**Business Information for Bank Loan Proposal**

**Business Issues**

1. Name of the Business :
2. Nature of Business: What is the nature of business? Manufacturing/ Service/ Trading
3. Sector/Industry :
4. Objectives :
5. Employment (How many Employees) :
6. Type of Ownership t Sole Proprietorship/ Partnership/ Limited Company
7. Total Investment
8. Initial Investment
9. Fixed Asset
10. Current Asset
11. Total
12. Potential Market (Local/International)
13. Marketing Area:
14. Target Customer:
15. Production Capacity
16. List of Fixed Assets and their Depreciation:
17. Associate/Partner Organizations

**Legal Issues**

1. Brief biography with copy of national ID of all entrepreneurs
2. Company brochure (if any)
3. Market research report
4. Sector study report
5. Detail list of machineries
6. Copy of Balance Sheet, Income Statement and Cash Flow statement of previous year (for existing enterprise)
7. Trade license, Certificate of Incorporation, Memorandum of Articles, Article of Association, Partnership deed (for existing enterprise)
8. TIN certificate, VAT registration (for existing enterprise)
9. Factory/Office Layout plan 10. Clearance from Department of Environment, Fire License, Boiler registration certificate etc (if applicable)
10. Bank Statement (for existing enterprise)
11. Loan sanction letters (if any loans availed)
12. Other supporting documents of information and data used in business plan