

CONFIDENTIAL

UGANDA DEVELOPMENT BANK LIMITED

15A CLEMENT HILL ROAD, P.O. BOX 7210, KAMPALA

FINANICAL FACILITIES APPLICATION FORM

TO BE FILLED BY THE APPLICATION IN CONSULTATION WITH THE BANK'S PROJECT FOLLOW-UP DEPARTMENT

FOR THE APPLICANT'S INFORMATION

The following documents in respect of the business (project) must be attached:

- (i) a copy of the Memorandum and Articles of Association and Certificate of Incorporation;**
- (ii) a copy of the latest Income Tax Clearance Certificate;**
- (iii) a copy of the current operating Licenses (s);**
- (iv) a copy each of the last 3 years audited/draft accounts in case of business already established covering Trading, Profit and Loss Account and Balance Sheet;**
- (v) A List of title deeds offered as security for the proposed loan indicating encumbrances/ charges thereon in any;**
- (vi) Copies of the latest available valuation reports of the assets offered as security;**
- (vii) A copy of the detailed project report/ feasibility study if any;**
- (viii) Copies of letters addressed to bankers in the form provided;**
- (ix) Bank Statement for the last six months;**

Please Note:

- 1. This form must be duly completed before submission**
- 2. The Bank charges a processing fee 2% of the facility applied for: this fee is payable at the time of taking up the proposal for processing.**

1. SUMMARY OF APPLICATION

I. PARTICULARS OF THE APPLICANT

Name of Applicant Company: _____

Physical Address _____

Postal Address _____

- Purpose of Assistance** **New** **Modernization**
(Tick) **Expansion** **Rehabilitation**
 Working Capital **Diversification**

Total Cost of Project* _____ ***cost refers to existing**

Sponsor's Contribution _____ **and proposed**

From UDBL

From other Institutions

Loan: _____

Equity: _____

Guarantee: _____

Underwriting: _____

Total Value of Securities _____

Date Applied: _____

Exchange rate Assumed US\$ 1 = _____U.Shs:

II. DESCRIPTION OF THE PROJECT

Project Name: _____

Date Established: _____

Postal Address: _____

Physical Address: _____

Telephone: _____

Telex: _____

Telefax: _____

E-mail: _____

Current Status: (Tick) **UDBL Assisted** **Non UDBL Assisted**

Sector (Tick) **Agriculture** **Industry** **Service** **Trade**

Sub-sector (Tick) **Crop Farming** **Agro-processing** **Transport**

Mixed Farming **Chemical** **Tourism**

Livestock **Construction** **Others**

Mining

Food Processing

Others

Main Activity: _____

Main Product(s): _____

Annual Capacity: _____ **at** **1Shift** **2 Shifts** **3 Shifts**

Unit Assumed: _____

III. LOCATION OF PRODUCTION FACILITY

Religion (Tick) **Central** **Kampala** **North** **East** **West**

District: _____

County: _____

Town: _____

Village/Street and Plot: _____

IV. ASSISTANCE AVAILED FROM UDB IN THE PAST (IF ANY)

Nature of Assistance **Loan** **Equity** **Guarantee** **Underwriting**

Amount: _____

Date of Offer: _____

Purpose: _____

(Refer to 1.1 above for possible options)

Repayment period (Months/Years): _____

Present Outstanding with Debt: _____

V. If any application for loan assistance was ever declined by UDB in the past, please give particulars e.g. Date of Application, Amount and Reasons:

SECTION II. DETAILS OF THE APPLICATION**2. PARTICULARS OF MAIN SPONSOR(S)****2.1**

DESCRIPTION	1	2	3
Name of Main Sponsors			
Physical Address			
Postal Address			
Telephone			
Telex			
Telefax			
E-mail			
Region (Ref. 1.III)			
District			
Town			
Nationality			
Profession			
Full-time Employment			
Date of Birth/Registration			
Other Business			
Started Business(Date)			
Experience(Years) in line of business of project			
Shareholding(as a % of Total)			

In case of insufficient space, add separate sheet.

2.2 SPONSORS' BANKERS

Given names of bankers with whom enquiries may be made regarding its main sponsors as shown below.

Attach copies of letters addressed to the bankers in Form 1

Name of Main Sponsors	Bank Name	BRANCH					
		Name	Address	Phone	Fax	Telex	E-mail

2.3 LIABILITIES OF MAIN SPONSORS

Provide the information below pertaining to the liabilities of the main sponsors
If the space below is inadequate, please attach separate sheet.

