


AGRIBUSINESS DOCUMENTS CHECKLIST

DOCUMENTS		TICK
FUND DEPARTMENT / QUASI EQUITY		
1	Promoter application letter	✓
2	Project proposal/business plan/Opportunity Analysis form	✓
3	Copy of Identity card: Client and spouse if any.	✓
4	Graduation Certificates	✓
5	Legal personality: <ul style="list-style-type: none"> Legal certificates for cooperatives (RCA Certificate) RDB Company registration certificate. 	✓
6	Joint liability agreement for collateral (if any) <i>Amasezerano yo gutiza ingwate</i>	✓
7	Rwanda Revenue Clearance for existing businesses	✓
8	Proforma Invoice(s) where applicable	✓
9	Devis / Bills of Quantity where applicable	✓
AFTER APPROVAL		
10	Marital status certificate of the owner of the collateral (<i>Attestation de celibat / de mariage</i>)	✓
11	Collateral: <ul style="list-style-type: none"> Property original documents: Land title, A notarized Yellow card for vehicle, etc. (copies are needed at application then original documents after approval) 	✓
12	Collateral Perfection: <ul style="list-style-type: none"> Property valuation report (House, Land, etc.) done by a certified valuer with IRPV certificate Equipment or Vehicle valuation report done by a certified valuer with IRPV certificate Copy of land title or yellow card for the vehicle 	✓
13	Board resolution agreeing to secure a loan done by the client and notarized	
14	Proof of Payment of mortgage registration fees to RDB account (BK) – Rwf 20,000	
15	Proof of Payment of BDA fees (Bank slip or Bordereau)	
16	Fire insurance and other risks connected to the project	


 UMUTESI Alice
 Managing Director

