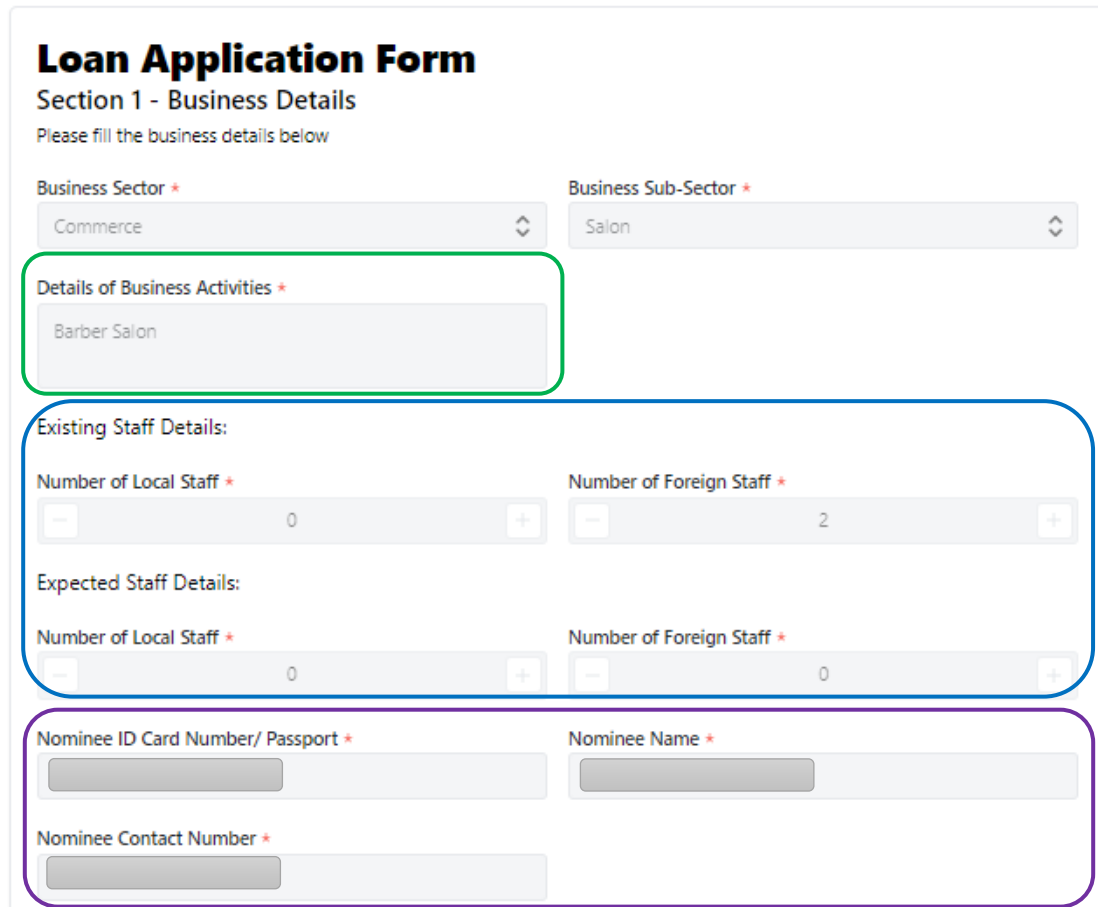


Guide to fill the Loan Application Form through the SME Portal

Section 1: Business Details



Loan Application Form
Section 1 - Business Details
Please fill the business details below

Business Sector *
Commerce

Business Sub-Sector *
Salon

Details of Business Activities *
Barber Salon

Existing Staff Details:
Number of Local Staff * 0
Number of Foreign Staff * 2

Expected Staff Details:
Number of Local Staff * 0
Number of Foreign Staff * 0

Nominee ID Card Number/ Passport *
Nominee Name *
Nominee Contact Number *

Details of Business Activities: This field should include the business activities conducted/to be conducted in this field. If you have more than one activity, please list them all.

Staff Details: The information provided here must match the HR Plan/Salary and Payroll related documents uploaded.

- **Existing Staff Details:** Enter the number of staff who are currently employed by the business.
- **Expected Staff Details:** Enter the number of additional staff to be hired during the loan tenor.

Nominee Information: If the applicant wishes to nominate another individual to communicate with SDFC on your behalf regarding the loan application, please enter the nominated person's information here.

- A copy of the nominee's ID card must be uploaded along with the application documentation.
- Companies/Partnerships must confirm the nominee through a board resolution.

