



Attachment 1

CHECKLIST FOR BUSINESS FINANCING

Standard / Common Documents - generally required by the Banks to be submitted for Business Financing Application

The list is not exhaustive. Banks may require applicants to submit additional documents on a case to case basis.

Type of Documents		
1	Certified true copy of the Certificate of Incorporation / Business Registration Certificate (Form A)	
2	Certified true copy of Memorandum & Article of Association	
3	Certified true copy of Form 24 (Return on Allotment of Shares)	
4	Certified true copy of Form 49 (Return of Particulars of Directors)	
5	Certified true copy of NRIC of Directors / authorized persons	
6	Certified true copy of NRIC of the guarantors (third party), (<i>where applicable</i>)	
7	Profile of Company and Key Management and company organization chart (<i>where required</i>)	
8	Information on subsidiary / parent company(ies) (<i>where applicable</i>)	
9	Audited accounts for the last 3 years (<i>last audited period should not be more than 18 months from application date</i>)	
10	Management Accounts (<i>for period between last audited period up to current</i>)	
11	Bank statements for the last 6 months (<i>or more than 6 months at the discretion of the bank</i>)	
12	A list of facilities and securities arrangement from other financial institutions	
13	Projected cashflow for the next 3 years (<i>where applicable</i>)	

Note : Where copies are retained, the Officer is to annotate with " Original Sighted", date sighted and initial on the copies