

**CHECK LIST OF ITEMS FOR LOAN APPLICATION FOR
CO-OPERATIVES AND ASSOCIATIONS.**

- Application Letter.
- LC1&3 Letters of introduction/recommendation of co-operative/association.
- List of intended loan beneficiaries and amounts detailing loan budget for each farmer. If purpose of loan is to support individual farmers.
- A copy of the constitution or bye-laws
- A copy of the certificate of registration
- A copy of minutes of the meeting in which it was resolved to borrow
- Past production data. Qty, acreage and amount. At least 3 seasons for existing enterprises.
- Registered Resolution to borrow.
- 2 passport photos each of at least 3 members of the executive. They must include the Chairman, Secretary and Treasurer. IDs and LC1 letters of introduction. Copy of IDs of at least 3 members of the executive. They must include the Chairman, Secretary and Treasurer
- Proof of residence for the executive
- Audited books of accounts if available for the last financial year.
- Copy of off-taker agreement(s)
- Bank statement
- List of assets owned by the association/co-operative.
- Copies of academic documents of the Leaders and technical team.
- Certificate of Maximum liability for co-operatives only.
- Loan security. Title land.
- TIN number. Can be submitted later.
- Loan Security.
- Business proposal: Background, management, activities, membership, acreage and yields, prices, market, co-operative's income and expenditure, and any other pertinent information