Name of main sponsors			
1.Bank Borrowing			
Name of Bank			
Nature of facility availed*			
Original Amount (Principal)			
Amount Outstanding			
Date Contracted			
Facility - Loan Period in months			
Grace Period (in months)			
Interest Rate % p.a.			

Debt Service in Year 1			
Year 2			
Year 3			
II. Other Liabilities (in U. Shs.)			

Note:

***Nature of facility availed is one of:**

O (overdraft) G (guarantee) L (letter of credit) T (term Loan)

2.4 SPONSORS' CURRENT ASSETS AS AT TIME OF APPLICATION

	1	2	3
Name of Sponsor			
Cash at Hand			
Cash at Bank			
Investments			
Stock (Inventories)			
Debtor			
Fixed Assets			

3. THE APPLICANT COMPANY**I. Give a statement of the main objectives of the company**

II. SHARE CAPITAL (In U. Shs)

	Preference	Equity	Total
Authorized			
Share Capital	-----	-----	-----
Value per Share	-----	-----	-----
Number of Shares	-----	-----	-----
Subscribed Capital	-----	-----	-----
Paid up Capital*	-----	-----	-----

***Give full details of capital issued for consideration other than cash**

III. SHAREHOLDING (In U. Shs.)	Preference	Equity	Total
Name of Sponsor			
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

**Indicate nature and terms of preference capital (Add separate sheet)
Notes on shareholding**

Name of sponsor refers to the sponsor described in 2.1

PRESENT BOARD OF DIRECTORS

1. _____(Chairman)
2. _____
3. _____
4. _____
5. _____
6. _____

PRESENT MANAGEMENT SET UP (Attach Organization Chart)

Position	Name	Education Qualification	Date Employed	Previous Experience (Years)	Gross Monthly Salary(In U.Shs)
Managing Director					
General Manager					
Corporation Secretary					
Financial Controller					
Chief Internal Auditor					

Production Manager					
Chief Engineer					

If there are other positions other than these, please provide the above details for such position using a separate sheet

3.3 PRESENT EMPLOYMENT STATUS

Category	Number of Employees
Skilled	
Semi-silled	
Un-skilled	
Supervisory	
Total	
Expatriates	

3.4 EXISTING MAIN PRODUCTS

	A	B	C
Product			
Unit (e.g tones)			
Annual capacity at () Shifts a day			
Export Orientation of the product (%)			

3.5 PAST WORKING RESULTS FOR THE LAST 3 YEARS (STARTING WITH THE EARLIEST)

(In case of existing clients)
PROFIT AND LOSS STATEMENT

YEARS				
1.0 Turnover				
2.0 cost of sales =(2.1+2.2+2.3)				
2.1 Opening Stock				
2.2 Purchases in the year				
2.3 Closing Stock				
3.0 gross Profit on sale = (1.0 -2.0)				
4.0 Selling, General Admin. Expenses				
4.1 Direct Salaries & Wages				
4.2 Indirect Salaries & Wages				
4.3 Electricity				
4.4 Fuel				
4.5 Water				
4.6 Selling Expenses				
4.7 Depreciation expenses				
4.8 Directors' Expenses				
4.9 Other Expenses				
4.9.1				
4.9.2				
4.9.3				
5.0 Operating Profit =(3.0 -4.0)				
6.0 Interest & Dividend Income				
7.0 Core Business Profit = (5.0 + 6.0)				
8.0 Interest & Discount Expenses				
9.0 Core Business Profit after Interest = (7.0 -8.0)				

YEAR				
10.0 Non Operating Profit/(Loss)				
11.0 Ordinary profit (9.0+10.0)				
12.0 Extraordinary Profit/(Loss)				
13.0 Profit Before Tax				
15.0 Profit After Taxes (13.0-14.0)				
16.0 APPROPRIATION OF PROFIT				
16.1 Directors' Bonus(Decided by Directors)				
16.2 Divided(Decided at Annual General Meeting)				
16.3 Transferred to Reserve(15.0- 16.1- 16.2)				
For purpose of Ratio Calculations only				
Employees (Start of Year)				
Employees (End of Year)				
Sales per Employee				

