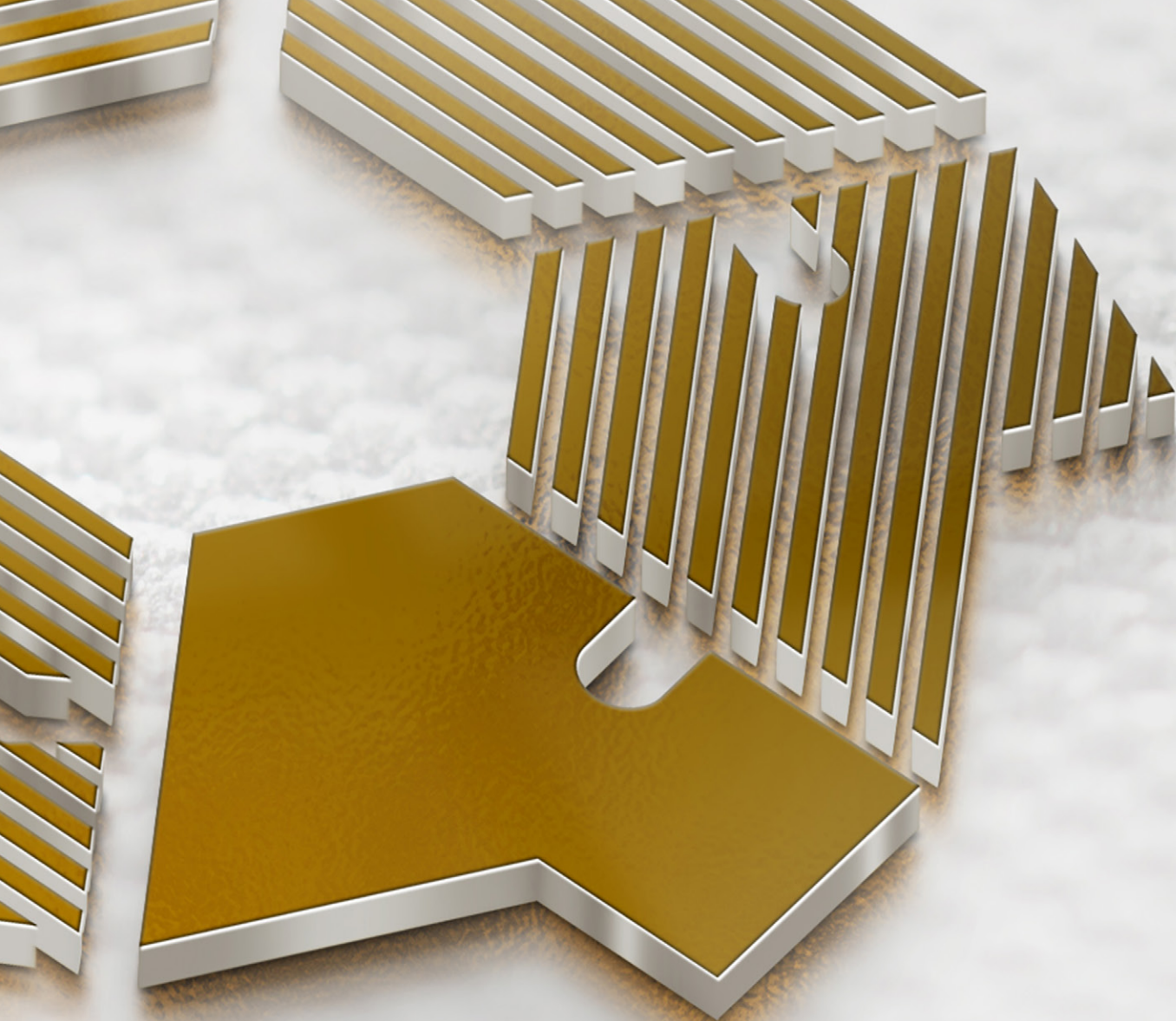




Loan Application Form





The Required Documents

Documents Required To Process The Loan Application

- 1- Industrial license issued by the Public Authority of Industry (PAI), as well as the license to import new machinery and equipment.
- 2- A copy of the lease contract, or the temporary administrative allocation of the plot of land on which the project will/is be located.
- 3- Copy of agreement(s), relating to licensing of patent, technical assistance, management, marketing, construction on turn-key basis, or any other agreements related to the project.
- 4- A feasibility study of the project and any other available studies related to it. (If available).
- 5- Machinery and equipment catalogues, price quotations or invoices in case of purchase.
- 6- Construction and civil works contracts or offer estimates, including, HVAC system, firefighting system & finishing works, in addition to Kuwait Municipality building permit related to the project.
- 7- The audited financial statements for the past 3 years of existing projects.
- 8- By-laws and articles of association of the company, including any amendments thereupon.
- 9- Certificate of commercial registration issued by the Ministry of Commerce & Industry.
- 10- A certificate from the Ministry of Commerce & Industry (MOCI) indicating the name of the authorized person (s) to sign on behalf of the company along with a copy of the Civil Id (s), in addition to company's Board of Directors certificate issued by MOCI, in the case of share holding company.
- 11- Copy of the civil ID of Industrial loan applicant, for individual entity.
- 12- Certificate of authorization for power connection issued from Ministry of Electricity & Water related to the project.

