



PRE - APPROVAL CHECKLIST FOR SMES OF ₦10 MILLION & ABOVE (LLC)

1. Formal Application Letter on Company's Letterhead
2. Duly completed loan application Form.
3. Photocopy of Certificate of Incorporation
4. Certified True Copy (CTC) of Memorandum and Articles of Association with the company's line of business unambiguously covered by the object clause.
5. Certified True Copy (CTC) of Form CAC 1.1 or other Incorporation documents i.e.,
 - i. Form CAC 2.5 (Allotment of Shares)
 - ii. Form CAC 2.3 (Particulars of Directors)
 - iii. Form CAC 2.1 (Appointment of Company Secretary)
6. Feasibility Study Report
7. Curriculum Vitae of the Promoter (s) and key Management Staff
8. Proforma Invoice for items of equipment to be purchased.
9. Sources and quotations for raw materials expressed in quantity and amount
10. Photocopy of valid means of identification of MD/CEO and any other Director
11. Eight (8) Passport Photographs each of the MD and any other Director
12. Recent Bank Statement of the Company for a period of one (1) year **(for existing business)**
13. Three years' Audited Financial Accounts and most recent Management Account **prepared by any BOI accredited auditors** (for existing business) or Statement of Affairs **(for business less than one (1) year) list of accredited auditors to be provided by BOI.**
14. Evidence of availability of collateral security either in the form of:
 - a. Bank Guarantee (BG) with a Letter of Intent from the head office of an acceptable Intending Bank for the purpose of loan processing **OR**
 - b. A developed landed property in an urban area with photocopy of acceptable title documents and Valuation Report prepared by any of BOI accredited Valuers.
15. Photocopy of title documents of the factory site **(if available)** of photocopy of evidence of ownership of the factory site.
16. Photocopy of Lease Agreement with a tenor of at least one (1) year beyond loan tenor **(if operating from a rented premises).**
17. A copy of the draft Technical, Management, Machinery Supply and/or Joint Venture Agreement **(where applicable).**
18. Evidence of Registration of Business or Certification of Products by relevant regulatory Agencies such as NAFDAC, SON, Mining Lease, EIA, DPR, NEPC, SMEDAN, etc.
19. Declaration of Outstanding Liabilities to other Banks and Individuals, if any.