

Viyafaari Ehee Loan (Working Capital)

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 operation of the business

2. Tax-Related Documents

- a. GST/TGST return statement 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. Financial Statements for the past 2 years (if business has been in operation for less than 2 years or if businesses with revenue above 10 million or if loan amount exceeds 2 million, audited financials 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. Business Profile (draft format available on our website)
- b. Projected Financial Forecast (including basis/sales assumptions) for the proposed loan tenor (draft format available on our website)
- c. 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)
- d. Copy of Rental Agreement if the business is being/ to be carried out on a leased
- e. Past 3 months' Utility Bills, Salary Slips (applicable if requesting through loan funds)

5. Collateral Documents

- a. ID Card Copy of mortgagor(s) (6 months validity)
- b. Customer Information Form of the mortgagor(s)
- c. No Objection Letter from the mortgagor(s) if the mortgagor is different from the loan applicant)
- d. Registry Copy of the collateral (include all pages)

6. Other Documents

- a. Existing Stock List (including cost price and selling price)
- b. Existing Asset List (including estimated cost price)
- c. Receivable Aging List (if business accepts credit sales)