietor(s)
3. Evidence of payment of fees (if applicable, appraisal, commitment and legal fees)
4. Return of duly executed Loan Agreements endorsed by the Proprietor(s)
5. Letter showing specimen signature of the Proprietor(s)
6. Individual External Guarantors (if applicable):
 - (a) Means of identification (i.e. photocopy of International Passport or Driver’s License or National Identity Card or Permanent Voter’s Card)
 - (b) Four (4) Passport photographs
 - (c) Notarized Statement of Net-Worth (Form will be issued by BOI)
 - (d) BVN
 - (e) Curriculum Vitae of the Guarantor(s)
7. Original proforma invoice(s) of the items to be financed

1. Formal Application on letterhead and duly completed loan application form.
2. Photocopy of Certificate of Incorporation
3. Certified true copy of Memorandum and Articles of Association and Forms CAC 2.5 (Allotment of Shares), CAC 2.3 (Particulars of Directors) and CAC 2.1 (Appointment of Company Secretary)
4. Business Plan to include detailed company profile, Curriculum Vitae of the key Management Staff, write-up on technology/manufacturing process(es) and agreement with Technical Partners (if applicable)
5. Quotation(s)/ Proforma invoice(s) for the supply of item(s) of Machinery and Equipment
6. Sources and quotation(s) for Raw Materials expressed in quantity and amounts
7. Means of Identification of the Chief Promoter and one other Director of the company:
 - (a) Eight (8) passport photographs and Biometrics Verification Number (BVN).
 - (b) Photocopy of International Passport or Driver's License or National Identity Card or Permanent Voter's Card Means of identification (i.e. photocopy of International Passport or Driver's License or National Identity Card or Permanent Voter's Card)
8. Biometrics Verification Number (BVN) of major shareholders of the company.
9. Three years' Audited Financial Accounts and most recent Management Accounts from BOI accredited auditors (for existing business) or Statement of Affairs (for businesses less than one (1) year)
10. Company's Bank Statement(s) for a period of one (1) year (for existing business)
11. Declaration of Outstanding Liabilities to other Banks and Individuals
12. Two Individual external guarantors with proper means of identification such as BVN, four (4) passport photographs, Identity Cards and Letter of Intent to guarantee the loan.
13. Security:

If Landed Property is being pledged as security, then the following:

 - (a) Photocopy of the Title Document(s) to the property being pledged. This could be a Certificate of Occupancy, Deed of Sublease or Deed of Assignment/Conveyance
 - (b) Evidence of payment of Ground Rent up to date
 - (c) Tax Clearance Certificate (TCC) of the owner of the property obtained from the State where the property is located.
 - (d) Valuation Report from one of BOI's accredited valuers
 - (e) Four (4) passport photographs and BVN of the property owner
 - (f) Means of identification of the property owner
 - (g) Letter of Consent signed by the property owner to mortgage property to BOI
 - (h) If the property is owned by a limited liability company different from the borrower, then Board Resolution of that company
14. If operating from a rented premises, lease agreement must have a tenor of at least one year beyond loan tenor.

POST – APPROVAL CHECKLIST FOR LIMITED LIABILITY COMPANY

1. Submission of Letter of Offer duly endorsed by a Director and Company Secretary or two (2) Directors
2. Letter of acceptance of Offer
3. Return of duly executed Loan Agreement
4. Board Resolution authorizing borrowing
5. Photocopy of the filed Annual Returns (up to date) of the Company at Corporate Affairs Commission (CAC)
6. Photocopy of the Current Tax Clearance Certificate of the Company and two of its Directors (if landed property is being pledged as security for the loan)
7. Evidence of filling appointment of Company's Secretary with CAC
8. Security – Original Title Documents of landed property (Certificate of Occupancy, Deed of Assignment (registered), Bank Guarantee
9. Individual Guarantors (Where Applicable):
 - (a) Means of identification (i.e. photocopy of International Passport or Driver's License or National Identity Card or Permanent Voter's Card)
 - (b) Four (4) Passport photographs
 - (c) Notarized Statement of Net-Worth (Form will be issued by BOI)
 - (d) BVN
 - (e) Curriculum Vitae of the Guarantor(s)
10. Evidence of payment of fees (if applicable – appraisal, commitment and legal fees
11. Letter of Attestation
12. Letter showing specimen signature of the authorized signatory
13. Original proforma invoice(s) for the approved items

1. Formal Application on letterhead and duly completed loan application form
2. Photocopy of Certificate of Registration
3. Photocopy of Bye-Laws/Constitution of the Society
4. Business Plan which includes detailed Profile of the Cooperative Society with Curriculum Vitae of the Executive members.
5. Proforma invoice for the supply of items of Equipment to be purchased.
6. Sources and quotations for Raw Materials expressed in quantity and amount
7. Means of Identification of every beneficiary member:
 - (a) Four (4) passport photographs and Biometrics Verification Number (BVN).
 - (b) Photocopy of International Passport or Driver’s License or National Identity Card or Permanent Voter’s Card
8. Bank Statement of the Society for a period of one (1) year (for existing societies)
9. Declaration of Outstanding Liabilities to other Banks and Individuals (if any)
10. Security:

If landed property is being pledged as security, then the following:

- (a) Photocopy of the title document(s) to the property being pledged. This could be a Certificate of Occupancy, Deed of Sublease or Deed of Assignment/Conveyance
 - (b) Evidence of up to date payment of Ground Rent
 - (c) Tax Clearance Certificate (TCC) of the owner of the property obtained from the State where the property is located
 - (d) Valuation Report from one of BOI’s accredited valuers
 - (e) Four (4) passport photographs and BVN of the property owner
 - (f) Means of identification of the property owner (i.e. photocopy of International Passport or Driver’s License or National Identity Card)
 - (g) Letter of Consent signed by the property owner to mortgage property to BOI
 - (h) If the property is owned by a limited liability company different from the borrower, then Board Resolution of that company
11. If operating from a rented premises, lease agreement must have a tenor of at least one year beyond loan tenor.
 12. Letter of Consent to borrow, issued by the Director of Cooperatives of the State.

POST – APPROVAL CHECKLIST FOR COOPERATIVE SOCIETIES

1. Submission of Letter of Offer duly endorsed by all beneficiary members of Society
2. Letter of Acceptance of Offer signed by the President and Secretary of the Society
3. Evidence of payment of fees (if applicable, appraisal, commitment and legal fees)
4. Return of duly executed Loan Agreements duly endorsed by President and Secretary
5. Individual External Guarantors (if applicable):
 - (a) Letter of Intent to guarantee
 - (b) Means of identification (i.e. photocopy of International Passport or Driver’s License or National Identity Card or Permanent Voter’s Card)
 - (c) Four (4) Passport photographs
 - (d) Notarized Statement of Net-Worth (Form will be issued by BOI)
 - (e) BVN (Biometric Verification Number)
 - (f) Profile of the Guarantor
6. Proforma Invoice(s) for the approved items to be financed