



## Viyafaari Tharaggee

Required Documents:

### **1. Identification and Business Registration Documents**

- a. ID card copy of loan applicant / Shareholders and directors of the company or partnership
- b. Information form of the applicant/business, shareholders, and partners
- c. Board Resolution for Companies/Partnerships stating the authorized signatory on behalf of the business (draft format available on our website)
- d. Copy of Business Registration
- e. Copy of Memorandum of Association and Articles of Association (for existing companies)
- f. Relevant permits for operation of the business

### **2. Tax Related Documents**

- a. GST/TGST and BPT return statement with vouchers of the business for the past one year
- b. MIRA Tax Clearance Report

### **3. Income Verification Documents**

- a. Financial statements for the past 2 years (Audited Financial Statements for businesses that generated a revenue of over MVR10 million during the past one year OR if the loan amount exceeds MVR2 million. The financial statements should be audited by a MIRA approved Auditor)
- b. Management accounts for the current year
- c. Bank Account Statement for the past 6 months



#### **4. Project Related Documents**

- a. Business Plan (draft format available on our website)
- b. Financial Forecast (including basis/assumptions) for the proposed loan tenor (draft format available on our website)
- c. Project Breakdown or BOQ (Equity investment and loan investment separately)
- d. Proof of Equity Investment with the relevant paid bills and invoices
- e. Quotations for purchases to be made from the loan facility (if the purchases are made from abroad, the quotation price should be inclusive all expenses for import)
- f. Copy of the rental agreement if the business is being carried out/ to be carried on leased properties
- g. Work schedule and disbursement schedule

#### **5. Collateral Documents**

- a. ID Card Copy of Mortgagor(s)
- b. No objection letter from the mortgagor(s) if the mortgagor is different from the loan applicant)
- c. Registry copy of the collateral (include all pages)

#### **6. Other Documents**

- a. Stock List (for trade related businesses only)
- b. Receivable Aging List (if business accept credit sales)