All Documents should be most recent & effective at the time of loan evaluation by the bank.

Documents Required To Conclude The Loan Agreement

- 1- Consent of the General Assembly or Board of Directors, in shareholding companies or partners in all other forms of companies. authorizing the proposed loan from the Industrial Bank of Kuwait, and the mortgage of the project in its favors; notarized by the Kuwait Chamber of Commerce & Industry.
- 2- Certificate from Public Authority of Industry or Kuwait Municipality identifying the location and particulars of the real estate subject to mortgage in favors of IBK.
- 3- Project's insurance policies in favors of IBK.
- 4- Original land lease contracts, or temporary administrative allocation of the plot of land (s) on which the project will/is located .
- 5- Certificate from Public Authority of Civil Information for company's civil number.

All Documents should be most recent & effective at the time of loan evaluation by the bank.



The Loan Application

Kuwait on / /

The Chief Executive officer

The Industrial Bank Of Kuwait K.c.c.

P.o.Box 3146 Safat

13032 Kuwait

Subject: Loan Request

Kindly approve lending us the Amount of KD.....

To finance a new Industrial Project to manufacture: onsq.m plot
of land (location)

To Finance the expansion of an existing Industrial project to manufacture: onsq.m plot
of land (location)

We enclose herewith the necessary documents and data to enable you to process our request.

Any other documents or additional data requested by you will be prepared and submitted in due course.

Mr./Ms. (title) Has been authorized to pursue the loan
request during its evaluation. He/she can be reached on phone /mobile number

Thanking you

Name :.....

Position :.....

Signature :.....



FIRST : GENERAL INFORMATION

1/1 Commercial name of the firm:

Address

P.O. Box Code

Telephone Nos. Fax No.

1/2 Partners or main shareholders:

	Name	Share (%)
1.		
2.		
3.		
4.		
5.		

1/3 Board of Directors: (For shareholding companies)

	Name	Capacity	Nationality		Name	Capacity	Nationality
1.				4.			
2.				5.			
3.				6.			

1/4 Project Management:

	Name	Years of experience
Factory Manager		
Production Manager		
Financial Manager		
Marketing Manger		

1/5 Subsidiaries: (Consolidated & Audited financial statements for the past 3 years should be enclosed).

Company's Name	Capital	Ownership (%)
.....		
.....		
.....		



SECOND: DATA ON THE EXISTING PROJECT (IF THE INDUSTRIAL FIRM IS OPERATING)

2/1 Production capacity for each product:

	Product	Unit	Licensed Production Capacity	Actual Production Capacity
1.				
2.				
3.				

No. of shifts: One Shift ☐ Two Shifts ☐ Three Shifts ☐

2/2 Raw and Packaging materials required for a typical unit produced:

Category	Source
1.	
2.	
3.	
4.	
5.	
6.	

2/3 Percentage of raw materials & packaging cost from total revenue %

2/4 Industrial plot (s) locations & area:

Location	Block Number	Plot Number	Area (sq.m)
1.			
2.			
3.			



2/5 Existing Building: for (multiple locations, details must be enclosed):

	<u>Location (Floor)</u>	<u>Area (SQ.M)</u>
Production Hall		
Stores		
Management		
Services		
Others		
		
Total		=====

2/6 Existing Manpower:

	<u>Management</u>	<u>Number</u>	<u>Monthly Salary (KD)</u>
1.			
2			
3.			
	<u>Production</u>		
1.			
2			
3.			
	<u>Marketing & Services</u>		
1.			
2			
3.			
			
Total		=====	=====



2/7 Historical operational record of the firm (Enclose the Audited financial statements for the past three years):

2/7 /1 Cost of Sales breakdown for the past 3 years:

	<u>20</u>	<u>20</u>	<u>20</u>
		(KD)	
Raw Materials			
Packaging Materials			
Deprecation			
Maintenance			
Wages			
Utilities			
Others			
Total			
	=====	=====	=====

2/7/2 Repayment schedule for current, medium or long – term loans, if any: (For multiple loans, details must be enclosed)

Bank's Name	Loan Amount	First installment repayment date	Last installment repayment date	Pledged collateral
.....				

2/7/3 Existing Sales Contracts:

Client Name	Contract Value (KD)	Quantity (Unit)	Date of Contract Signature	Duration
.....				
.....				
.....				
.....				



THIRD: DATA ON THE NEW PROJECT (RELATING TO THE LOAN REQUEST)

3/1 Description and objectives of project:

.....

.....

.....

3/2 Description and uses of products:

.....

.....

.....

