

بَنْكُ الْكَوَيْتِ الصَّنَاعِي ش.م.ب.
The Industrial Bank of Kuwait K.S.C.C

الصناعي
IBK



Industrial Financing Portfolio

In accordance with Islamic Sharia'

FINANCING APPLICATION FORM







THE REQUIRED DOCUMENTS

Documents required to process the financing application:

- 1- Industrial license issued by the Public Authority for Industry, As well as the license to import new machineries and equipment.
- 2- Photocopy of the land lease contract, or the temporary administrative allocation of the plot of land on which the project will be located.
- 3- Copy of agreement(s), relating to licensing of patent, technical assistance, management, marketing, or any other agreements related to the project.
- 4- A feasibility study of the project (if any) and any other available studies related to it.
- 5- Machineries and Equipment catalogues and updated quotations.
- 6- Construction and civil works offer estimates including HVAC system, fire fighting system & finishing works in addition to the Kuwait Municipality building permit related to the project.
- 7- The audited financial statements reports for the past 3 years of the existing project.
- 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 and Industry.
- 10- A certificate from the Ministry of Commerce & Industry 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 shareholding Company.
- 11- Photocopy of civil ID of the applicant (in case of establishment).
- 12- Certificate of authorization for power connection issued by the Ministry of Electricity & Water related to the project.

Documents required concluding the financing 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 financing from the industrial Bank of Kuwait as a manager of the industrial financing portfolio and the mortgage of the project in the favors, notarized by the Kuwait Chamber of Commerce & Industry.
- 2- Land Description Report Issued by the Public Authority for Industry Identifying the location and particulars of the real estate subject to mortgage in favor of IBK as a manager of the Industrial financing portfolio.
- 3- Project's insurance policy in favor of IBK.
- 4- Original of the land Lease contract, or the temporary administrative allocation of the plot of land on which the project will be allocated.
- 5- Certificate of the public authority for civil information (PACI address).

All Documents should be most recent effective at the time of finance evaluation by the portfolio.



THE FINANCING APPLICATION

Kuwait on / /

The Chief Executive Officer

The Industrial Bank Of Kuwait K.C.C.

SUBJECT: FINANCING REQUEST

Kindly approve financing us through murabaha, istisna, Ejara with an amount equivalent to KD..... to finance a new industrial project to manufacture:

.....
.....

To finance the expansion of an existing Industrial Project to manufacture:

.....
.....

We enclosed 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..... Position Mobile No..... Has been authorized to pursue.

The finance request during its evaluation.

Thanking you

Name :

Position :

Signature :



First : General Information

1/1 Commercial Name of the Firm:

Address:

P.O. Box : Code :

Telephone Nos. Fax No. Email:

1/2 Partners or main shareholders:

	Name	Share (%)
1.		
2.		
3.		
4.		
5.		
6.		

1/3 Board of Directors:

	Name	Title		Name	Title
1.			4.		
2.			5.		
3.			6.		

The organizational structure of the company should be enclosed

1/4 Management:

	Name	Years of experience
Factory Manager		
Production Manager		
Financial Manager		
sales Manager		

1/5 Subsidiaries:

Name	Capital (KD)	Ownership (%)	Establishment Year
.....			
.....			
.....			



Second: Data on the existing project (In case the Industrial Firm is Operating)

2/1 Production Capacity for each product

	Product	Unit	Licensed Annual Production Capacity	Maximun Annual Production Capacity
1-				
2-				
3-				
4-				
5-				

No. of shifts: One Shift ☐

Two Shifts ☐

Three Shifts ☐

2/2 Raw and packaging materials per unit produced (Existing Products):

Material	Source
.....	
.....	
.....	
.....	
.....	



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

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

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

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

	Location (Floor)	Area (Sq.m)
Production Hall		
Stores		
Administrative offices		
Services		
Others		
Total		



2/6 Existing Manpower:

Management:

	Position	Number	Monthly Salary (KD)
1)			
2)			
3)			

Production:

	Position	Number	Monthly Salary (KD)
1)			
2)			
3)			

Marketing & Services:

	Position	Number	Monthly Salary (KD)
1)			
2)			
3)			

Total



2/7 Historical Operational Record of the firm (Enclose the audited financial statements reports for the past three Years).

2/7/1 Cost of sales breakdown during the past 3 years:

	20	20	20
		(KD)	
Raw Materials			
Packaging Materials			
Deprecation			
Maintenance			
Utilities			
Wages			
Others			
Total			

2/7/2 In case of any, medium or long – term Fazilities:

Bank/Company Name	Loan/Finance Amount	Repayment Start Date	Repayment End Date	Collateral Type
.....				

