

**Access Accelerator**

Small Business Development Center Bahamas
Gladstone Freight Terminal
Fire Trail Road West
Tel.: (242) 604-1051 | www.accessaccelerator.org

SBDC FORM NO.: DRP-002A
EXPIRATION DATE: 09/30/2020

Loan Application Checklist

Project Related:	Date Received
<input type="checkbox"/> Executive Summary (existing businesses ONLY)	
<input type="checkbox"/> Historical Financial Statements for past two (2) fiscal years or copy of either Business License Filing or VAT Filing Documents for past two (2) Fiscal Years	
<input type="checkbox"/> Bank Statements for business account(s) (in lieu of financial statements)	
<input type="checkbox"/> Quotes/ Invoices/ Bill of Sale from vendors	
<input type="checkbox"/> Valid Business License	
<input type="checkbox"/> Valid Fishing License/ FDC (if applicable)	
<input type="checkbox"/> Resume of Key Management	
<input type="checkbox"/> Three (3) Contractor's estimates (if building or renovation is a part of Use of Loan Proceeds. Estimates must include scope of work to be completed.)	
<input type="checkbox"/> Copy of Lease Agreement	
<input type="checkbox"/> Proof of Property Ownership (if applicable)	
<input type="checkbox"/> Proof of Insurance	
Loan Applicant(s):	
<input type="checkbox"/> Personal Statement of Affairs for the borrower(s) and/or guarantor(s)	
<input type="checkbox"/> Copy of Passport (first 4 pages for loan applicant and all key principals of business)	
<input type="checkbox"/> Voter's Card (in lieu of passport)	
<input type="checkbox"/> Valid Driver's License	
<input type="checkbox"/> Valid National Insurance (NIB) Smart Card	
<input type="checkbox"/> Proof of Address (Recent Utility Bill with Address)	
If Limited Company:	
<input type="checkbox"/> Memorandums and Articles of Association	
<input type="checkbox"/> Certificate of Incorporation	
<input type="checkbox"/> Certificate of Good Standing	
<input type="checkbox"/> Register of Shareholders	
<input type="checkbox"/> Resolution to Borrow Funds	
<input type="checkbox"/> Annual Return (for existing operations)	
If Business is a Franchise:	
<input type="checkbox"/> Franchise Agreement	
Requirement Specific to Industry/ Business Type:	
Based on nature of project, specific information and government approval(s) will be requested.	

FOR SBDC INTERNAL USE ONLY

Verified by:

Date Verified: