



CHECKLIST
DOCUMENTS NEEDED TO REVIEW A PROJECT LOAN APPLICATION

Part A: Borrower's information

	Description of Document	✓ Yes X No	Remarks
1.	Application letter stating the kind and value of assistance required from Shelter Afrique;	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.	Well documented project proposal or feasibility study report. in line with Shelter Afrique's attached guidelines. If feasibility reports have already been done, please summarize them in line with the Guideline.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.	The borrowing company's Organogram	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.	Certificate of Incorporation (certified)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.	Memo and Articles of Association	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6.	Bank References or any other evidence of financial capability and standing	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7.	CVs of Major Shareholders	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8.	CVs of the management team	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9.	Photo IDs of Major Shareholders	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10.	Physical Address of Major Shareholders	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11.	Borrower Information Summary	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Part B: Project's technical aspects

S/N	Description of Document	✓ Yes X No	Remarks
12.	Bill of Quantities and general specifications;	<input type="checkbox"/> Yes <input type="checkbox"/> No	
13.	Civil, structural, electrical and mechanical engineering drawings;	<input type="checkbox"/> Yes <input type="checkbox"/> No	
14.	Architectural drawings including site layout, building plans and so on;	<input type="checkbox"/> Yes <input type="checkbox"/> No	
15.	CVs of Consultants	<input type="checkbox"/> Yes <input type="checkbox"/> No	
16.	Tender Documents/contracts with contractors, consultants and suppliers (if any).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
17.	Title Documents	<input type="checkbox"/> Yes <input type="checkbox"/> No	
18.	Contractor Profile	<input type="checkbox"/> Yes <input type="checkbox"/> No	
19.	Documentary evidence of the equity sources (where applicable).	<input type="checkbox"/> Yes <input type="checkbox"/> No	



20.	Marketing report giving an opinion on the marketability of the housing units	<input type="checkbox"/> Yes <input type="checkbox"/> No	
21.	Project Implementation Arrangements (as described in the attached Guideline)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
22.	Financial statements over the last 3 years if applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Part C: Administrative/statutory approvals.

S/N	Description of Document	✓ Yes X No	Remarks
23.	EIA Report	<input type="checkbox"/> Yes <input type="checkbox"/> No	
24.	Evidence of Approval of the Project by statutory authorities such as City Planning Department (if ready).	<input type="checkbox"/> Yes <input type="checkbox"/> No	