

CHECKLIST: MSME GRANT FACILITY

BUSINESS NAME:

NAME OF APPLICANT:

DATE RECEIVED:

TIME RECEIVED:

- ☐ Completed application form (**with original signature**)
- ☐ Business Plan with financials projections
- ☐ Copy of one (1) valid form of ID (National ID Card (front & back), Passport, Driver's license)
- ☐ Copy of the Business Registration Certificate
- ☐ Open Bills/Proforma Invoices/Quotations
- ☐ Service-Level Agreement /Contract
- ☐ Proof of residence (recent utility bill up to 3 months). If no utility bill in your name; the utility bill, a reference letter verifying your residence and copy of ID from the person with whom you reside.

Applicable for Limited Liability Companies:

- ☐ Copy of the Company Registration Certificate
- ☐ Certificate of Good Standing (if registered for more than one year)
- ☐ Copy of Incorporation Documents: (Shareholders Allotment, Notice of Directors, Notice of Secretary, Notice of Address, Articles of Incorporation, Articles of Association/Company Bylaws)
- ☐ Copy of one (1) valid form of ID for all Directors and Owner (National ID Card (front & back), Passport, Driver's license)
- ☐ Proof of address of all Directors (valid utility bill)
- ☐ Board Resolution (for company with more than one director; directors must sign, per company bylaws)
- ☐ Partnership Agreement (if applicable)
- ☐ Evidence of additional funding - Letter/Statement from a funding agency (if applicable)
- ☐ Absolute Power of attorney (if applicable)
- ☐ Other Supporting documents (if applicable) e.g. licence, certification, letter of intent, etc. (See Guidelines) _____

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Name of Ministry Staff

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Signature

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Verification Clerk

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Signature

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Verification Date

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Project Manager

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Signature

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Approval Date