



DEVELOPMENT BANK OF SOLOMON ISLANDS

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DEVELOPMENT BANK OF SOLOMON ISLANDS SMALL & MEDIUM ENTERPRISE LOAN APPLICATION FORM

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1. ENTERPRISE DETAILS:

NAME OF BORROWER:		DATE OF BIRTH: / /
TRADING NAME:		DATE REGISTERED: / /
OCCUPATION:		EMPLOYER:
LOCATION OF BUSINESS:		
POSTAL ADDRESS:		
PHONE NUMBER:		Fax No:
DRIVING LICENCE NO:		VNPF No:
ACCOUNTANT:		Phone:

2. BACKGROUND (Personal background, and experience in the business, please attach extra pages if desired – we want to know more about you)

3. TOTAL AMOUNT OF LOAN AND TERM SOUGHT:

LOAN AMOUNT	\$	REPAY. AND FREQUENCY	\$	TERM (YRS):	
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PURPOSE OF LOAN: (what do you want to use the loan for – attach quotations to support the amount requested)

4. LEGAL FORM OF BUSINESS: (tick whichever is applicable)

SOLE TRADER	<input type="checkbox"/>	PARTNERSHIP	<input type="checkbox"/>	LTD. LIABILITY CO.	<input type="checkbox"/>	CO-OPERATIVE	<input type="checkbox"/>
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If the borrowing is for a Partnership or a Limited Liability Company, please provide the following details: (attach extra pages if required).

N O	NAME OF PARTNERS OR SHAREHOLDERS	OCCUPATION	DATE OF BIRTH	% SHARES HELD
1			/ /	
2			/ /	
3			/ /	

5. STATEMENT OF ASSETS AND LIABILITIES OF BORROWING ENTITY: (as at _____)

LIABILITIES		ASSETS	
Current Liabilities		Current Assets	
Bank Overdraft		Cash at Bank	
Trade Creditors		Debtors	
Hire Purchase		Stock in Trade	
Taxation		Other	
Other		Crops*	
Total Current Liabilities		Total Current Assets	
Term Liabilities		Fixed Assets	
DBSI Loan		Investments	
Home Loan		Land & Building	
Other Banks Loan		Machinery/Equipment	
Others		Furniture & Fittings	
Total Term Liabilities		Others	
		Total Fixed Assets	
TOTAL LIABILITIES		TOTAL ASSETS	
Surplus			
Total		Total	

For Joint borrowers, individual Statement of A & L is to be completed and attached.

* Detail type (s) number, age and estimated value of crops below: (List in additional page if required)

	TYPE OF CROP/LIVESTOCK*	NUMBER	AGE/MATURITY	ESTIMATED VALUE
1				
2				
3				

6, 7 and 8 to be filled for Agriculture & Fishing Loans only

6. GENERAL FARMING:

MAL REPORT & PRODUCTION FIGURES FOR PAST 3 YEARS SUBMITTED?	YES		NO	
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7. LIVESTOCK FARMING:

ANIMAL HUSBANDRY AND PRODUCTION REPORT SUBMITTED?	YES		NO	
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8. FISHING:

FISHERIES DEPT. REPORT SUBMITTED?	YES		NO	
FISHING LICENSE NUMBER.				

9. LOAN ACCOUNT WITH DEVELOPMENT BANK OF SOLOMON ISLANDS:

DO YOU HAVE OR HAD ANY LOAN ACCOUNT WITH DBSI?	YES		NO	
IF YES, PLEASE PROVIDE ACCOUNT NUMBER(S).	A/C No			

10. OTHER BORROWINGS OUTSIDE DEVELOPMENT BANK OF SOLOMON ISLANDS:

Do you have any other borrowings outside DBSI e.g. Hire Purchase, Leasing or Bank Loans? If yes, please provide the relevant details in the Table below.

