



BANK OF INDUSTRY

LIST OF DOCUMENTS REQUIRED FOR LOAN APPLICATION FOR REGISTERED ENTERPRISES & LLCs

Maximum Loan Amount of ₦5 million

PRE – APPROVAL CHECKLIST

1. Formal Application on letterhead
2. Duly completed Online Loan Application Form
3. Photocopy of Business Registration Certificate & Forms
4. Business Plan which should include a brief Profile of the Business Enterprise and business activity
5. Background, Qualifications and Experience of the key Management Staff
6. Quotation/ Proforma Invoice for the supply of items of Machinery and Equipment
7. Sources and quotations for Raw Materials expressed in quantity and amount
8. Digital passport photographs (Visa specifications)
9. Biometrics Verification Number (BVN) of the Promoter(s) (i.e. business owner[s])
10. Means of identification of the Promoter(s) (i.e. photocopy of International Passport or Driver's License or National Identity Card or Permanent Voter's Card)
11. Bank Statement of the Business Enterprise for a period of one (1) year (for existing business) or Statement of Affairs (for new businesses)
12. Declaration of Outstanding Liabilities to other Banks and Individuals (on letterhead)
13. Security:
 - (a) Digital copy of Higher Institution Degree Certificate (Bsc/HND or equivalent)
 - (b) Digital copy of NYSC Discharge Certificate
 - (c) Certificate issued by Polytechnics or Universities evidencing entrepreneurship training
 - (d) Duly signed Global Standing Instruction (GSI)

- (e) Third party guarantee (a senior federal/state civil or public servant), clergy, recognized traditional ruler, registered professionals (lawyers, accountants, doctors, bankers, architects etc.), confirmed staff of established companies.

**Note: The approved templates for the GSI and Third Party Guarantee can be downloaded from the online portal, completed and uploaded to the portal.*

POST – APPROVAL CHECKLIST

1. Submission of Letter of Offer duly endorsed by the Proprietor(s)
2. Letter of Acceptance of Offer signed by the Proprietor(s)
3. Return of executed Loan Agreements duly endorsed by the Proprietor(s)
4. Letter showing specimen signature of the Proprietor(s)
5. Individual External Guarantors (if applicable):
 - (a) Means of identification (i.e. photocopy of International Passport or Driver's License or National Identity Card or Permanent Voter's Card)
 - (b) Four (4) Passport photographs
 - (c) Notarized Statement of Net-Worth (Form will be issued by BOI)
 - (d) BVN
 - (e) Curriculum Vitae of the Guarantor(s)
6. Submission of the original proforma invoice(s) of the items to be financed
7. Submission of the original GSI and Third Party Guarantee Forms