

UGANDA DEVELOPMENT BANK LIMITED LOAN APPLICATION FORM FOR SPECIAL PROGRAMS

Date of Application.....

1. Business Details.

1	Name of the business	
2	Legal business name (if different)	
3	Main business location (District/Parish/Village)	
4	Telephone #	
5	Email Address	
6	Marital Status: Married, Single, Divorced (capture for owners)	

2. Loan Request Details.

Loan amount	
Purpose	
Repayment Period	
Repayment Frequency (Weekly, Monthly, Quarterly Annually.	
Grace Period (if applicable)	

3. Proprietors' details/shareholder details (If applicable)

Name of Proprietors/ Partners/ Directors and Their Addresses						
No	Name	Date of birth	Level of Education	Residence address	Tel No.	Experience in business
i						
ii						
iii						
iv						
v						

4. People engaged in the business (if applicable)

People and their Addresses						
No	Name	Date of birth	Level of Education	Residence address	Tel No.	Experience in business
i						
ii						
iii						
iv						
v						

5. Other existing loans (if Applicable)

Other credit facilities					
Type of loan	Loan amount	Name of the institution	Securities	Interest rates	Repayment Frequency
Working Capital					
Business Loan					
Asset finance					
Other loans					

6. Details of machinery to be acquired (if applicable)

In case of term loan requirements, the details of machinery may be given as under					
Type of machine/equipment	Purpose	Imported or locally	Name of suppliers	Total Cost of Machine	Owners Contribution

7. Collateral Security to be pledged.

Collateral Security				
No.	Owner's Name	Type of security (titled or mailo, freehold, lease, kibanja, unregistered, others)	Details	Estimated Value
i				
ii				
iii				

8. Sales, Expenses, Assets and Liabilities of the Business.

		Per Week	Per Month	Next year's projections	Assets	Liabilities
i	Sales					
ii	Expenses					

9. Capture your current buyers and their locations.

Current buyers	Location

10. Confirm availability of power and water at the business premises

Utilities	Yes	No
Power		
Water		

11. Mention existing assets you have (attach copies or photos where applicable)

Assets	Yes	No
Land and building		
Vehicles		
Furniture		
Equipment & Machinery		

12. Number of Business Employees

Employees	Male	Female	Total
Current			
Future			

13. Raw materials availability, (if applicable)

Raw Materials	Type	Yes	No	Supplier	Final products
Local					
Imported					

14. Responsible People in the business (attach documents if applicable)

Name	Position	Level of education	Years in business

I hereby declare that all the information provided in this application form is correct to the best of my knowledge

Signature.....Date.....

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Tick as appropriate

SEGMENT	SME		Woman		Youth				
	Enterprise	Yes	No	Enterprise	Yes	No	enterprise	Yes	No

Confirm standard requirements are attached on the application form.

Yes	NO	List the missing documents below.

Name of Manager/officerDate.....

Signature

Annex 1: FORM ME -MONITORING & EVALUATION

1. Name of the Company/Group/Association:

Nature of Business: a) Start up (New) b) Existing

Socio-Economic Development Impact for Special Programs			
2. Ownership and Governance	Current	Projected (1 st Year)	Projected (End of project)
a) Shareholding Allotment (%) a) Male b) Female			
b) Board of Directors (%) a) Male b) B) Female			
c) Senior Management Team (%) a) Male b) Female			
d) Employment Creation			
Total number of employees a) Male b) Female			
No. of permanent employees			
No. of temporary			
No. of youth			
No. of indirect beneficiaries			
No. of out growers/suppliers			
3. Unit price a) Farm gate price b) Factory price			
4. Salary & other benefits			
Minimum salary Permanent			
Minimum Salary Temporary			
Any other benefits			
5. Other Indicators			
Annual Sales			
Profitability			
Tax Contributions			
Foreign earnings			
6. Productivity & Technology			
a. Yield per acre			
b. Yield per livestock			
c. Reduction in post-harvest losses (%)			
New technology			
a. Type of machine/equipment			
b. Type of machine/equipment			
c. Value of machine/equipment			
d. Benefits from new machine/equipment			
7. Raw material sourcing			
a) Local (%)			
b) Imported (%)			

8. Where do you see this Company/Enterprise in the next five years?.....
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Commentary on the project
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Annex2: FORM ES-ENVIRONMENTAL AND SOCIAL RISKS

1. Client Information			
1.1 Client Name:		Project Name:	
1.2 Start-Up/New	<input type="checkbox"/>	Existing	<input type="checkbox"/>
2. Environmental Issues			Explain
	Yes	No	
2.1 Does the project impact on the environment negatively?			
2.2 Does the business generate that contaminates soil, surface, and ground water?			
2.3 Is the business exposed to materials such as pesticides, oil/fuel spillage etc.? How is the above situation handled/used?			
2.4 Does the business pollute the air? How do/intend to address this issue?			
3. Social Issues			Explain
3.1 Does the business take care of hygiene and sanitation? Explain.			
3.2 Does the business compete for local resources such as water, power, and raw materials with the community around?			
3.3 Does the business take care of health, safety and security of the community when disposing off waste material?			
3.4 Does the business protect its workers health and safety from accidents, injuries, and fatalities? How?			
3.5 Does your business employ workers below 18 years (family or hired)?			
4. Regulatory Compliance and Standards			
Does the borrower comply with national Environment health, safety and labour regulations and standards?			
4.1 Has the business ever been issued an environmental/social certificate or report? If yes, attach.			
4.2 Is the business operating in a wet-land, forest or culturally sensitive/indigenous area? If yes, have you obtained approval?			
4.3 Has the business acquired water abstraction permit and/or workplace permit? If yes, attach a copy.			
Other Applicable Regulations and Standards			
Does the business have any certification related to UNBS, ISO, Global Rain Forest Alliance, please attach if any?			

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Key observations, recommendation and proposed next step

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