

Project related Documentation

A. Project Overview

1. **Project Description:** What is the core idea or product?
2. **Unique Value Proposition:** How does the project differentiate from competitors?
3. **Market Analysis:** What is the target market and size?
4. **Customer Analysis:** Who are the potential customers?
5. **Technology Utilization:** What technology will be used, and how?
6. **Project Lifecycle:** What are the key stages of the project?
7. **Audited Financial Statements:** For an established company, please provide audited financial statements for the past three years.

B. Business Plan (audited)

1. **Executive Summary:** Does it clearly outline the project's value proposition?
2. **Detailed Project Report:** In-depth description of the project, objectives, scope, and specifications.
3. **Goals and Objectives:** Are they Specific, Measurable, Achievable, Relevant, and Time-bound (SMART)?
4. **Product or Service Blueprints:** Detailed specifications and designs of the product or service.
5. **Technological Feasibility Reports:** Analysis of the technological requirements, innovations, and constraints.
6. **Technological Integration and Innovation:** How will the latest technologies be integrated into the operations for enhanced customer experience and operational efficiency? What innovative approaches are being considered to keep the project relevant in an increasingly digital world?
7. **Market Research Reports:** Studies illustrating market size, trends, customer demographics, and competitive analysis.
8. **Business Viability:** Is there an MVP (Minimum Viable Product) or prototype already in place? What kind of traction or results has the product/service achieved so far?
9. **Market Potential:** What differentiates your product/service from existing competitors? Is there a clear “blue ocean” strategy that sets your project apart
10. **Economic Impact:** How has the company contributed to or plan to contribute to the economy? Are there any specific economic benefits that their business model promises
11. **Customer and Market Validation:** How many transactions or downloads has your app/product achieved? What is their current revenue, and what projections do they have for growth?

12. **Customer Testimonials or Pilot Study Reports:** In case the product/service has been market-tested.
13. **Marketing Strategy:** How does the project plan to attract and retain customers? What methodologies were used in the market analysis, and how do they account for fluctuations in trends? How does the business plan account for potential changes in the landscape, such as shifts in customer preferences or economic downturns?
14. **Competitive Landscape and Differentiation Strategy:** Who are the direct and indirect competitors, and what strategies are in place to gain a competitive edge? How does your plan sustains your unique selling propositions in the face of evolving market dynamics?
15. **Operational Plan:** What are the logistics and operational processes?
16. **Growth Strategy:** How does the project plan to scale? What are the long-term growth objectives, and how does the plan cater to future expansion? Are there strategies in place to adapt and evolve with changing market demands and technological advancements?
17. **Sustainability and Scalability:** What is the long-term vision for the company? How scalable is the business model in its current form?

C. Industry-Specific Documentation:

Depending on your industry, additional specific documents may be required, such as:

1. Health and Safety Reports in manufacturing or construction industries.
2. Data about pharmaceutical or medical projects [Documentation about: Phase 0: Exploratory Studies, Phase I: Safety and Dosage, Phase II: Efficacy and Side Effects, Phase III: Confirmatory Trials, Phase IV: Post-Marketing Surveillance, Interventional Studies, Observational Studies, Bioequivalence Studies, Adaptive Trials, Companion Diagnostic Studies, Combination Trials, Real-World Evidence (RWE) Studies, Expanded Access or Compassionate Use]
3. Technology Validation Reports for tech-based projects.
4. Mining: JORC Code, CIM Standards, NI 43-101, SAMREC, SME Guide, SAMVAL, PERC, CRIRSCO, GKZ, UNFC
5. Etc.

D. Financial Documents:

1. **Historical Financial Statements:** If applicable, balance sheets, income statements, and cash flow statements from previous years.
2. **Pro Forma Financial Statements:** Projected financial statements for the next 5-10 years.
3. **Capital Expenditure Plan:** Detailed breakdown of the capital required and its allocation.
4. **Funding Structure Document:** Detailed explanation of the funding sources (equity, debt, grants).
5. **Cost-Benefit Analysis:** Comprehensive analysis highlighting the expected benefits relative to the costs.

6. **Sources of Funding:** What are the specific sources of funding for this project, and what contingencies are in place should initial capital estimates fall short?
7. **Financial Projections:** Detailed breakdown of the financial projections, including revenue streams, operating costs, and break-even analysis?

