

Viyafaari Ehee Loan (Project Financing)

Required Basic Documents: *Additional documents may be required based on the project.*

1. Identification and Business Registration Documents

- a. ID Card Copy of loan applicant, co-applicant/ shareholders and directors of the company or partnership (6 months validity)
- b. Customer Information Form of the applicant, co-applicant, shareholders/partners, and directors of the company or partnership and for the business.
- c. Board Resolution for companies/partnerships stating the authorized signatory and nominee 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
- f. Copy of Partnership Deed
- g. Applicable Permits for the operation of the business
- h. Business Profile (draft format available on our website)

2. Tax-Related Documents

- a. GST/ TGST and with vouchers of the business for the past 4 quarters or for the duration of business operations if the business has been in operation for less than one year
- b. Income Tax Return Statement with vouchers for the past year (if applicable)
- c. Tax Clearance Report/Due Statement/Instalment Agreement

3. Income Verification Documents

- a. Audited Financial statements for the past 2 years (by an approved auditor from the Institute of Chartered Accountants of the Maldives will be required)
- b. Management Accounts for the current year
- c. Business Bank Account Statement for the past 6 months (for verification of business income)

- d. Personal Bank Account Statement for the past 6 months (for applicant, co-applicant/shareholders/partners for verification of personal income)
- e. Additional Income Verification Documents (Rental Agreement and Land Registry/Employment Letter/Documents to verify any profit income declared from an additional business)

4. Project-Related Documents

- a. Documents associated with project financing (project agreement, awarding letter, project site handover letter, and other relevant documents)
- b. Projected Financial Forecast (including basis/sales assumptions/staffing requirements) for the proposed loan tenor (draft format available on our website)
- c. Itemized BOQ (at cost price)
- d. Quotations for purchases to be made from the loan facility (if the purchases are made from abroad, the quotation price should be inclusive of all expenses for import)

5. Other Documents

- a. Receivable Aging List (if the business accepts credit sales)
- b. Ongoing project details list (if the business is a contractor)
- c. Contracts/Reference Letters of the previous project completed.
- d. Copy of Rental Agreement if the business is being/ to be carried out on a leased property (if premises are already leased)
- e. Land Registry and No-Objection Letter (if the rental fee is not applicable)