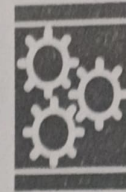


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**OYSG BOI MSME DEVELOPMENT  
FUNDING SCHEME**



BANK OF INDUSTRY

**APPRAISAL REQUIREMENT AND GUIDELINE**  
**FOR**  
**MICRO CREDIT SCHEME ( STAND ALONE)**

1. Formal Application on Enterprise/Ventures letter headed Paper.
2. Submission of complete BOI questionnaire by the Company.
3. Photocopy of Certificate of registration of the Company.
4. Submission of Company's Bank Statement.
5. Quotation for the supply of items to be purchase from two (2) or more suppliers.
6. Sources and quotation for raw materials expressed in cost per units.
7. Four (4) passport photographs of two (2) Directors of the Company.
8. Photocopy of International passport/Driver's license/National identity card or the Society's identity card of the Directors.
9. A Letter from One (1) Public Servant Guarantor who will execute indemnity form transferring liability to them in case of default or deposit of title document as collateral for the loan.

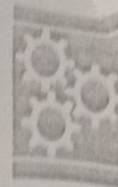
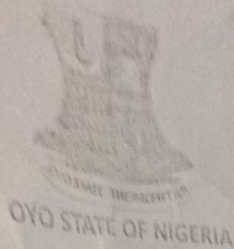
*10 Business plan*  
**GUIDELINES**

1. Evidence of Registration of Business Premises
2. Company should be in a manufacturing or processing business unit and NOT trading.
3. Maximum loan amount will not exceed N10.0 million to a particular Company.
4. The Company is required to fill one (1) copy of the Loan Application Form.
5. Processing fee -1 % of the loan value payable at the time of collection of the letter of offer. It is not refundable.

6. Source (s) and repayment term-Monthly and through Bank draft of cheque.

7. Security arrangement shall include:

- Deposit of 10% of the loan amount in an interest yielding account.
- Lien on stock of trade and item of equipment, where applicable.
- A Letter from One (1) Public Servant Guarantor who will execute indemnity form transferring liability to them in case of default or deposit of title document as collateral for the loan.



limited

OYSG - BOI MSME DEVELOPMENT FUND  
SME SUPPORT SCHEME

A CHECKLIST OF APPRAISAL REQUIREMENTS

SECTION A - BASIC REQUIREMENTS

1. Formal Letter of Application
2. Photocopy of Certificate of Incorporation
3. Photocopies of the Certified True Copy of Forms C02 and C07
4. A photocopy of the Certified True Copy of Memorandum and Articles of Association of the Company.
5. Feasibility Study Report (4 copies) See Section B for details.
6. Photocopy of Title documents to project site (Certificate of Occupancy) and original copy for sighting.
7. Approved Site Plan.
8. Approved Building Plan
9. Bill of Quantities or Contractor's Estimate of Cost to be incurred on Factory Building (if available).
10. Valuation Report on Factory Building (s) for expansion projects and evidence of availability of landed property in an urban area that can be offered as collateral security.
11. Quotations for items of plant and machinery (at least 3 quotations from different sources)
12. At least two (2) quotations for items of raw material and letters of intent to supply.
13. Three (3) years most recent Audited Accounts of the company (for existing company)
14. Organisational Structure and Management of the company.
15. Declaration of total outstanding liabilities of the company.
16. Three (3) years most recent Tax Clearance Certificate for the Company and two (2) Directors.
17. Eight recent Passport photographs of each of the two Directors and the Company Secretary.

Contacts. (1) Bank of Industry, BOI House, Akure Zonal Office, Ado-Owo Road, Akure

(2) Ministry of Trade, Investment and Cooperative, Secretariat, Ibadan.

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**SECTION B - LIST OF INFORMATION EXPECTED  
IN THE FEASIBILITY STUDY REPORT**

Information on the company's activities since incorporation.

1. Biographies of shareholders of the company and their percentage shareholding. Also, details of Directors and Management team.
2. Details of the project cost as well as the proposed financing plan with realistic assessment and evidence of availability of funds from each source.
3. Details of cost incurred on the project till date.
4. Installed capacity and a detailed analysis of the annual cost of production and cash flow and balance sheet projections for at least the first five years with relevant assumptions.
5. Detailed technical information covering technology, production process etc.
6. Information on Technical Partners, if any.
7. Comprehensive list of machinery required, giving detailed specifications, source(s) and prices.
8. Details of utility requirements and availability of essential services such as water, power, transport around the project site.
9. Detailed information on raw material requirements, their sources and unit cost.
10. Comprehensive list of manpower requirements broken down into categories and salaries.
11. List, qualification and position and annual salary of existing management and staff (for expansion projects only).
12. Detailed market study report, covering the following areas:
  - (a) Supply analysis with information/data on names, location and installed capacities of existing and known potential competitors, import data for the products(s). Trend of future supply (local + import).
  - (b) Demand analysis comprising factors influencing demand, estimate of domestic demand, export potentials - all based on current and future trend.
  - (c) Market prospects with information on existing planned marketing arrangements, distribution strategies, current and proposed selling prices vis-a-vis competitors, prices (local and import prices).
13. For on-going projects, give the existing, Expansion/Diversification and Consolidated projections covering Profit and Loss Accounts, Cash Flow Analysis and Balance Sheets for the period of five (5) years. Also provide the detailed information/data and assumptions used in the above projections.

**Contacts.** (1) Bank of Industry, BOI House, Akure Zonal Office, Ado-Owo Road, Akure  
(2) Ministry of Trade, Investment and Cooperative, Secretariat, Ibadan.