

CHAPTER 83
FUND FOR SMALL-SCALE INDUSTRIES
CREDIT SCHEME LAW

Arrangement of sections

Section

1. Short title
- 2 Interpretation
3. Establishment of the Fund
- 4 Operation and Disbursement of the Fund
- 5 Establishment of the Committee
6. Meeting of the Committee
7. Power of the Committee
8. Charge on property and priority of Loans
9. Assurance of proper application of Loans
10. Power of Committee to order repayment of loan not being applied for purposes for which made
11. Power of Committee to require repayment where loan misapplied
12. Power of Committee's officials to enter premises and take inventory of chattels on death or dissolution
13. Accounts
- 14 Annual and progress reports
- 15 Protection of members, officers and agents
- 16 Obstruction of committee's officials prohibited
17. Offences by applicants
18. Corruption in connection with loans
- 19 Legal representation
20. Service of process
21. Exemption from stamp duties and fees

CHAPTER 83
FUND FOR SMALL SCALE INDUSTRIES
CREDIT SCHEME LAW

A Law to make provisions for a Fund for Small-State Industries Credit Scheme mid for matters connected therewith.

[27th August 1999]

1. This Law may be cited as the Fund for Small-Scale Industries Credit Scheme Law.

In this Law unless the context otherwise requires—

“chairman” means Chairman of the Committee;

“Credit scheme” means a scheme for the granting of loans for the purposes of this Law

"committee" means Fund for Small-Scale Industries Credit Scheme established by this Law;

“Governor” means Governor of Enugu State of Nigeria:

“Ministry ” means State Ministry of Industries;

“small-scale industry” means a manufacturing, processing or servicing industry with a capital investment of up to N150.000 in machinery and equipment alone;

“State” means Enugu State of Nigeria.

3. (1) A fund to be known as the Fund for Small-Scale Industries Credit Scheme is hereby established.

(2) The Fund is established for the purpose of providing financial assistance in the establishment, expansion or modernization of productive small-scale industries in the State.

(3) There shall be paid into the Fund—

(a) sums appropriated for the purpose by the Governor,

(b) any grants made by the Federal Government for the purpose; and

(c) all repayments of loans together with interest thereon.

(4) Where any loan guaranteed by the Committee under the provisions of this Law is, as a result of defaults made by the borrower, repayable by the Committee, such repayment shall be made out of moneys comprised in the Fund.

(5) Where the repayment specified in subsection (4) of this section is made by the Committee, any sum recovered by the Committee from the borrower as compensation for such repayment shall be paid into the Fund.

4. (1) All moneys comprised in the Fund shall be deposited in a bank of firm financial standing.

(2) No sum shall be withdrawn from the Fund in excess of the amount contained in the Fund at the time of such withdrawal.

(3) A withdrawal from the Fund shall not be made except by the authority of the Committee

(4) A sum withdrawn, or intended to be paid out from the Fund by the Committee for the purpose of granting loans to applicants shall not be paid out by the Committee for the purpose except with the prior approval in writing of the Governor

5. (1) There is hereby established a Committee to be known as the Fund for Small Scale Industries Credit Scheme Committee which shall consist of the following members —

(a) the Commissioner for Industries or his representative:

- (b) the Attorney-General and Commissioner for Justice or his representative;
- (c) the Commissioner for Finance or his representative;
- (d) the Head of the Industries Division, Ministry of Industries or his representative;
- (e) the Director of Industries Division, Ministry of Industries or his representative;
- (f) the local branch manager of a commercial bank specified in subsection (1) (c) of section 7 of this Law,

Provided that membership under this paragraph shall be limited to occasions when matters relating to the participating bank are discussed.

(2) The Commissioner for Industries or his representative, shall be the chairman.

(3) Where the Committee desires to obtain advice on any matter concerning or relating to the development of small-scale industries, the Committee may co-opt any person who has experience in such matters as a member of the Committee for such period as it thinks fit; and a person who is a member by virtue of this subsection shall have all the rights and privileges of a member of the Committee except that he shall not be entitled to vote at any meeting of the Committee and shall not count for the purpose of forming a quorum.

(4) The Committee shall appoint a person in the public service of the State to be the Secretary of the Committee and it shall be the duty of the Secretary —

- (a) to conduct the correspondence and keep the record of the Committee;
- (b) to perform such other functions as the Committee may from time to time assign to him

6. (1) At a meeting of the Committee four members shall constitute a quorum.

