

### Viyafaari Ehee Loan (Trade 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. Board Resolution for companies/partnerships stating the authorized signatory and nominee on behalf of the business (draft format available on our website)
- c. Copy of Corporate Profile Sheet (issued by Ministry of Economic Development and Trade)
- d. Copy of Memorandum of Association and Articles of Association
- e. Copy of Partnership Deed
- f. Applicable Permits for operation of the business

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

- a. GST/TGST return statement with payment vouchers for the business for the past 4 quarters
- b. Income Tax Return Statement with payment 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 the revenue of the businesses exceeds 10 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 12 months (for verification of business income)
- d. Personal Bank Account Statement for the past 12 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 (As per the draft format available on our website or inclusive of details in published format)
- 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 clearance such customs clearance charges)
- d. Copy of Rental Agreement if the business is being carried out on leased premises
- e. Copy of Land and Building Registry and No objection Letter (applicable if the business premises are not leased)
- f. Bills for monthly recurring expenses, Utility Bills and Salary Slips for the past 3 months

#### **5. Collateral Documents (Required if collateral is submitted)**

- a. ID Card Copy of mortgagor(s) (6 months validity)
- 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. Existing Stock List (including cost price and selling price)
- b. Existing Asset List (including estimated cost price)
- c. Receivable Aging List (applicable if business accepts credit sales)