

Funding Facility – Intake File Checklist

- 1) Loan Application Form
- 2) If the Borrower is an Individual – Passport copy.
- 3) If the Borrower is a Company –
 - a) A copy of the Certificate of Incorporation.
 - b) A Board Resolution – confirmation that the Authorised Individual can act on behalf of the Company in regards to the Funding Facility. This should include the signing of all documents, including contracts.
 - c) A copy of the Authorised Individual's Passport.
- 4) Project Overview/Executive Summary.
- 5) Business Plan and Financials – including how the Loan Facility will be serviced.
- 6) Proof of Funds (current bank statement) – if a 3rd party (not the borrower) is providing the Proof of Funds a letter from the 3rd party will also be required confirming their involvement.
- 7) Copies of any valuations, appraisals or surveys – if applicable.
- 8) Copies of any insurance in place – if applicable.
- 9) Fee Agreement – if applicable.

Note: The above checklist is not exhaustive and further documentation maybe required depending on the project and/or additional requirements within the process.