(2) Where for any reason the Chairman is absent from a meeting of the Committee one of the other members of the Committee present ascertained according to the order in which they are mentioned in subsection (1) of section 5 of this Law shall preside.

7. Subject to the provisions of this Law, the Committee—

(a) shall have power-

- (i) to establish the necessary organization and procedures for the purposes of inviting, receiving and examining applications for loans required for the establishment, expansion or modernization of small-scale industries in the State and to make loans from the fund to the applicants on the approval of their applications,
- (ii) to designate movable property, products, shares of companies and other chattels which may be accepted as security for loans and to prescribe the conditions under which the security may be accepted: and
- (iii) to recommend applicants for loans to commercial banks which have agreed at the

request of the Committee to participate in the credit scheme by granting loans to applicants for the purposes of this Law, and to guarantee such loans, either in respect of specified applicant or in respect of applicants generally;

(b) shall have power, with the prior approval of the Executive Council to prescribe—

- (i) the limitations and conditions as to the sizes, forms and periods of payment of the various loans;
 - (ii) procedures and rules to be followed in the granting of loans and the collection of repayments thereof together with interests thereon:
 - (iii) conditions which will ensure that loans are spent for productive industrial purposes or invested in sound industrial operations under the supervision of duly established officers of the Fund or officers representing the Fund; and
 - (iv) rules generally for the better administration of the Fund
- (c) to vary with the consent of the applicant the terms under which outstanding loans have been made.
- (d) to make from time to time standing orders providing for the proper conduct of the business and meetings of the Committee and in particular for —
- (i) the method of entering into contracts and the execution thereof; and
 - (ii) the signing of cheques and similar documents.

8. (1) Subject to subsection (2) of this section, where a loan is made by the Committee on the security of a mortgage of any property whether with or without any other security, the property shall from the date of the mortgage take priority, save so far as is otherwise specified in the mortgage, over every other debt, mortgage or charge what so ever affecting the property except a loan due to a *bona fide* creditor not assenting to the priority which had been made in good faith before the loan made by the Committee and which had been secured to the creditor by a duly registered mortgage of the property where the creditor is entitled to the repayment thereof with interest.

(2) Where there are two or more of such creditors as are mentioned in subsection (1) of this section and some of them representing not less than four-fifths in value of the total debt consent in writing that the said charge shall have priority over the loans and mortgages of all the creditors, then the loans and mortgages of all the creditors including those who have not consented shall be postponed to the loan made by the Committee and to the security for the same

9. (1) A loan made or guaranteed by the Committee at any time shall not without the approval of the Committee be used for—

- (a) the repayment of any loan not made or guaranteed by the Committee;
- (b) the repayment of any loan made or guaranteed by the Committee at any other time; and
- (c) any other purpose not being the purpose for which such loan is made or guaranteed.

(2) Where the Committee has made or guaranteed a loan the Committee shall from time to time make or cause to be made such examination and periodic inspection as may be necessary to ensure that the loan is being or has been used for the purpose for which it is made.

(3) The Committee may appoint any of its officers, or any other person authorized in writing by the Committee, to make the examination, and the person who received the loan shall produce to that officer or person all the relevant books, documents and other matters and things necessary for the purpose of the examination.

(4) An officer or person duly authorized by the Committee under subsection (3) of this section may for the purpose of this section at a reasonable time enter any premises, building or land owned or occupied by the person who received the loan or his agents and containing property bought with the whole or any part of the loan.

(5) To ensure further the proper application of loans, that portion of any loan designated for supplies, services or equipment may be paid by the Committee directly to third parties nominated by the applicant and such payments shall be deemed to be a loan made to the applicant.

(6) A loan made to an applicant shall be paid to or on behalf of the applicant in a manner specified in writing by the committee or before the time such loan is made.

10. Where upon an examination made under section 9 of this Law, it appears to the Committee that a sum being the whole or part of a loan made by the Committee has not been used for the purpose for which the loan was made, the Committee may by writing addressed to the applicant order that the sum be repaid to the Committee within a time specified therein and the sum so ordered to be repaid shall thereupon become a debt due to the Committee.

11. (1) If in the opinion of the Committee a loan made under this Law has been misapplied, the Committee may, in addition to, or in lieu of, any other proceedings, whether the loan has been secured by mortgage or otherwise, by notice in writing addressed to the borrower recall the said loan or any part thereof, and may require the loan or that part to be repaid on a date specified in the notice and may in default thereafter foreclose the mortgage, if the loan is secured by mortgage.

