



# ORDER FINANCE LOAN APPLICATION FORM

CONFIDENTIAL

YOUTH ENTERPRISE REVOLVING FUND

(Finance and audit act No.18 of 1967, & YERF regulations, 2009)

| FUND OFFICIAL USE ONLY |
|------------------------|
| Application No: .....  |
| Date Received: .....   |
| Amount: .....          |
| Registered By: .....   |

1. FULL BUSINESS NAME OF APPLICANT: .....

TRADING STYLE/NAME: .....

COMPANY REGISTRATION NO: .....

TIN (if applicable) .....

TYPE OF BUSINESS/ SECTOR: .....

TYPE OF PRODUCTS/ SERVICES: .....

NAME OF BANK: ..... ACCOUNT NUMBER: .....

BRANCH NAME ..... BRANCH CODE: .....

2. POSTAL ADDRESS..... TEL: .NO. ....

CELL NO. .... EMAIL: .....

3. PHYSICAL LOCATION OF BUSINESS: .....

.....

REGION ..... TOWN ..... SUBTOWN: .....

NUMBER OF PEOPLE CURRENTLY EMPLOYED IN THE BUSINESS (including owner): .....

4. NAME OF COMPANY ISSUING ORDER: .....

NAME OF CONTACT PERSON: ..... TELL: NO: .....

CELL: ..... POSITION: .....

ORDER DETAILS: .....

.....

AMOUNT OF CONFIRMED ORDER: .....

5. AMOUNT APPLYING FOR.....

WHAT WILL YOU USE THIS MONEY FOR? .....

.....



6. FULL NAME OF APPLICANT: .....
7. TITLE/POSITION IN THE BUSINESS: .....
8. NATIONALITY ..... Gender (male/female):.....
9. DATE OF BIRTH .....
10. IDENTITY NUMBER (PIN) (COMPULSORY) .....
11. GRADED TAX: .....
12. MARITAL STATUS .....
13. NEXT OF KIN FULL NAME.....RELATIONSHIP.....TEL/CELL NO.....  
 IF EMPLOYED, STATE NAME & ADDRESS OF EMPLOYER: .....
14. HAVE YOU EVER APPLIED FOR A LOAN FROM A FORMAL FINANCIAL INSTITUTION? .....
15. IF YES, WAS IT GRANTED? ..... IF IT WAS GRANTED, WERE YOU ABLE TO PAY IT BACK? .....
16. IF NOT, WHY WAS IT NOT GRANTED? .....
17. HAVE YOU EVER APPLIED FOR A LOAN(S) FROM YOUTH ENTERPRISE FUND? .....
- IF YES (a) FOR WHAT TYPE OF BUSINESS ..... (b) YEAR .....
- (c) HOW MUCH WERE YOU APPLYING FOR? ..... WAS IT GRANTED? .....
18. DO YOU HAVE AN OUTSTANDING LOAN WITH YERF? ..... IF YES (a) ARE YOU STILL PAYING? ..... (b) AMOUNT OWING .....
19. IF NOT PAYING, WHAT ARE YOUR ARRANGEMENTS WITH YERF? .....
20. DO YOU HAVE A FORMAL TRAINING ON HOW TO MANAGE A BUSINESS? .....IF YES, PLEASE STATE THE NAME OF THE ORGANIZATION THAT PROVIDED THE TRAINING? .....
- IN THE EVENT THE BUSINESS FAILS TO DELIVER THE ORDER, HOW DO YOU INTEND TO REPAY THE LOAN REQUESTED? .....
21. CERTIFICATE
- I/WE .....  
 hereby apply for a loan of E ..... repayable over ..... months. I/We certify that to the best of my /our knowledge and belief the particulars and amounts set out in this application and its attachments are true and fair, that the assets are all my/our absolute property that all charges over the assets listed have been declared and that there is no lien, lawsuit or claim extant or pending against me / us in respect of any debts due or claimed to be due. I /we further authorize the Fund/ Intermediary to make such enquiries regarding me /us and my/our affairs as it may in its sole discretion deem fit and I/we expressly agree that no claim or suit for damage for breach of confidence arising thereout shall lie against the Fund /Intermediary or any of its officers.



**22. DECLARATION BY APPLICANT**

I understand that completion of this loan application and affordability assessment does not impose a responsibility on **Youth Enterprise Revolving Fund (YERF)** to grant me/us credit. I/We understand that I/we have to fully and truthfully answer any requests for information made by **YERF** as part of the assessment. I/We further understand that misrepresentation of facts will be dealt with in terms of the law and may also lead to rejection of the application. I/We confirm that the following are my/our close relatives who may be contacted by **YERF** regarding myself/ourselves and my/our credit profile, and their responses can be relied upon in making a decision whether to grant or decline the loan request. Such contact maybe telephonically, in written, emails etc. I/We further authorize **YERF** to send single of bulk short message services (SMSs) to myself/ourselves and or close relatives about the loan and or other related financial services that **YERF** has and or may have.

Please circle the language your wish to use; ENGLISH / SISWATI

| Name | Relationship | Employer | Cell phone Number |
|------|--------------|----------|-------------------|
| 1.   |              |          |                   |
| 2.   |              |          |                   |
| 3.   |              |          |                   |

I/We, the loan applicant/s hereby authorizes:

- Youth Enterprise Revolving Fund to request and to receive, in confidentiality, all information from banks and other relevant institutions relating to loans, overdrafts extended to me/us and repayment profile thereof.
- Banks and financial institutions with which I/We have or have had dealings, to provide all information relating to loans and overdrafts extended to me/us. Such sought information shall be treated by YERF as very confidential.

Signed by me/us this .....Day of ..... 20 ..... In the presence of

..... (Witness' Full Names)

..... (Postal Address)

..... (Occupation of witness)

..... (Signature of witness)

.....  
**SIGNATURE OF APPLICANT**

**23. IN CASE OF A COMPANY / COOPERATIVE THE 3 DIRECTORS WHO ARE SIGNATORIES ARE AS FOLLOWS:**

DIRECTOR 1: NAME.....DESIGNATION.....SIGNATURE.....

DIRECTOR 2: NAME.....DESIGNATION.....SIGNATURE.....

DIRECTOR 3: NAME.....DESIGNATION.....SIGNATURE.....

.....  
**COMPANY / COOPERATIVE STAMP**



**LOAN APPLICATION GUIDE**

- Age Limit - 18 -35 Years
- Security - Confirmed Order
- Session over proceeds of the Order

**LENDING LIMITS**

- Minimum Limit - E10, 000.00
- Sole Trader - Up to E80, 000.00
- Company - Up to E150, 000.00
- Cooperative - Up to E200, 000.00

**LOAN REPAYMENT PERIOD**

3 – 6 Months (Once off Payment once Order is paid)

**BUSINESS DOCUMENTS (Attachments)**

1. A completed loan application form
2. Confirmed purchase order or contract document
3. Proposal document/ business proposal
4. Cash flow projections
5. Company business profile
6. 3 Quotations of each product / service (with supplier official stamp)
7. Banking details for supplier (bank letter or cancelled cheque)
8. Company's resolution to borrow
9. Lease agreement / proof of physical address
10. Bank statement for at least 3 months (for existing businesses)
11. Proof of availability of technical expertise (CV)

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**CHECK LIST (Please tick ✓ on attached Documents and cross X on non-attached Documents)**

1. Certified Copies of ID (Compulsory)
2. Certified Copy of Certificate of Incorporation
3. Certified Copy of Form J
4. Certified Copy of Memorandum & Articles of Association
5. Trading license / permit
6. Tin Certificate (where applicable)

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