**APPENDIX I**

**THE NATIONAL EXPORT IMPORT BANK OF JAMAICA (EXIM BANK)**

**EXIM RESET LOAN PROGRAMME**

**General Documentation**

1. Completed Application Form 🞏
2. Business Plan 🞏
3. (a) Audited Financial Statements for the past three years along with Interim 🞏

 Accounts, for existing businesses

* 1. Opening Balance Sheet for new businesses 🞏
1. Annualized Cash flow Projections with Projected Profit and Loss and Balance Sheet for life of the loan, along with Supporting Assumptions 🞏
2. Pro forma Invoice/Commercial Invoice/Purchase order /Contract 🞏
3. Copy of Valid Tax Compliance Certificate 🞏
4. Detailed descriptions of security(ies) being pledged 🞏
5. Valuation Report of Assets being pledged as security 🞏
6. Surveyor’s I.D. Report where Real Estate is being pledged as Security 🞏
7. Bank Reports
8. TRN 🞏
9. Proof of address not older than 6 months 🞏
10. 3 – 12 months Bank Statements on the operating account 🞏

**COMPANIES**

1. (a) Certified copy of Articles of Incorporation or 🞏
	1. Memorandum & Articles of Association 🞏

1. Copy of Certificate of Registration and Certificate of Change of Name where applicable 🞏
2. Completed Borrowing Resolution 🞏
3. List of Company Officers & Directors and specimen signatures of authorized

 Signor’s of company 🞏

1. Register of Shareholders 🞏
2. Certificate of good standing from the Companies Office of Jamaica 🞏
3. Two (2) certified copies of photographic identification i.e. passport, drivers’ license,

voter registration identification card 🞏

(a) for privately owned companies -this is required for all shareholders whose

 shareholding exceed 25% , all directors and all signing officers 🞏

* 1. for sole traders – one of the id’s submitted may be a birth certificate, employee

ID or TRN card 🞏

 21. Evidence of adequate Peril Insurance (where applicable) 🞏

**PARTNERSHIP**

22. Certified copy Business Registration Certificate 🞏

23. Certified copy Partnership Agreement 🞏

24. Certified copy TRN of the Partnership and its Partners 🞏

25. NIS numbers of the Partnership and its Partners 🞏

**COOPERATIVES**

26. Certified copy Cooperative Registration Certificate 🞏

27. Certified copy TRN for the Owner of the Business 🞏

28. NIS number of the Owner of the Business 🞏

29. Resolution to Borrow 🞏

**SOLE TRADER**

30. Certified copy Business Registration Certificate 🞏

31. Certified copy TRN for the Owner of the Business 🞏

32. NIS number of the Owner of the Business 🞏