3/3 Qualifications of Management:

	Name	Years of Experience
Project Manager:		
Production Manger:		
Finance Manager:		
Sales & Marketing Manger:		

3/4 Location and area of industrial plots:

	Location (Industrial Zone)	Block No.	Plot No.	Area (sq.m)
1.				
2.				



3/5 Proposed construction, installation and start-up schedule:

	<u>Starting Date</u>	<u>Ending Date</u>
- Construction of buildings		
- Purchase of machinery		
- Installation of machinery		
- Trial production		
- Connection of services		
- Production start-up		

3/6 Present status of project:

	<u>Expenditure to- date (KD)</u>
- Equipment	
- Building under construction	
- Any other Expenses	

3/7 Total cost of project (estimates / offers / contracts) as follows:

3/7/1 Buildings and civil works:

A. Area of buildings:

	<u>Usage</u>	<u>Area (SQ.M)</u>
- Basement		
- Ground Floor		
- Mezzanine		
- Others		
Total		=====



B. Area required for main machinery (as per catalogue specification):

Machine	Required Area (SQ.M)
1	
2	
3	

C. Cost of building & civil works:

	Cost (KD)
Black Structure	
Air Conditioning	
Electrical Works	
Plumbing Works	
Fire Fighting System	
Finishing Works	
Others	
Total	=====

- Plant layout (enclose blue prints) indicating area needed for factory layout (production hall – office building – stores – services & others) in addition to building permit.



**3/7/2 Cost of new machinery, equipment, molds, tools and spare parts delivered to site
(Original or copy of signed and stamped Catalogues must be enclosed):**

<u>Machine</u>	<u>Date of Purchase</u>	<u>Quantity</u>	<u>Source</u>	<u>Cost (KD)</u>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
Total				=====



3/7/3 Shipping & installation actual or estimated cost KD

3/7/4 Production capacity of new machinery related to the project

3/7/5 Cost of Vehicles (enclose quotations):

	<u>Quantity</u>	<u>Cost (KD)</u>
A. Light Vehicles		
B. Forklifts		
C. Other Vehicles		
Total		
	=====	=====

3/7/6 Cost of Furniture and other assests:

	<u>Cost (KD)</u>
A. Furniture & Fixtures	
B. Office Equipments	
C. Other Fixed Assests	
Total	
	=====

3/7/7 Pre-operating expenses details:

	<u>(KD)</u>
- Travel Expenses	
- Salaries & Wages	
- Interests	
- Incorporation Expenses	
- General & Admin. Expenses	
- Consultations & Studies	
Total	
	=====



FOURTH: PRODUCTION DATA

4/1 Products or services to be provided through the project:

	<u>Product/ Service</u>	<u>Unit</u>	<u>Licensed Annual Production Capacity</u>	<u>Maximum Annual Production Capacity</u>
1.				
2.				
3.				
4.				
5.				

No of shifts: one shift ☐

Two shifts ☐

Three shifts ☐

4/2 Raw and packaging materials required for a typical unit produced: (New products)

	<u>Category</u>	<u>Source</u>	<u>Price (KD/Unit)</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

Production Wastage%

* Detailed tables must be enclosed in case of multi products .



4/3 Utilities and services needed by the project in a typical production year:

	<u>Unit</u>	<u>Quantity</u>	<u>Price/ Unit</u>	<u>Annual cost (KD)</u>
- Electrical Power	KW/Year			
- Cooling Water	GL/Year			
- Fresh Water	GL/Year			
- Natural Gases & Fuel	Cu.Ft./ Year			
- Petrol Materials	GL/Year			
- Oil & Lubricants	GL/Year			
for Maintenance				
- Consumables Materials	GL/Year			
Total				=====

4/4 Manpower requirements (in case of an expansion, list only additional manpower required):

	<u>Administration</u>	<u>Number</u>	<u>Monthly Salary (KD)</u>
1.			
2.			
3.			
4.			
	Production		
1.			
2.			
3.			
4.			
	Marketing & Services		
1.			
2.			
3.			
4.			
Total		=====	=====



4/5 Brief description of the manufacturing process in sequence (Enclose production flow chart):

.....

.....

.....

.....

4/6 Estimated annual operating costs (during a typical year):

Production Cost	(KD)
Raw Materials	
Packing Materials	
Wages	
Depreciation	
Utilities	
Maintenance	
Others	
Total Production Cost (1)	
General & Administrative Expenses	(KD)
Salaries	
Marketing Expenses	
Interest on commercial loans	
Administrative Expenses	
Amortization of pre-operating expenses	
Insurance	
Others	
Total General & Admin Expenses (2)	
Total Operating Costs (1+2)	



4/7 Marketing Plan and strategy including any local or international Marketing agreements:

.....

.....

.....

.....

4/8 Enclose available data on local and foreign markets (In case of export-oriented projects), and on competitors.

4/9 Enclose available data on projected local market supply & demand and expected local market share.

Applicant or Project Director

Name :

Signature :

Position :

Date :



