



**PACIFIC ISLANDS DEVELOPMENT BANK**  
**CHECKLIST OF REQUIREMENTS FOR REGISTERED CORPORATIONS**

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

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**A. GENERAL REQUIREMENT**

- Completed Commercial Loan Application (form attached)
- Authority to Release and Obtain Information (form attached)
- Business Plan including:
  - Projected Business Financial Statements:
    - Projected Balance Sheet
    - Projected Profit & Loss Statement
    - Projected Cash Flow Statement
- Personal Financial Statements of all business owners (form attached)
- Copy of Tax Returns for the last 3 years for all business owners

**B. ADDITIONAL REQUIREMENT IF LOAN IS FOR EXPANSION OF EXISTING BUSINESS**

- Business Financial Statements for the most recent prior 3 years of operation
  - Balance Sheet
  - Profit & Loss Statement
  - Cash Flow Statement

**C. ADDITIONAL REQUIREMENT FOR A CORPORATION**

- Articles of Incorporation
- By-laws and agreements
- Current Business License
- Certificate of Good Standing (or Letter of Good Standing from appropriate business registry authority of government)
- Corporate Resolution to Borrow (or Borrowing Resolution)
- Inventory and listing of real and chattel properties of the business

**D. ADDITIONAL REQUIREMENT IF PURCHASE OF CHATTEL IS AMONG PURPOSE OF LOAN**

- Supplier's pro-forma invoice or price quotation for the item(s) (e.g. boat(s), vehicle(s), heavy equipment(s), other equipment(s), machinery, inventory, supplies, etc.)
- Purchase contract or offer to sell

**E. ADDITIONAL REQUIREMENT IF EXISTING BUILDING/STRUCTURE OFFERED AS COLLATERAL**

- Required Documents Showing Proof of Ownership
  - Copy of Certificate of Title
  - Map or Sketch of Property
  - Affidavits of land ownership and adjoining owners for right of way contracts (for interior lots)
- Photographs of building(s)/structure(s)
- Appraisal of the property or legal description of the property, description of the building/structure including estimated value and physical location

**F. ADDITIONAL REQUIREMENT IF CONSTRUCTION OF BUILDING/STRUCTURE IS AMONG PURPOSE OF LOAN**

- Plan and specifications of proposed construction
- Materials listing and labor cost estimates from contractor
- Construction and building permit(s)

**G. ADDITIONAL REQUIREMENTS IF PROPERTY TO BE DEVELOPED OR PROJECT SITE IS LEASE FROM GOVERNMENT OR PRIVATE ENTITY**

- Lease contract or lease agreement that extends to the full term or period of the proposed loan
- Survey plan or sketch showing directions to boundary lines and important landmarks such as building structures, roads, rivers, etc.
- Land Use Right
- Right of way contract/agreement if property is an interior lot