

DBS List of Essential Information for Equipment/Furniture of any businesses
INDIVIDUAL OR PARTNERSHIP

Important Notes:- For all photocopies, the Original documents must be submitted to certify true copy of the original

All documents with the exception of ID Card/Passport must be signed and stamped by the issuance Authority, Supplier Bank etc ...

FORMS

- Application form/SME form/CIS form /PEP form /PC Declaration form/Specimen Signature Card

BUSINESS PLAN/HISTORICAL INFORMATION

- Business plan inclusive of Income & Expenditure statement and cash flow *see attached*
- Financial statement/profit & loss for the past 3 years
- Source & evidence of personal contribution or pc declaration form
- Latest Payslip (*if employed*)
- Lease Agreement (*Rental of premises*)-*if applicable*

KYC DOCUMENTS

- One passport-size photo
- Copy of valid ID card/Passport
- Proof of address-utility bill, telephone bill, bank statement or letter from district administrator (*with own name & not more than 3 months old*)

FOR SOLE TRADER OR PARTNERSHIP

- Business registration certificate
- Tax identification certificate
- Valid business license

DOCUMENTS FROM YOUR COMMERCIAL BANK

- Copies of up to date statements of any outstanding debt
- Bank reference from your commercial bank (Letter)
- Bank statement :
1. Relating to business activity for the past six months (for existing business)
2. Savings/personal account for the past six months

INVOICES

- Invoices/quotations of items to be financed (Tax identification no. or certificate of incorporation for overseas supplier must be submitted)
- Fire & special perils insurance quotation on equipment & furniture

DETAILS OF SECURITY EG:

1. CHARGE ON FREEHOLD PROPERTY

- Location plan & cadastral plan
- Certificate of official search
- Qs valuation of property (*QS list attached*)
- Householders' insurance policy/quotation
- Letter of consent from owner, valid ID card, proof of address & CIS Form

2. CHARGE ON LEASEHOLD PROPERTY

- Copy of lease agreement
- Qs valuation of building (*QS list attached*)

3. PLEDGE ON VEHICLE

- Motor evaluation certificate
- Vehicle registration certificate
- Insurance policy

4. PLEDGE ON VESSEL

- Marine surveyor's report
- Marine hull insurance policy

5. BANK GUARANTEE

6. GUARANTORS

- Valid ID card/Passport
- Latest payslip
- Proof of Address - utility bill, telephone bill, bank statement or letter from D.A (*with own name & address and not more than 3 months old*)
- Loan statement if any

YOUR PARTNER IN
DEVELOPMENT

Schemes Details

DETAILS	DBS	SME (SMALL MEDIUM ENTERPRISE)	SBFAF
Promoter's Contribution	Minimum 10% of total project cost	Minimum 2.5% of total project cost	NIL
Minimum Loan Amount	SR 50,000/-	SR 50,000/-	SR 15,000/-
Maximum Loan Amount	SR 5.8 million	SR 3 million	SR 300,000/-
Interest Rate	11.5%	Varies from 5% to 7%	4%-Up to SR75,000 4.25% - above SR75,000
Repayment Term	Negotiable up to 15 Years (depending on nature of the project)	7 Years	7years
*Application / Processing fee(Non-Refundable)	1 % of loan amount, maximum is SR 20,000/- Pre-application fee:- 1. SR500/- Below 1million 2. SR1,000/- above 1million	0.25 % of loan amount, maximum is SR 7,500/- Pre-application fee 1. SR500/- Below 1million 2. SR1,000/- above 1million	0.1% of loan amount, Maximum is SR 250/-

*DBS Reserves the right to vary the pre-application fee

Format for Business Plan

1. Synopsis

Briefly describe what the project is about and what it hopes to achieve. Usually a few sentences will suffice and should also include:

- Business Name
- Name of Main Promoter (s)
- Address
- Contacts (Telephone number / fax/ email)

2. Background

The background should cover issues such as: promoters' experience in the field; current or previous activities or any earlier phase of project if it is a continuation or renovation project; location of project; any relevant other details

3. Project Description & Cost

Give details of the project, all costs involved (which should be supported by appropriate document such as invoices, quotations or receipts and any relevant documents etc); include an implementation plan (how long will it take and when is the project expected to be completed);

4. Financial Analysis

- Provide an analysis on the financial viability of the project (if it is profitable; etc)
- Attach cashflow forecasts (income & expenditure)
- If an existing business, provide financial statements for the last three years.

5. Management

Provide information about who will manage the business; their experience; etc

6. Employment

Specify the number of staff required and their salary. If existing business, state current employment and how job creation will entail following completion of the proposed project.

7. Marketing

Give details on how the product / establishment / apartments will be marketed.

8. Environmental Impact

Give details of any environmental impact in relation to the proposed project.

- Landscaping
- Felling of trees
- Site clearance / bulldozing
- Gas emission
- Others

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