(2) The notice mentioned in subsection (1) of this section shall be served or deemed to be served on the borrower if it is —

- (a) delivered personally to the borrower; or
- (b) posted under registered cover to the last known address of the borrower

12. On the death, dissolution or winding-up as the case may be, of an individual, partnership or company, whose loan has not been fully repaid to the Committee, an officer or authorized agent of the Committee shall have power at a reasonable and convenient hour to enter any premises where chattels purchased or deemed to have been purchased in whole or in part with loan granted under this Law are stored and take inventory of the chattels with the person who has custody thereof

13. The Committee shall keep accounts of its transactions to the satisfaction of the State Accountant-General.

14. (1) Not later than sixty days after the end of a financial year, the Committee shall submit to the Executive Council a report covering its operations during that financial year

(2) A certified copy of the report mentioned in subsection (1) of this section and of the audit report thereon shall be forwarded to the Federal Ministry of Industries by the Committee.

(3) A progress report on the operation of the Fund including the position of the Fund as to—

- (a) withdrawals or disbursements from the Fund;
- (b) repayments of loans made under this Law;

shall be submitted to the Federal Ministry of Industries by the Committee every six months in a form prescribed by that Ministry

15. No member, officer or agent of the Committee shall be liable for

any act done or omitted to be done in good faith while engaged in the duties under section 9 or 12 of this Law.

16. A person who obstructs the Chairman, officer or authorized agent of the Committee in the due execution or enforcement of a provision of this Law is guilty of an offence and liable, on summary conviction to a fine of two hundred naira or to imprisonment for one year, or to both such fine and such imprisonment

Provided that where the offence involves entering of premises by an officer or authorized agent of the Committee, there shall be no liability under this section unless the officer or agent presents to the owner or occupier of the premises on demand by the latter a written authority of the Committee to the officer or agent to enter thereon.

17, An applicant for a loan under this law who —

(a) makes to the Committee a material statement which he knows to be false or does not believe to be true, or

(b) with intent to defraud fails to disclose to the Committee a material information within his knowledge.

is guilty of an offence and liable, on summary conviction to a fine of two hundred naira or to imprisonment for one year or to both such fine and such imprisonment.

18 (1) A member or servant or agent of the Committee who corruptly accepts or agrees to accept, or obtains from a person any property or benefit of any kind for himself or for any other person in respect of or in connection with a loan or an application for a loan under this Law is guilty of an offence and on conviction is liable to imprisonment for one year or a fine of two hundred naira or to both such fine and such imprisonment.

(2) A person who corruptly gives or promises or offers to give any property or benefit of any kind to a member or servant of the Committee in respect of or in connection with a loan under this Law or an application for such loan is guilty of an offence and on conviction is liable to imprisonment for one year or to a fine of two hundred naira, or to both such fine and such imprisonment. In any civil proceedings by or against the Committee in respect of a loan or security for a loan granted under this Law, the Committee shall be represented by the Chairman or any officer of the Fund authorized by him in writing to represent the

Committee

19. Service upon the committee of a notice, order or other document may be effected by —

- (a) delivering it; or
- (b) sending it by registered post; to the Permanent Secretary, Ministry of Industries,

20. Stamp duties and registration fees payable under the provisions of the Land Instruments (Preparation and Registration) Law shall not be payable in respect of a mortgage or other documents securing a loan made by the Committee or a document discharging any such mortgage or security

Fund for Small-scale industries Credit Scheme Law

THE LOANS (ELIGIBILITY AND PROCEDURE) RULES

PART I — PRELIMINARY

1. These rules may be cited as the Loans (Eligibility and Procedure) Rules.

2. In these rules —

“applicant” means a person who has applied to the committee for a loan and

"applications" shall be construed accordingly;

"Committee" means the Fund for Small-Scale Industries Credit Scheme Committee.

3. The Committee may grant loans for the following enterprises —

- (a) food processing and bakery;
- (b) furniture and cabinet construction.
- (c) building materials industry , including brick and tile making;
- (d) textiles or tailoring;
- (e) raw materials: (production and processing!;
- (f) manufacturing (miscellaneous):
- (g) engineering works (electrical);
- (h) leather goods industry;
- (i) printing and book production industry. And

(j) Such other enterprises as the Committee may approve.