FINANCING INSTITUTION			
TYPE OF FACILITY:			
DATE APPROVED:			
AMOUNT APPROVED:			
DEBT BALANCE & LIMIT: <i>(whichever is higher)</i> As At:			
ARREARS:			
REPAYMENT:			
TERM:			
INTEREST RATE:			

SECURITIES:			
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11. PROJECT COST: *(in SBD dollars)*

NO	DESCRIPTION OF ASSETS OR WORKING CAPITAL TO BE FINANCED.	(A) COST OF ITEM TO BE FINANCED	(B) YOUR CONTRIBUTION	(C) OTHER SOURCE OF EQUITY	(D) DBSI LOAN SOUGHT. (D= A-B-C)
1					
2					
3					
4					
5					
6					
7					
Total (\$)					

12. SECURITIES OFFERED FOR DBSI LOAN:

NO	ASSET TYPE & DESCRIPTION	ESTIMATED M/VALUE (\$)	ALREADY OFFERED TO ANOTHER FINANCIER? (YES / NO)
1			
2			
3			
4			
5			
6			
Total (\$)			

13. LOAN FACILITY TYPE: *(Tick whichever is applicable)*

FOR ALL COMMUNITIES					
COMMERCIAL				SCARF:	
MICRO				ECO-TOURISM	
				FISHING	
AGRICULTURE				FORESTRY	
OTHERS					

14. DBSI ASSISTANCE: *(Both historical & Current)*

DATE	ACCOUNT NUMBER	AMOUNT APPROVED	BALANCE	PAST PERFORMANCE	LOAN GRADE / CRR
TOTAL		\$	\$		

15. OTHER COMMITMENTS:

(NOTE: Examination of Bank Statements for the last six months at least is mandatory)

DATE	FACILITY	BALANCE & LIMIT (whichever is higher)	ARREARS \$	REPAYMENT	CONDUCT OF ACCOUNT

16. PROJECTION OF INCOME & EXPENDITURE, AND ABILITY TO REPAY LOAN:

Using Actual Income & Expense data from Section 2 above, calculate the projected Income & Expenditure for the next year for the business by completing the Table below. In a start-up business, 2 years' projections to be used.

	LAST YEAR	CURRENT YEAR	FORECAST YEAR 1	FORECAST YEAR 2
	\$	\$	\$	\$
INCOME				
Business/Farm Sales / Income				
<i>Less: Cost of Goods Sold:</i>				
Opening Stock				
Purchases				
Closing Stock				
Gross Profit				
<i>Add: Other Income</i>				
TOTAL INCOME (A)				
<i>Less: EXPENSES</i>				
Bank interest				
Business Licence				
Depreciation				
Electricity				
SINPF				
Insurance				
Rates				
Rent				
Repairs & Maintenance				
Salaries and Wages				
Stationery				
Telephone				
Travelling/Vehicle Expenses				
Water				
Others				
TOTAL EXPENSES (B)				
NET PROFIT BEFORE TAX (A – B)				
Tax Paid				
NET PROFIT AFTER TAX				

17. LOCATION:

PROVINCE:	
CONTSTITUENCY:	
WARD:	

18. CUSTOMER DECLARATION:

<i>The information given in this document is, to the best of my knowledge, accurate. The Projections and funding requirements given are based on the best possible estimates of expected performance.</i>	
SIGNATURE OF APPLICANT (S):	Date:

CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH YOUR APPLICATION

1.0 Identification.

The Bank will require the following documents:

Any two from this list:

- (a) Drivers Licence
- (b) Passport
- (c) Voters Registration Card
- (d) NPF Card

Any one from (a) to (d) above PLUS either one below:

- (e) Birth Certificate
- (f) Letter from No.1 Chief, Pastor or District Priest

2.0 Proof of business: please provide as much information as possible to help us understand your business:

- (a) Financial statements for the last 2 years – trading account, profit and loss statement and balance sheet
- (b) Bank statements for the last 12 months in the absence of financial statements
- (c) Tax returns for the last 2 years
- (d) Business Licence, Tax Identification Number, CEMA registration number
- (e) Production record if business is farming – sales records - copra sale, cocoa, kava, etc.,
- (f) Catch and volume records if business is fishing

3.0 Business plan to support request now submitted

- (a) Must be accompanied by detailed quotations for items to be acquired from loan funds
- (b) Completed DBSI application form
- (c) Detailed projections of income and expenditure supported by basis of projections – this is critical
- (d) If retail, service, or manufacturing business you must clearly indicate market, competition, pricing, distance from market, etc., and anything else that may affect your ability to achieve income projected.
- (e) If business is farming – please obtain, cropping program or livestock breeding from to support your proposals from MAL
- (f) If business is fishing – please obtain projected fishing catch projections and indication of any support from the Department of Fisheries for your project if any

4.0 Equity: equity requirement is 20% of the total project cost. Please clearly state how or where you will obtain your equity.

5.0 Collateral: Please clearly indicate what you are offering the Bank to secure its loan to you.