


## AGRIBUSINESS DOCUMENTS CHECKLIST

	DOCUMENTS	TICK
<b>FUND DEPARTMENT / QUASI EQUITY</b>		
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	<b>Legal personality:</b> <ul style="list-style-type: none"> <li>• Legal certificates for cooperatives (RCA Certificate)</li> <li>• RDB Company registration certificate.</li> </ul>	✓
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	✓
<b>AFTER APPROVAL</b>		
10	Marital status certificate of the owner of the collateral <i>(Attestation de celiba / de marriage)</i>	✓
11	<b>Collateral:</b> <ul style="list-style-type: none"> <li>• Property original documents: Land title, A notarized Yellow card for vehicle, etc. (copies are needed at application then original documents after approval)</li> </ul>	✓
12	<b>Collateral Perfection:</b> <ul style="list-style-type: none"> <li>• Property valuation report (House, Land, etc.) done by a certified valuer with IRPV certificate</li> <li>• Equipment or Vehicle valuation report done by a certified valuer with IRPV certificate</li> <li>• Copy of land title or yellow card for the vehicle</li> </ul>	✓
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