Amount
of loan

4. (1) No loans in excess of N30,000 shall be granted to any applicant without the consent of the Executive Council on the recommendation of the Committee;

(2) No loan in excess of N60,000 shall be made

Period of
repayment

5. A loan shall be repaid within five years of the making of the loan:

Provided that the period of repayment exceeding five years may be approved by the Executive Council on the recommendation of the Committee.

PART II —ELIGIBILITY RULES

Requirements

6. (1) An applicant shall be required —

(a) to satisfy the Committee —

(i) that the applicant is properly identified and of good character, reputation and standing,

(ii) that the applicant has the requisite ability to operate successfully the industry, project or enterprise for which the loan is required.

(iii) that the applicant has enough means, land or capital which, together with the loan sought, will be sufficient to enable the industry, project or enterprise for which the loan is required to operate on a sound financial basis.

(iv) that the proposed loan will be so secured and the industry, project or enterprise will so operate as reasonably to ensure repayment of the loan and interest;

(b) to enter into a loan agreement with the Committee which shall be of the nature and contain the terms specified in the first Schedule to these rules.

(2) A loan agreement made or entered into by the Committee shall be sufficiently executed if it is signed on behalf of the Committee by the chairman and the secretary of the Committee.

7. For the purpose of giving effect to rule 6 (I) an application shall be made in the form set out in the Second Schedule to these rules accompanied by a non-refundable application fee of two naira.

8. The Committee may at its discretion before making a loan call for information, records or documents in addition to the requirements of these rules and such information provided to the Committee or its representative shall be deemed to have provided as part of a loan application.

PART III — PROCEDURE

Form in
use
(Second
Schedule)
(e)

9. (1) An application shall be addressed to the Secretary to the Committee

(2) The Committee may initially examine, or cause to be initially examined; application received by the Committee and may reject any application without further investigations:

Provided that any such rejection, and the reason for the rejection, shall be recorded in the minutes of a duly convened meeting of the Committee. and that the applicant shall be notified of the rejection and the reason.

(3) Before making any loan, the Committee shall make, or cause to be made, such inquiry as it may deem necessary into the standing, credit worthiness and ability of the applicant.

10. Subject to rule 9 (2), all applications for loans shall be examined by the appropriate technical division of the Ministry of Industries which –

(a) shall forward to the Committee a report on its assessments in the form set out in the Third Schedule and each assessment shall be supported by such document, data, calculations, etc., as may be necessary;

(b) shall recommend in the report to the Committee such variations (if any) to the proposal as it may deem fit and the manner in which a recommended proposal should be carried out;

(c) shall cause a responsible officer in its staff to sign such report.

FIRST SCHEDULE

NATURE AND TERMS OF LOAN

(Rule 6)

1. The agreement shall be by deed.

2. The Committee, if it considers it necessary, may require the applicant to produce two guarantors for the loan, and in such a case, the agreement shall recite that the loan is

3. The agreement shall include the following terms

(a) That repayment of principal and interest shall be by a specified number of instalments and the dates of payment of each instalment.

(b) the rate of interest payable on loans granted or guaranteed should be 7 percent per annum on reducing balance basis,

(c) that no indulgence granted to the borrower or his sureties shall affect the right of the Committee under the agreement:

(d) that the applicant shall use the loan in the operation, management and conduct of the industry, project or enterprise for which the loan has been granted- unless otherwise permitted by the Committee:

(e) that the Committee shall have a lien on any property purchased with the loan or any part thereof until the loan and interest thereon be repaid in full

SECOND SCHEDULE

GOVERNMENT OF ENUGU STATE

The Loans (Eligibility and Procedure) Rules,

(Rule 7)

FUND FOR SMALL -SCALE INDUSTRIES APPLICATION FORM

SECTION I - PERSONAL PARTICULARS

1. Name.....

(Mr/Mrs/Miss

2. Age..... Native Place.....

3. ADDRESS

Business	Residential

4. Education, Qualification and Experience:

(a) Schools/Apprenticeship or Special Course	Qualification Obtained Date	

--	--	--

(b) Practical Experience (Within the last five years)

Employer	Position held	Date

5. Sources of Capital (tick appropriate box or boxes).

Rent

Trading

Contracting

SECTION 2 – TYPE OF PROJECT OR BUSINESS

6. Family Contribution	ct.....	"Isusu"	 Date	Savings	
7.	o.....		 Date.....		

8. Nature of project.....

9. Ownership (tick whichever is appropriate)

Sole Business

Partnership

Limited Company

10. Location of Project: (a) Town..... (b) Division.....

SECTION 3.- ESTIMATES OF PERSONAL ASSETS

CASH (average for past six months)