BALANCE SHEET AS AT -----

YEAR				
1.0 FIXED ASSETS				
1.1 Tangible Assets				
1.2 Work in Progress				
1.3 Intangible Assets				
1.4 Investments				
1.5 Deferred Assets/)				
(i) Development Costs				
(ii) New Stock issuing expenses				
(iii) R&D Expenses				
(iv) Others				
2.0 Total Fixed Assets (All items under 1.0)				
3.0 CURRENT ASSETS				
3.1.0 Liquid Assets				
3.1.1 Cash & Bank Balances				
3.1.2 Deposits				

3.1.3 Securities				
3.1.4 Trade Receivables				
3.2.0 Inventory				
3.3.0 Others				
3.3.1				
3.3.2				
3.3.3				
3.3.4				
3.3.5				

YEAR				
4.0 Total Current Assets(3.1.0+3.2.0+3.3.0)				
5.0 Total Assets(2.0+4.0)				
6.0 Liabilities				
6.1.0 Current Liabilities				
6.1..1 Trade Payables				
6.1..2 Others Creditors				
6.1..3 Amount Due to related parties				
6.1..4 Bank overdrafts				
6.1..5 Deposits				
6.1..6 Portions of Long term loan due in the year				
Others:-				
(i) Accruals				
(ii)				
(iii)				
7.0 Total Current Liabilities (all items under 7.0)				
8.0 Net Current Assets (4.0-7.0)				
9.0 Long Term Liabilities				
9.1 Long Term liabilities				
9.1.1.				
9.1..2				

III.STORES/ MISC								
IV.OFFICE								

Note:

Floor type is any Normal, heavy concrete, Cement screed, Slab, Ceramics tiles PVC

Cladding is any Clay brick wall, Cement brick wall or Iron sheets

Roofing is any Asbestos, Iron sheets or Slabs

Remarks on Building:

3.7 DETAILS OF MAJOR EXISTING EQUIPMENT WITH BROAD SPECIFICATIONS

Equipment Type	Broad specification and capacity	Date Acquired	Quantity	Country of Origin	Total cost	Present book value

THE PROJECT

4.1 PROPOSED PRODUCTS

Provide the information below about proposed products

	A	B	C
Product			
Unit (e.g. tonnes)			
Proposed Annual Capacity at () Shifts a day			
Export orientation of the product (%)			

4.2 MANUFACTURING PROCESS

i) Explain in detail, the technical process proposed to be employed

Enclose: Copy of the process flow chart with material balance, utilities and process parameters

**ii) Has the process technology ever been tried in this country () Yes () No
If so, where and when and with what results?**

TECHNICAL ARRANGEMENTS

i) Explain the technical arrangements made / proposed for the implementation of the project with regard to installation, commissioning training and design

ii) In case any collaboration is involved, provide the information below about the collaborator company

Name of Collaborator-----
Postal Address-----
Physical Address-----
Activities-----
Turnover-----
Net Profit-----
Net Worth-----

4.4 SCHEDULE OF IMPEMENTAITON

Furnish the schedule of implementation as follows:-

		Commencement (Month or Year	Completion (Months and Year
i)	Acquisition of land		
li	Development of land		
lii	Civil works:-		
	Factory building		
	Machinery foundation		
	Auxiliary building		
	Administrative building		
	Miscellaneous building		
Iv	Plant and Machinery		
	Placement of Order		
	Delivery at site		
V	Arrangements for power		
Vi	Arrangement for water		
Vii	Installation of equipment		
Viii	Commissioning		
Ix	Procurement of raw materials		
X	Training of personnel		
Xi	Trial runs		
Xii	Commercial Production		

4.5 MANPOWER REQUIRMENT

Give estimates of the total requirements of labor as follows

Category	Number of Employees	Wage Bill (U.Shs)
Skilled		
Semi-skilled		
Unskilled		
Supervisory		
Total		
Expatriates		

5 DETAILS OF THE COST OF THE PROJECT

Give detailed cost of the project as follows:

Item	Foreign Currency	Local Currency	Total Amount U. Shs
Land			
Building and site development			
Machinery and equipment			
Installation of equipment			
Supervision			
Training			
Miscellaneous fixed assets			
Vehicles			
Pre-operative expenses			
Interest during construction			
Others (specify)			
Contingencies (%) max 10%			
Sub-Total			
Margin money			
Grand Total			

6. FINANCING PLAN**6.1 THE PROPOSED FINANCING PLAN**

SOURCE	AMOUNT (U.Shs)
Equity	
Sponsor's contribution	----- in form* of -----
Public issue	-----
Term Loan	
UDBL	-----
Others	-----
Other sources (specify)	-----
Total	-----