E. Financial Feasibility

1. **Capital Requirements:** How much capital is needed, and for what specific purposes?
2. **Revenue Model:** What is the primary source of revenue?
3. **Cost Structure:** What are the fixed and variable costs?
4. **Break-Even Analysis:** At what point does the project become profitable?
5. **Financial Projections:** What are the projected income statements, cash flow statements, and balance sheets for the next 5-10 years?
6. **Investor Relations:** What kind of relationships and obligations do they have with current investors? Are there any significant financial dependencies or expected favors?
7. **Funding Sources:** What are the sources of funding (e.g., equity, debt)?
8. **Financial Independence:** How much of their own capital have the founders invested in the project? What proportion of the funding is expected to come from external investors?
9. **Use of Funds:** How will the requested funding be allocated? Are there plans to use the funds for personal benefits or to pay high salaries?

F. Management and Team Expertise

1. **Management Background:** what is your unfair advantage as the founder? What is the professional background of the key team members? Detailed resumes and professional histories of key team members. Who is on the management team? What is their past experience and background? Could you please elaborate on the significant achievements you have attained throughout your professional career or in analogous endeavors? Additionally, what were the most formidable challenges you faced, both professionally and personally, and how did you overcome them?
2. **Relevant Experience:** Do they have experience in the industry and in managing similar projects? What are the credentials and past achievements of the core management team in managing your projects? How has the team's previous experience prepared them for the unique challenges of this venture? How has the leadership handled chaotic situations in the past? Can they provide specific examples of navigating through crises successfully?
3. **Leadership Skills:** How effective are your leadership skills? How do you develop and communicate a vision for your team or organisation? Can you provide an example of a time when your strategic planning significantly impacted your team's success? What strategies do you use

to build and maintain a cohesive and motivated team? Can you share an instance where you successfully resolved a conflict or challenge within your team? How do you approach decision-making in a leadership role? Can you describe a difficult decision you made that had a significant impact on your organization, and the rationale behind it? How do you decide what to delegate and to whom? Can you provide an example of a successful delegation that empowered your team and led to positive outcomes? What methods do you use to ensure effective communication within your team? Can you give an example of how you handled a situation where clear communication was critical? How do you handle changes and uncertainties in your leadership role? Can you describe a time when you had to adapt your leadership style to meet new challenges? How do you inspire and motivate your team, especially during challenging times? Can you share a story of a time when your leadership directly influenced your team's morale and performance? How do you support and develop the skills of your team members? Can you discuss a time when you mentored someone and helped them achieve their professional goals? How do you hold yourself and your team accountable for results? Can you provide an example of how you managed accountability in a complex project or situation? How do you give and receive feedback? Can you describe a situation where feedback led to significant improvements in your leadership or your team's performance?

4. **Decision-making skills:** How do you typically approach problem-solving in a high-stakes situation? Can you provide an example of a complex decision you made recently and the steps you took to arrive at it? How do you evaluate and manage risks when making important decisions? Can you describe a time when you had to take a significant risk, and how you handled it? What methods do you use to gather and analyse information before making a decision? Do you rely more on data and analytics, or do you value intuition and experience more highly? When faced with a critical decision, do you prefer to make it independently, or do you seek input from others? Can you share an instance where collaboration significantly influenced your decision? How do you handle uncertainty and ambiguity in the decision-making process? Can you give an example of a situation where the outcome was uncertain and how you navigated it? How do you balance short-term gains against long-term objectives in your decision-making? Can you describe a decision where you had to prioritize long-term benefits over immediate results? After making a decision, how do you evaluate its effectiveness? Can you discuss a time when you reviewed a past decision and what you learned from that experience? How do you adapt your decision-making process in response to changing circumstances or new information? Can you provide an example of when you had to pivot quickly and how you managed it?

5. **Team Composition:** Does the team have all necessary skills and expertise? Qualifications and experience details of critical team members.
6. **Incentive Structures:** How are the incentives structured within the company to attract top talent? What kind of ownership, autonomy, and compensation do they offer their team?
7. **Organizational Chart:** A chart showing the company's organizational structure and reporting lines.
8. **Advisory Board:** Is there an advisory board, and what expertise do they bring?

G. Risk Assessment

1. **Market Risks:** What are the potential market changes that could affect the project?
2. **Competitive Risks:** Who are the competitors and potential market entrants?
3. **Operational Risks:** What are the risks associated with the day-to-day operation?
4. **Financial Risks:** What financial uncertainties does the project face?
5. **Legal and Regulatory Risks:** Are there any potential legal or regulatory hurdles?
6. **Technology Risks:** What are the risks associated with the employed technology?
7. **Risk Management and Mitigation Strategies:** What are the identified risks associated with this project, and what mitigation strategies are in place? Are there contingency plans for unforeseen events, such as natural disasters or significant shifts in the political and economic environment?
8. **Risk Assessment Reports:** Detailed analysis of potential risks (market, operational, financial, etc.) and mitigation strategies.
9. **Insurance and Risk Mitigation Policies:** Documents outlining the risk management policies and any insurance covers.