In hand AT BANK	AT POST OFFICE
Bankers Amount A/C No	Amount A/C No
(i)N	
(ii)N	
(iii)N	

11. Properties (Buildings, Lands, Motor Vehicle, Life Insurance Policy, Shares in Public Companies)

Particulars	Location	Estimated Value	Annual Rent Receivable

12. Debts owed to applicant.....

(Attach list of debtors)

13.

Estimated Cost of project/Business	Portion to be Controlled by applicant	Amount of loan applied

14. Repayment Terms (tick as appropriate)

Monthly	Quarterly	Half-yearly	Yearly

15. Securities: What securities can you offer for the loan: Assets (e.g, Building, Life Insurance Policy)

.....
.....
.....

SECTION 5 – DECLARATION

16. Sign this declaration if you understand English –

I/We..... hereby declare that the information given in this form is correct to the best of my/our knowledge and belief.

Date 20.....

Signature(s).....

Signature of Witness.....

Witness's name (block capital).....

Witness's Rank or Occupation.....

17. Sign here if applicant does not understand English –

I/We..... hereunder declare that information given in this application form was read over and interpreted to my/our understanding and satisfaction and is correct to the best of my/our knowledge and belief.

Date, 20.....

Right thumb prints.....

CERTIFICATE OF WITNESS

I hereby declare that the foregoing has been read over and/or translated to the illiterate declarant into the language which he/she/they appeared to have perfectly understood before his/her/their signature(s) or mark(s) were affixed.

Date, 20.....

Signature.....

Name (in block letters)

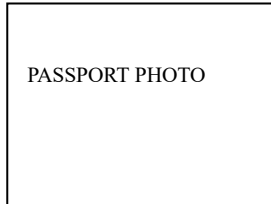
Occupation or Rank.....

Address.....

CONFIDENTIAL

FUSSI

Form 2



THIRD SCHEDULE
GOVERNMENT OF THE ENUGU STATE
e loans (Eligibility and Procedure) Rules, 1972
(Rule 10)

INVESTIGATION OFFICER'S REPORT FORM

SECTION 1 – APPLICATIONS PERSONAL PARTICULARS ON FUND FOR SMALL
SCALE INDUSTRIES LOAN APPLICATION

1. Full Name.....

Age.....

(MR/MRS/MISS)

2. Postal
address.....
....

3. Present
Occupation.....
....

4.

Trading	Home Rent	“Isusu”	Family Contribution	Other sources
N	N	N	N	N

5. Education, Qualification and Experience

(a)

Schools/Apprenticeship or Special Courses	Qualifications Obtained	Date

(b) Practical Experience (with the last five years)

Employer	Position Held	Date

SECTION 2 --- PARTICULARS OF PROJECTS OR BUSINESS

6. Business Name..... Date
Signed.....

7. Registration No..... Date
Registered.....

8. Type of Business..... Date
Signed.....

9. Ownership (Tick as Appropriate)

Sole

Partnership

Limited Company

10. Location of Business/Project

(a) Town.....

(b) Division.....

SECTION 3 – ESTIMATES OF ASSETS

11. Personal assets

(a) Cash in Hand.....

N.....

(b) Cash in Bank

Bankers:

(i) Account No..... Amount

N.....

(ii) Account No..... Amount

N.....

(c) Cash at Post Office Savings Account:

Account No..... Amount

N.....

(state average for past six months in each case)

(d) Properties (buildings, lands, motor vehicle, life insurance policy, shares in public companies)

Nature of Property	Location	Estimated
Value		
.....		
N.....		
.....		
N.....		
.....		
N.....		

(e) Debts owed to Applicant (attached list of debtors)..... N.....
..... N.....

12. Business Assets (if any)

(a) Building/Factory/Workshop

..... N.....
..... N.....
..... N.....

N.....

(b) Machinery, Equipment and Tools

	Original	Present
Value		
	 N.....	
N.....		
	 N.....	
N.....		
	 N.....	
N.....		

N.....

(c) Motor Vehicles Auto-cycles, Bicycles

	Makes	Present
Value		
		
N.....		
		
N.....		
		
N.....		

