

LOAN APPLICATION FORM

PART I - Project Information
PART II – Letter of Authority by Organization

OIKOCREDIT, EDCS EAST AFRICA REGION
P.O. BOX 30328-00100
NAIROBI

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PART I: Project Information

I. APPLICANT

1. Name of organization _____
2. Address: _____ Telephone: _____ Fax/e-mail: _____
Location (physical): _____
3. Legal form (note: please attach also copy of registration certificate) _____
4. Contact Person _____ Title/Position _____

5. In the space below, please list the names, titles and personal addresses of key leaders/directors/Board of the organization (Note: if necessary, use a separate sheet)

	<u>NAME AND TITLE</u>	<u>PERSONAL POSTAL ADDRESS & TELEPHONE NUMBER</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____

II. PROJECT

1. Explain your products, market, competition and how your organization or project has performed to date
2. Explain who (and how many) will be the direct and indirect beneficiaries of this project. Explain how they will benefit.

III. FUNDING REQUIREMENTS

Note: Oikocredit finances qualifying projects with long-term (3 to 10 years) loans ranging from Euro/US\$ 50,000 (minimum) and Euro/US\$ 5 million (maximum). Loans are also available in local currencies.

1. What is the amount of money that you are requesting from Oikocredit and specify the currency of the same. Also, indicate the term of the loan.
2. Explain below the specific activity or item(s) that the requested funds will finance.

	ITEM to be financed	Amounts / Costs
(I)		
(II)		
(III)		

3. Explain how your organization intends to repay this loan. (Note: be specific as to the factors that give you assurance that your organization can repay such a loan. Provide any supporting documentation, annual reports, market or feasibility studies etc that would strengthen your case as an applicant).

4. Provide details of all other non-operating sources of funds (past, present and future), and indicate the amount(s) that have or will be received from these sources (e.g. grants). In the case of loans, provide the terms and conditions of those loans, e.g. amounts, repayment period, interest rate, security or pledge, outstanding balance, purpose, e.t.c.

a) Loans

Lender	Address	Loan/OD Amount	Interest (%) p.a	Repayment period	Loan balance	Security	Purpose of Loan	Disbursement Date

b) Grants

Donor Organization	Address	Amount pledged	Amount disbursed	Purpose	Status	Disbursement Date
(i)						
(ii)						

a) Interest on Deposits

Bank	Account No.	Amount Deposit	Interest Expected
(i)			
(ii)			

IV. SECURITIES

(a) Values of securities offered to Oikocredit.

	Description	Location	Market Value
1.			
2.			
3.			

(b) Assets that have already been pledged to other parties.

	Description	Location	Market Value
1.			
2.			
3.			

(c) Assets that have not yet been pledged to other parties.

	Description	Location	Market Value
1.			
2.			
3.			

V. INSURANCE TAKEN BY ORGANIZATION

Name of insurance Company	Type of insurance	Insured amount	Current surrender value
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.....

VI. OTHER LIABILITIES, INCLUDING GUARANTEES AND HIRE PURCHASE AGREEMENTS, GIVEN TO THIRD PARTIES

<u>Liability</u>	<u>Amount</u>
.....
.....
.....

VII. PROVIDE TWO ORIGINAL COPIES OF LETTERS OF AUTHORITY (PART II) ON

YOUR LETTERHEAD ADDRESSED TO YOUR BANKER(S)

PART II

The Bank Manager

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.....
.....

Dear Sir,

RE: LETTER OF AUTHORITY

I hereby give you authority to provide Oikocredit of P.O. Box 30328-00100 Nairobi, with full information concerning our account.

Our account number(s):

Yours faithfully,

Name **Signature**

Name **Signature**

Name **Signature**

Annex 1:

COMPLETE THIS CHECKLIST AND SUBMIT THE REQUESTED DOCUMENTS ALONG WITH THE LOAN APPLICATION FORM

NAME OF APPLICANT:	SUBMITTED TO OIKOCREDIT	
	YES	NO
1. Copy of Certificate of Incorporation/Registration.		
2. Copy of Constitution/By-Laws/Memorandum and Articles of Association.		
3. Copies of Audited accounts for the last three years.		
4. Copies of Resolutions authorizing representatives to negotiate for the loan.		
5. Copies of Minutes of the last Annual General Meeting.		
6. Brief on Management structure of the organization.		
7. Proof of equity contribution. At least 1/3 of total project cost.		
8. State how your organization will secure the loan. Include valuation of securities that is not more than 3 years old.		
9. Budget for the project detailing source of funds, uses of funds and contingencies.		
10. Financial projections - minimum of 5 years.		
11. Plans and Specifications (construction projects).		
12. Business Plan for the organization.		
13. Feasibility Study of the project, completed by an independent consultant.		
14. Environmental Impact Assessment Report (production projects)		
15. Licenses/permits		
16. Completed Oikocredit Loan Application Form.		