H. Compliance

1. **Regulatory Compliance:** Does the project comply with relevant laws and regulations?
2. **Environmental and Regulatory Compliance:** How does the project plan to comply with local environmental regulations and sustainable development guidelines? What measures are being taken to minimize the ecological impact of the development?
3. **Compliance Certificates:** Documents proving compliance with relevant legal and regulatory standards.

I. Legal

1. **Intellectual Property:** Are there patents or trademarks involved?

2. **Intellectual Property Documentation:** Patents, trademarks, copyrights registrations, and related legal documents.
3. **Contracts and Agreements:** Are there any critical contracts or agreements in place?
4. **Legal Structure:** What is the legal structure of the entity (e.g., LLC, Corporation)?
5. **Regulatory and Legal Considerations:** Are there any potential regulatory challenges or legal hurdles the company faces? How do they plan to navigate these challenges?
6. **Corporate Governance Documents:** Information on the legal structure, shareholder agreements, board structure, etc.
7. **Licenses and Permits:** Copies of all required licenses and permits for operation.

J. Exit Strategy

1. **Exit Options:** What are the potential exit strategies for investors? Exit Strategy Documentation: Detailed plans for potential exit scenarios for investors.
2. **Succession Planning:** Is there a plan for leadership transition?
3. **Valuation at Exit:** How will the project be valued at the time of exit?

K. Miscellaneous

1. **Sustainability and CSR:** Does the project consider environmental and social responsibilities? Corporate Social Responsibility (CSR) Policy: Documents outlining the CSR initiatives and policies.
2. **Community Engagement and Social Responsibility:** How does the project plan to engage with and contribute to the local community? What are the strategies for ensuring social responsibility and benefiting the socio-economic landscape of the region?
3. **Impact Metrics:** Are there metrics to measure the impact (social, environmental, financial, sustainability measures)?
4. **Economic and Societal Impact:** What broader societal or economic impacts does the company aim to achieve? How does the company's mission align with current market needs and trends?
5. **Stakeholder Analysis:** Who are the key stakeholders, and how are they impacted? Information on key stakeholders and their engagement strategy.
6. **Third-Party Evaluations:** Reports from independent consultants or agencies on various aspects of the project.
7. **Any other information you deem necessary**

Collaterals

To better assess your own financial involvement in the project, we kindly request that you specify the assets you intend to propose as collateral for the financing. Banks and financiers typically accept a variety of asset classes as collateral, depending on their liquidity, value stability, and ease of valuation. These can include, but are not limited to:

1. **Real Estate:** Residential, commercial, or industrial properties are commonly accepted due to their relatively stable value and ease of appraisal.
2. **Marketable Securities:** Stocks, bonds, and other easily liquidated securities are often preferred because they can be quickly converted into cash if necessary.
3. **Cash and Cash Equivalents:** Bank deposits, certificates of deposit (CDs), and other liquid cash instruments provide a high level of security due to their liquidity and lower risk.
4. **Equipment and Machinery:** For businesses, specialized equipment or machinery can be used, especially if these assets are integral to the operation of the business and hold significant resale value.
5. **Inventory:** In some cases, businesses may use their inventory as collateral, particularly if it consists of goods that have a stable market value.
6. **Receivables:** Accounts receivable, or outstanding invoices, can be used as collateral, particularly in asset-based lending scenarios where the cash flow generated by the receivables is critical to the business.
7. **Intellectual Property:** Though more complex to value and liquidate, patents, trademarks, or copyrights may be considered in certain cases, particularly for companies in the technology or creative sectors.
8. **Personal Guarantees:** While not a physical asset, a personal guarantee by the business owners or key stakeholders can sometimes be required, particularly if the other collateral is deemed insufficient.

Please let us know which of these assets, or any other you might have in mind, you are considering to secure the financing. This will enable us to tailor our approach and propose terms that align with the value and nature of the collateral provided.

Here's a detailed explanation of how real estate, equipment and machinery, inventory, and intellectual property should be validated through expert appraisal before presented to us for review:

1. Real Estate:

Appraisal Process:

- **Engagement of a Licensed Appraiser:** The bank will typically require a professional appraisal conducted by a licensed real estate appraiser who is certified to operate in the relevant jurisdiction.
- **Market Analysis:** The appraiser will perform a comprehensive market analysis, considering recent sales of comparable properties (known as comparables or "comps"), the location, current market conditions, and the property's condition and potential for future appreciation.
- **Physical Inspection:** A thorough inspection of the property is conducted to assess its physical condition, structural integrity, and any potential liabilities (e.g., zoning issues, environmental risks).
- **Final Valuation Report:** The appraiser will compile a detailed report that includes the estimated market value of the property, supporting data, and a discussion of any factors that might influence the valuation. This report is used by the bank to determine the loan-to-value (LTV) ratio.