N.....

(d) Working Capital	
(i) Cash Hand and Bank for Materials and wages.....	N
(ii) Loans and advances to staffs.....	N
(iii) Stock debtors (less provision for bad Debts).....	N
(iv) Trade debtors (less provision for bad debts).....	N
(e) Payment made in advance to suppliers	
.....	N
Total (a) to (e)	
.....	N

SECTION 4 – ESTIMATES OF LIABILITY

13. Personal and family debts.....	
N.....	
14. Contingent liabilities short-term loans, calls on share not paid up, mortgages and guarantees	
.....	
N.....	
Total Personnel Liabilities.....	N.....
15. Business liabilities as at the date of this interview	
(i) Bank overdrafts and charges	N.....
(ii) Debt to Government or Co-operative Societies loans	
.....	N.....
(iii) Business and Trade Debts.....	
N.....	
(iv) Accrued Charges – rent and rates, electricity, telephone, audit fees, insurance premiums, income tax provision	
N.....	
(v) Payments received in advance.....	
N.....	
Total Business Liability.....	
N.....	

SECTION 5 – PROJECT ANALYSIS

16. What are the products or services this project will produce/provide as a result of the loan?

.....

17. What is the market area for these products/services?

.....

18. Are the products/services now available in this market area?

.....

19. Who are the major manufacturers or producers of these products/services and where are they located?

.....

20. Present Market Size

Manufacturer/ Distributor Value	Product/Service	Monthly Quantity
------------------------------------	-----------------	------------------

.....		
-------	-------	-------

N.....

.....		
-------	-------	-------

N.....

.....		
-------	-------	-------

N.....

21. Potential Market Size ---

Customer/ Distributor Value	Product/Service	Monthly Quantity
--------------------------------	-----------------	------------------

.....		N.....
-------	-------	--------

.....		
-------	-------	-------

N.....

.....		N.....
-------	-------	--------

22. Through what channels will the products/services be sold?

(a) direct or consumer?

.....

(b) through agent?

.....

23. Monthly Product Capacity

Existing products	Quantity	Proposed Value
----------------------	----------	-------------------

.....		
N.....		

.....		
N.....		

.....		
N.....		

24. Raw Material Requirements

Raw Materials	Sources	Existing
Proposed		

.....		
N.....		

.....		N.....
-------	-------	--------

.....		
N.....		

25. Employment and labour

(a) are any of the applicant's dependants employed in this business? They he recruited?

.....

.....

.....

.....

salaries/wages	Average Monthly Salary/wages for employees	Total
----------------	--	-------

(b)	Existing	Proposed	Existing	Proposed	Existing
Proposed					

.....

Officer

.....

Factory

.....

Apprentices..... ..

Total N..... N..... N..... N.....

N.....

(c) Will additional persons be required (No/Yes). If yes, from where will they be recruited?

.....

.....

(d) Training --- what new skill will be required?.....

How many persons will require it?

.....

Will special training be necessary? If yes, describe the training and the proposal for this training.....

.....

Records: Does the applicant keep records?

.....

If yes, when did he start?

.....

What types of records are kept?
(Describe).....

.....

.....

.....

.....

27. Proposed Machinery, Equipment and Tools. State here details of machinery, equipment and tools including office equipment and the necessary installation charges (Attach quotations and details of installation charges e.g. transport to site. Erection cost, electrical fixtures and controls running – in supervision or engineer’

Types/Description Price	Supplier	Quoted
----------------------------	----------	--------

.....	
N.....	
.....	
N.....	
.....	
N.....	
.....	
N.....	
.....	
N.....	

SECTION 6 – LAND AND PREMISES TO BE USED FOR PROJECT SITE

28. Location: State the Street and
Number.....
Town/Village.....
Division.....
29. Size of land
(Acres).....
30. Present use of
land.....
31. Present owner of
land.....
32. Buildings on the land (give size and
value).....
33. Title of land.
 - (a) Leasehold (those registered with the State Land Registry) if so, details
of the lease registration
No.....
 - (b) Freehold: if so, state
 - (i) whether purchased outright by applicant
 - (ii) Inherited family
land.....
 - Or (iii) free gift by the
community.....

34. Initial acquisition
cost.....
35. If the premises are hired state;
- (a) Rent per
month.....
- (b) Terms of
occupancy.....
- (c) Date started using
premises.....
- (d) Whether lease agreement is in
writing.....