***Where contribution is in kind, provide the basis of valuation**

6.2 DETAILS OF SPONSORS' CONTRIBUTION

Sponsor's Name	Form	Amount
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----

Form in one of Cash, Kind or Both Cash and Kind

7. DETILES OF THE LOAN APPELID FOR

Loan Required (Months) -----

Proposed Repayment period (months) -----

Proposed Grace period (Months) -----

The person who should be contacted in the event of any query on this application

Name: ----- Tel fax: -----

Telephone: ----- Postal Address: -----

Telex: ----- Physical Address: -----

Email: -----

8. MARKETING ARRANGEMENTS

8.1 A copy of the market survey report should accompany the application. If not available, use a separate sheet to provide information on status of the industry, present demand and supply estimates, information on import/export of the selected products, present duty structure, selling prices, selling/distribution arrangements, selling distribution costs should be given. A brief write up on the prospectus for the application company should be given below as a conclusion of the market report.

8.2 PROFITABILITY AND CASH FLOW

i) PRODUCT MIX DURING CURRENCY OF THE LOAN

Prepare of the following statement for all years during the currency of the loan. Provide the specific years and products

YEAR 1	PRODUCT		
	P1	P2	P3
Production (in Units)			
Units sold-domestic			
Unites sold -export			
Average unit cost domestic			
Average unit cost export			
Total Sales Domestic			
Total Sales Export			
Total Sales Income			

- Please state currency used

YEAR 2	PRODUCT		
	P1	P2	P3
Production (in Units)			
Units sold-domestic			
Unites sold –export			
Average unit cost domestic			
Average unit cost export			
Total Sales Domestic			
Total Sales Export			

YEAR 3	PRODUCT		
	P1	P2	P3
Production (in Units)			
Units sold-domestic			
Unites sold –export			
Average unit cost domestic			
Average unit cost export			
Total Sales Domestic			
Total Sales Export			

PROFITABILITY DURING THE CURRENCY OF THE LOAN

Prepare the following statement for all the years during the currency of the loan. Provide the specific years

	Years					
1.0	TURNOVER					
2.0	COST OF SALES =(2.1 +2.2-2.3					
2.1	Opening Stock					
2.2	Purchase in the year					
2.3	Closing Stock					
3.0	Gross Profit on sale = (1.0-2.0)					
4.0	Selling , General Admin Expenses					
4.1	4.1 Direct Salaries & Wages					
4.2	4.2 Indirect salaries & wages					
4.3	4.3 Electricity					
4.4	4.4 Fuel					
4.5	4.5 Water					
4.6	4.6 Selling Expenses					
4.7	4.7 Depreciation Expenses					
4.8	4.8 Directors' expenses					
4.7	Depreciation expenses					
4.8	Directors' Expenses					
4.9	Others expenses					
	4..9.1					
	4.9.2					
	4.9.3					
5.0	Operating Profit = 3.0-4.0)					
6.0	Interest & Dividend Income					

	YEAR					
7.0	Core Business Profit = (5.0+6.0)					
8.0	Interest & Discount Expenses					
9.0	Core Business Profit after Interest = (7.0-8.00)					
10.0	Non-operating Profit /(Loss)					
11.0	Ordinary Profit (9.0+ 10.0)					
12.0	Extraordinary profit /(Loss)					
13.0	Profit Before Tax					
14.0	Taxes					
15.0	Profit After Taxes (13.0-14.0)					
16.0	APPROPRIATION OF PROFIT					
	16.1 Directors' bonus(decided by Directors)					
	16.2 Divided(declared at Annual General meeting)					
	For purposes of ratio calculations only					
	Employees (start of year)					
	Employees (End of year)					
	Sales per employee					

III) PROJECTED CASH FLOW

**Prepare the following statement for all years during the currency of the loan
Provide the specific years**

	Year 1	Year 0	Year 1	Year 2	Year 3	Year 4	Year 4
SOURCES							
Net cash accruals							
Increase in equity share capital							
Increase in Term Loan							
Increase in Bank working capital							
Other sources							
Total (A)							
USES							
Increase in Project Assets							
Increase in normal capital expenditure							
Increase in current assets							
Payment of term loan							
Other uses							
Total (B)							
Operating Balances of cash at hand and at bank							
Surplus/Deficit (A-B)							
Closing balance of cash in hand at Bank							

