



PACIFIC ISLANDS DEVELOPMENT BANK

CHECKLIST OF REQUIREMENTS FOR ALL LOANS

INSTRUCTIONS: Use this checklist to complete and provide all the required information needed to process your loan application. Failure to complete and provide all the necessary information may result in delay or decline of your loan application.

A. GENERAL REQUIREMENT

- Loan Application (form attached)
- Authority to Release and Obtain Information (form attached)
- Business Plan (format attached)
- Projected Balance Sheet (form attached)
- Projected Profit & Loss Statement (form attached)
- Projected Cash Flow Statement (form attached)
- Personal Financial Statements (form attached)

B. ADDITIONAL REQUIREMENT IF EXPANSION OF EXISTING BUSINESS

- Balance Sheet (last 3 years)
- Income Statement (last 3 years)
- Copy of Business License

C. ADDITIONAL REQUIREMENT IF APPLICANT IS A PARTNERSHIP

- A certified copy of the partnership agreement
- Certificate of registration of business
- Inventory & listing of real and personal properties
- Partners' personal financial statements

D. ADDITIONAL REQUIREMENT IF APPLICANT IS A CORPORATION

- Corporate resolution to borrow
- Copy of articles of incorporation, agreements and bylaws
- Personal financial statements of principal stockholders owning 20% or more of corporation's stock

E. REQUIRED CERTIFICATES/PERMITS SHOWING PROOF OF OWNERSHIP

- Copy of Certificate of Title or Proof of Ownership of land
- Map or Sketch of Property
- Affidavits of land ownership and adjoining owners for right-of-way contracts for interior lots

F. ADDITIONAL REQUIREMENTS IF EXISTING BUILDING(S) IS/ARE OFFERED AS LOAN COLLATERAL

- Photographs of the building(s)
- Description of building including estimated value and location (sketch)

G. ADDITIONAL REQUIREMENT IF CONSTRUCTION OF BUILDING OR OTHER PERMANENT STRUCTURE IS THE PURPOSE OR AMONG THE PURPOSES OF THE LOAN

- Plan and specifications of proposed construction
- Materials listing including labor cost estimates
- Construction and Building Permit

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**H. ADDITIONAL REQUIREMENT IF PERSONAL PROPERTY IS OFFERED AS SECURITY
(Examples: car, boat, furniture)**

- Documents showing proof of ownership such as certificate of registration, deeds of sales, donation, receipt of full payment, affidavit of ownership.
- Stencil of serial numbers
- Other proof of ownership of personal property

I. ADDITIONAL REQUIREMENT IF PURCHASE OF MACHINERY AND/OR EQUIPMENT IS THE PURPOSE OR AMONG THE PURPOSE OF THE LOAN

- Supplier's pro-forma invoice or price quotation of machinery and/or equipment
- Purchase contract or offer to sell

J. ADDITIONAL REQUIREMENT IF PROPERTY TO BE DEVELOPED OR PROJECT SITE IS LEASE FROM PRIVATE ENTITY OR GOVERNMENT

- Lease contract that extends to the full payoff period of the loan
- Survey plan or sketch showing directions to boundary lines & important landmarks such as building structures, roads, rivers, etc.
- Right-of-way contract, if interior lots
- Land Use Right