2/7/3 Existing Sales Contracts:

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



Third: Data on the new project (relating to the financing request)

3/1 Description and objectives of project:

.....

.....

.....

3/2 Description and uses of products:

.....

.....

.....

3/3 Management:

	Name	Years of Experience
	_____	_____
Factory Manager		
Production Manger		
Finance Manager		
Marketing Manger		



3/4 Location and area of industrial plot(s):

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

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

	Starting Date	Ending Date
- Construction of buildings		
- Purchase of machineries		
- Installation of machineries		
- Connection of services		
- Trial Production		
- Commercial Production		



3/6 Present status of project:

	Expenditure to- date (KD)
- 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 (enclose the blue prints and Construction Permit)

A – Built-up Areas

	Usage	Area (SQ.M.)
- Basement		
- Ground Floor		
- Mezzanine		
- Others		
	Total	=====

B- Area Required for main machineries (As per catalogue specification).

Machine	Required Area (S.Q.M.)
.....	
.....	
.....	

C. Cost of Building & Civil Works

	Cost (KD)
Black Structure	
HVAC System	
Electrical works	
Plumping works	
Fire fighting System	
Finishing works	
Others	
	=====
Total	=====



3/7/2 Machines & Equipment

A. Cost of new machineries , Equipment, Moulds, Tools and spare parts (enclose updated quotations signed & stamped by the supplier).

	<u>Machines</u>	<u>Supplier</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

=====

B. Estimated Transportation & Installation cost KD

C. Production capacity of the project equipment



3/7/3 Vehicles (enclose updates quotations signed & stamped by the supplier).

	Number	Cost (KD)
A. Crane truck		
B. Forklifts		
C. Half lorry		
D. Other		
Total		
	=====	=====

3/7/4 Furniture and Other Assets:

	Cost (KD)
A. Furniture & Fixtures	
B. Office Stationeries	
C. Other Assets	
Total	
	=====

3/7/5 Pre-Operating Expenses:

	Cost (KD)
- Travel Expenses	
- Salaries & Wages	
- Incorporation Expenses	
- General & Admin. Expenses	
- Consultations & Studies	
Total	
	=====



3/8 Products or services to be provided by the project:

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

No of shifts: one shift ☐ Two shifts ☐ Three shifts ☐

3/9 Raw materials and packing materials required for a typical unit produced:

(Related to new Products)

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

Production Wastage -----%

Detailed Tables should be enclosed in case of multi products .



3/10 Utilities and services needed by the project: (in a typical production year KD.....)

	<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	Gu.Ft./Year			
- Petrol Materials	Gl/Year			
- Oil & Lubricants For Maintenance	Gl/Year			
- Consumables Materials	Gl/Year			
				<u> </u>
				Total
				<u> </u>
				=====

3/11 Manpower requirements (in case of an expansion. List only Additional Manpower required):

Administration:

	<u>Position</u>	<u>Number</u>	<u>Monthly Salary (KD)</u>
1.			
2.			
3.			
4.			

Production:

	<u>Position</u>	<u>Number</u>	<u>Monthly Salary (KD)</u>
1.			
2.			
3.			
4.			

Marketing & Services:

	<u>Position</u>	<u>Number</u>	<u>Monthly Salary (KD)</u>
1.			
2.			
3.			
4.			

Total

=====

=====



3/12 Brief description of the manufacturing process (Enclose production flow chart):

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.....

.....

.....

3/13 Estimated annual operating costs (During a typical year KD.....):

<u>Production cost</u>	(KD)
Raw Materials	
Packing Materials	
Wages	
Depreciation	
Utilities	
Maintenance	
Others	
	
Total Production Cost (1)	

<u>General & Administrative Expenses</u>	(KD)
Salaries	
Marketing Expenses	
Interest on commercial loans	
Administrative Expenses	
Amortization of pre-operating expenses	
Insurance	
Rent	
Others	
	
Total General & Admin, Expenses (2)	
	
Total Operating Costs (1+2)	
	=====



3/14 Marketing Plan and Strategy :

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.....

.....

3/15 Enclose available data on local and foreign markets (In case of export-oriented projects), and on competitors.

3/16 Enclose available data on projected local market supply & demand and expected local market share.

Applicant of project director

Name:

Signature:

Position:

Date:





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