SECTION 7 --- CURRENT AND PREVIOUS LOANS

36. If you have ever applied for a loan (including Bank overdraft) as an individual
or in the name of a business.
- Please state:
- (a) Name of Bank/Credit
Institution.....
- (b) Address of Bank/Credit
Institution.....
37. If you received the loan, give the following particulars:
- (a) amount of loan
.....
- (b) Date
issued.....
- (c) Repayment
period.....
- (d) Amount in arrears if
any,.....
- (e) Amount still owing, if
any,.....
- (f) Date final payment was or to be
made.....
38. Security given for the
loan.....

SECTION 8 – PROPOSED LOAN TERMS

39. Security; List assets which you have agreed to pledge as security for the loan:

	ASSETS	VALUE
(a)	Buildings (Excluding occupied by applicant or his family N..... N.....	N
(b)	Machinery..... N.....	
(c)	other assets N..... (specify) N..... Total value of security..... N.....	
40.	Amount of Loan.....	
41.	Repayment Period.....	
42.	Period of grace.....	
43.	Interest% per annum.....	

SECTION 9 --- DECLARATION

44. Sign this declaration if you understand English;

I/We hereby declare that the
information given in this form is correct to the best of my/our knowledge and
belief

Date.....
.....

Signature(s).....
.....

Signature of
Witness.....

Witness's name (block
capitals).....

Witness's
address.....

Witness's Rank or
Occupation.....

45. Sign here if applicant does not understand English-

I/We..... hereby declare that the
information given in the application form was read over and interpreted to
my/our understanding and satisfaction and is correct to the best of my/our
knowledge and belief

Date.....
.....

Right thumb
prints.....

CERTIFICATE OF WITNESS

I hereby declare that the foregoing has been read over and/or translated to the
illiterate declarant into the language which he/she/they appeared to have
perfectly understood before his/her/their signature(s) or mark(s) were affixed.

Name (in block
letters).....

Occupation of
Rank.....
..

Address.....
.....

Signature.....
.....

Name (in block
letters).....

Occupation or
Rank.....
Address.....
.....

SECTIONS 10 AND 11 --- FOR OFFICIAL USE ONLY

Section 10 – financial analysis

46. Net Asset Value of Borrower's existing business n (if any)

ASSETS:

Building/Factory/Workshop (paragraph 12 (a)).....
N.....

Machinery, Equipment and Tools (paragraph 12 (b)).....
N.....

Motor Vehicles. Etc (paragraph 12 (c)).....
N.....

Working Capital (paragraph 12 (d)).....
N.....

Pre-payment (paragraph 12 (e)).....
N.....

N.....

Deduct LIABILITIES

Bank Overdraft (paragraph 15 (i)).....
N.....

Debt to Government (paragraph 15 (ii)).....
N.....

Business Debt (paragraph 15 (iii)).....
N.....

Accrued Charges (paragraph 15 (iv)
N.....

Payments recovered in advance (paragraph 15 (v)).....
N.....

N.....

Net Asset Value of Existing Business

N.....

47. Operating Statements

Income or Revenue (from sales, other services)	N.....
.....	
Less Operating Costs	
(1) Fixed cost-salaries of management, office and Sales Staff	
.....N.....	
Rent, Insurance, Bank Charges, etc	N.....
Less Operating Costs	
(1) Fixed cost-salaries of management, office and Sales Staff	
.....N.....	
Rent, Insurance, Bank Charges, etc	N.....
Other Costs (specify)	N.....
(2) Variable Costs	
Raw Materials and Supplies.....	N.....
Production Labour.....	N.....
Fuel, Electricity Water.....	N.....
Production Taxes.....	N.....
Other Costs (Specify).....	N.....
Operating Profit	N.....

48. Financial Summary of Proposed project

(i) Break down of new funds

Purchases of Machinery and Equipment.....	N.....
Building Costs.....	N.....
Preliminary Costs (5 per cent of fixed investment	N.....
Working Capital..... Months	N.....
Total New Funds.....	N.....
(ii) Capital Investment of Existing Project.....	N.....
(iii) Total Project Cost.....	N.....

SECTION 11 – CONCLUSION AND RECOMMENDATIONS

49. Investing Officer's Conclusion and Recommendations

[illegible]

Signature.....Date.....

Rank

.....

50. Countersigning Officer's Comments

[illegible]

Signature.....

Rank.....

DateDivision.

.....