

### **QUALIFICATION CRITERIA FOR PROCUREMENT LOAN/ORDER (ONE MONTH)**

1. The business must be registered:
  - 1.1 Sole Proprietorship (Ownership documents/Trading Licence)
  - 1.2 Partnership Agreement
  - 1.3 Close Corporation (CK1/CK2 WITH CK2A)
  - 1.4 Private Companies (CoR14.3 / CM1/CM3/CM22 and CM27/29)
  - 1.5 Co-Operative
2. Tax Clearance Certificate / Tax PIN
3. Business Profile
4. **SECURITIES (ORIGINALS)**
  - 4.1 Suretyship Document
  - 4.2 Cession Agreement if Permissible
5. Appointment Letter/Order/JBCC contract/ Service Level Agreement and **Specification**
6. Resolution for delegation of authority to act on behalf of the company if there is more than one member/director.
7. Lease Agreement/Letter of Intent to Lease/Proof of business operation
8. Affidavit declaring the company's address of registered Office
9. Six months bank statement (existing businesses)/Letter from the bank
10. Quotation with **banking details** for the respective supplier and **delivery cost** (Delivery cost can be **Free**, **Included** **OR** **Charge for delivery/Transport**).
11. Non-refundable Administration Fee of 1% of the loan amount + VAT with a maximum of R3 000.00 on all loans above the NCA threshold of R250 000.00.
12. The Initiation Fee will be **R250.00** per credit agreement, plus **10%** of the amount of the agreement in excess of **R1 000.00** to a maximum of **R2 500.00**.
13. Interest is prime rate prime plus 2%

### **ITC STATUS**

If the client is aware that he/she is listed, then the client must bring one of the following:

- Proof of payment/s if the debt is settled in full
- A letter from the Creditor indicating the nature of payment arrangements if the debt is still having a balance outstanding.

### **FICA DOCUMENTS**

1. Green South African ID Copy of members/directors
2. Proof of residence of all members/directors (Water & Lights statement not older than 3 months/Lease Agreement/Letter from Ward Counselor/Affidavit by Parents/Letter from Tribal Authority).
3. Declaration in case of unmarried applicant (Affidavit)
4. Copy of Death Certificate in case of Widow/Widower
5. Copy of Degree of Divorce in case of divorcee.
6. Copy of Marriage Certificate in case of married couple
7. Statement of Personal Assets and Liabilities of member/directors of the company