Section 2: Project Details

Purpose of the loan

Purpose of Loan *

Building Vessel

Help us to better understand your project by answering the below questions

What is the total cost of the project? *

5724000

What is the loan amount you seek from SDFC? *

4500000

How much have you spent on the project?

1000000

Purpose of the Loan: This field should state the reason why you are obtaining the loan such as business upgrade, stock purchase, working capital etc.

Total Cost of the Project: This amount shall include any and all major costs that will be incurred to bring the project into operation which must include.

- Amount seeking from SDFC.
- Amount spent on the project.
- Amount to be spent on the project in the future.

Amount seeking from SDFC: This amount shall be the amount requested by the applicant from SDFC.

Amount spent on the project: This amount shall include any amounts that have already been spent by the applicant on the current project.

- E.g., a downpayment made for the purchase of a vessel, any expenses incurred for a startup (salaries, rent, etc.).
- Documentation to verify the equity invested must be submitted such as: bank transfer slip, signed salary slips, rental agreements, etc.

Amount to be spent on the project in the future: This amount refers to any additional amount that is to be spent on the completion of the project outside of loan funds.

- E.g., additional freight and duty charges outside of the loan amount will fall within equity yet to be invested.

Project Summary



Project Fund Utilization Breakdown

Please fill the Breakdowns for the Project

| Name | Amount (MVR) | Supplier | Project Funding |
|--|--------------|--|-----------------|
| Boat construction and engine placement | 4,500,000.00 | Arte'fficio Design-Build Private Limited | From Loan |
| Boat construction and engine placement | 1,000,000.00 | Arte'fficio Design-Build Private Limited | Invested |
| Boat construction and engine placement | 224,000.00 | Arte'fficio Design-Build Private Limited | To Be Invested |

+ Add Loan Utilization Details

Project Summary

Total Project Cost:

Project fund utilization breakdown should reflect the project summary total amount.

- To proceed with the submission of the application, both the above fields must be aligned.
- **Application submission would not be successful if, for example,** the total project cost is MVR5,724,000 and the project fund utilization breakdown is equal to MVR4,500,000.

Business Premises:

| | |
|---|--|
| Island * K. Huihumale' <input type="text"/> | Building/House Name * <input type="text"/> |
| Monthly Rent (in MVR) 9000 <input type="text"/> | Use of Premise * ⓘ Salon <input type="text"/> |
| Is this building owned or leased? * Leased <input type="text"/> | Premise Owner's Name * <input type="text"/> |
| Premise Owner's ID Card Number * <input type="text"/> | Lease Period (in Months) * 24 <input type="text"/> |

Additional Details of Project:

| | |
|---|---|
| Date of Commencement of Work * September 1, 2022 <input type="text"/> | Project Completion Date * May 6, 2023 <input type="text"/> |
| Percentage of Work Completed * 0% <input type="range" value="0"/> | Work Will Be Carried Out By * Applicant (Self Developed) <input type="text"/> |

Business Premises:

Business premises refers to where the business is/will be operated from such as a shop, office, or home office if a dedicated office space has not been taken.

For leased business premises:

- A valid rental agreement will be required.

For owned/no rental applicable business premises:

- If the business is to be operated without rent or on the applicants' own land a copy of the land registry and no objection letter from the owner of the land will be required.

Additional Details of Project:

- **Date of Commencement of Work** field must be the date when the project was first started or the date the applicant plans to start the project.
- **Project Completion Date** must be the date the project was completed or the estimated date of completion.
- **Work will be Carried Out By** field refers to whether a third party is to be hired for the project or whether the applicant will carry out the project by themselves.

- **Percentage of Work Completed** can be an estimate of how much of the project has been completed.

Section 3: Repayment Details

Section 3 - Repayment Details
Please fill the repayment details below

Repayment Details:

Grace Period (in months) *

Loan Payback Period (in years) *

Maximum monthly repayment amount that can be paid upon completion of the grace period (in MVR) to How much do you forecast to pay upon completion of grace period (in MVR)? *

Bank Account Details:

Bank *

Account Name *

Account Number *

Repayment Details:

This field requires the applicant to provide details of the preferred repayment details such as.

- Grace period required for the project.
- Loan Payback period
- Maximum monthly repayment amount that can be paid once the grace period ends.
- Repayment details will be determined during credit evaluation based on the project.
- An estimate of the maximum monthly repayment amount based on the requested Grace Period and Loan Payback Period can be calculated by using the EMI calculator at www.sdfc.mv.

Bank Account Details:

This field requires the applicant to provide the primary account details used for the operations of the business.