PROJECTED BALANCE SHEET

Prepare the projected balance sheet below for all the years during the currency of the loan

	Year 1	Year 2	Year 3	Year 4	Year 5
1.0 FIXED ASSETS					
1.1 Tangible Assets					
1.2 Work in progress					
1.3 intangible Assets					
1.4 investments					
1.5 Deferred Assets					
i) Development costs					
ii) New stock issuing					
iii) R&D expenses					
iv) Other					
2.0 TOTAL FIXED ASSETS(all items					
3.0 CURRENT ASSETS					
3.1.0 Liquid Assets					
3.1.1 Cash Bank Balances					
3.1.2 Deposits					
3.1.3 Securities					
3.1.4 Trade Receivables					
3.2.0 Inventory					
3.3.0 Others					
3.3.1					
3.3.2					
3.3.3					
3.3.4					
3.3.5					
4.0 Total Current					
5.0 total Assets (2.0+4.0)					

YEAR					
6.0 Liabilities					
6.1.0 Current Liabilities					
6.1.2 Other Creditors					
6.1.4 bank Overdrafts					
6.1.5 Deposits					
6.1..6 Portion of loan term loan					
6.1..7 Others -					
i) Accruals					
ii)					
iii)					
7.0 Total Current Liabilities (all					
8.0 Net Current Assets (4.0-7.0)					
9.0 Long Term Liabilities					
9.1 interest Bearing Debt:-					
9.1.1					
9.1..2					
9.1.3					
9.2 Share holders' Loans					
10.0 Sub-total (9.1+9.2)					
11.0 Total Liabilities (10.0+8.0)					
Equity:					
12.1 Ordinary share capital					
12.2 Preference share capital					
12.3 Legal Reserve					
1.2.4 Revaluation Reserve					
12.5 Accumulated Profit/Loss					
12.6 Profit/(Loss) Current					
13. 0 Total Shareholders' Equity					
14.0 Total Financing (13.0+11.0)					

9 SECURITY

9.1 DETAILS OF THE SECURITIES PROVIDED FOR THE LOAN

Total Value ----- U. Shs

	1	2	3
Type of security			
Current Value			
Date of Valuation			
Brief description of security			
Details of Valuer			
Name			
Qualification of the main valuer			
Experience(years)			
Physical address			
Postal address			
Telephones			
Telex			
Telefax			
E-mail			

Note:

Type of security should be any of land and / or buildings. Plant and machinery of Life Insurance Policy

If the security is NOT free of encumbrances, provide the information below

	A	B	C
Security in table above			
Mortgage			
Name			
Address			
Telex			
Fax			
E-mail			
Nature of charge			
Original amount of loan (U. Shs)			
Outstanding			

Note:

Nature of charge is, 1st, 2nd exclusive etc

Please mention if there are any special restrictive covenants

9.2 DESCRIPTION OF SECURITY

If the security in 9.1 is land and buildings, then provide the information below

	A	B	C
Security in table 9.1 above			
Location			
District			
Town			
Street/Village			
Plot number			

Block Number			
Folio number			
LRV No.			
Effective lease date			
Lease length (years/moths)			
Expiry Date			
Area (Ha)			

9.3 DETAILS OF INSURANCE OF EXISTING ASSETS OF THE PROJECT

Provide the information below regarding insurance of the assets

Category	Specify Item	Policy	Insurance Company	Insurance Value(U.Shs)	Effective Date	Insurance Period Months	Expiry Date	Present Value

Note:

- 1. Category is one of Building and site development ,Plant and machinery or vehicles**
- 2. Policy should be one of Burglary, Comprehensive, Fire, Third Party**

10. DEDCLARATION

I/WE HEREBY DECLARE that to the best of my/our knowledge and belief, the particulars given in this form are true and complete in all respects

Signature of Applicant ----- Designation; -----

Date: -----

Official Stamp: -----

Form of letter addressed to the banker of the applicant concerned and sponsor, to be forwarded to Uganda Development Bank.

(This letter should ,m in the case of the applicant or other concern, be written on letterhead and signed by a person or persons authorized to operate the account with the banker. It should be forwarded to the bank endorsing a copy to Uganda Development Bank Ltd.

The Manager,

Date:

(Name and address of the bankers to be inserted here)

Dear Sir,

We hereby authorize you to discuss with Uganda Development Bank ltd to which we are making an application for financial assistance, our affairs or any matter relating here, and to disclose such information as Uganda Development Bank may request of you

Yours faithfully,