2. Equipment and Machinery:

Appraisal Process:

- **Hiring a Qualified Equipment Appraiser:** A certified machinery and equipment appraiser (CMEA) is typically engaged to assess the value of the equipment. The appraiser should have specific expertise in the type of machinery or equipment being evaluated.
- **Condition Assessment:** The appraiser will inspect the equipment, evaluating its age, condition, usage history, and maintenance records. They will also consider the technology's current relevance and any signs of obsolescence.
- **Market Research:** The appraiser will analyze the current market for similar equipment, considering factors such as demand, technological advancements, and recent sales of comparable machinery.
- **Valuation Report:** A report will be prepared, detailing the equipment's fair market value, orderly liquidation value (if it had to be sold quickly), and replacement cost. This allows the bank to gauge the collateral's worth and its adequacy in securing the loan.

3. Inventory:

Appraisal Process:

- **Engagement of an Inventory Specialist:** An expert in inventory appraisal, often with experience in the relevant industry, is brought in to conduct the valuation.
- **Inventory Analysis:** The appraiser will review the inventory records, including the types of goods, quantities, turnover rates, and any seasonal variations. They will also assess the age of the inventory and the risk of obsolescence.
- **Physical Count and Inspection:** A physical count may be necessary to verify that the inventory levels match the records. The condition of the goods, including potential damage or spoilage, will also be assessed.
- **Market Valuation:** The appraiser will consider the current market value of the inventory, factoring in the potential resale value, demand trends, and how quickly the inventory can be liquidated if necessary.
- **Final Valuation Report:** A detailed report will be prepared, indicating the fair market value of the inventory, along with insights into the liquidity and potential risks associated with the inventory as collateral.

4. Intellectual Property (IPr):

Appraisal Process:

- **Selection of an IPr Valuation Expert:** The valuation of intellectual property is complex and requires a specialist with expertise in the relevant type of IPr, such as patents, trademarks, or copyrights.
- **Legal Status Review:** The appraiser will first verify the legal status of the IPr, ensuring it is properly registered, protected, and free from legal disputes or encumbrances.
- **Income-Based Valuation:** The most common method involves assessing the income generated or expected to be generated by the IPr, considering licensing agreements, royalty streams, and the commercial success of the products or services it underpins.
- **Market and Cost Approaches:** The appraiser may also consider the market approach, comparing the IPr with similar intellectual property that has been sold or licensed, and the cost approach, which evaluates the cost of creating or replacing the IPr.
- **Comprehensive Valuation Report:** The report will provide an estimated value of the IPr, incorporating various valuation methodologies, risk assessments, and potential for future income generation. The bank uses this information to understand the strength of the IPr as collateral.

1. Industry-Specific Documentation

Depending on your industry, additional specific documents may be

required, such as:

1. Health and Safety Reports in manufacturing or construction industries.
 2. Clinical Trial Data for pharmaceutical or medical projects.
 3. Technology Validation Reports for tech-based projects.
 4. Mining: JORC Code and CIM Standards, NI 43-101, SAMREC, SME Guide, SAMVAL
2. **Technological Integration and Innovation:** How will the latest technologies be integrated into the operations for enhanced customer experience and operational efficiency? What innovative approaches are being considered to keep the project relevant in an increasingly digital world?

If you are not already our client, we will need also

Applicant's Financial Capability and Commitment

To thoroughly assess your application for project funding, we require detailed information regarding your personal financial capability and the extent of your financial commitment to the project. This will help us understand your level of engagement and the financial viability of the project from your end. Please provide the following:

1. **Personal Financial Statements:**
 - Detailed personal financial statements for the past three years, including a breakdown of assets, liabilities, income, and expenses.
2. **Personal Investment in the Project:**
 - **Amount of Investment:** Specify the total amount of your personal funds you are committing to the project.
 - **Percentage of Total Funding:** Indicate what proportion of the overall project funding your personal investment represents.
 - **Investment Timeline:** Outline when and how these funds will be injected into the project.
3. **Sources of Personal Funds:**
 - **Origin of Funds:** Detail the sources of your investment funds (e.g., personal savings, liquidation of assets, dividends).
 - **Verification Documents:** Provide supporting documents such as bank statements, sale agreements, or other relevant financial records.
4. **Financial Commitment Letter:**
 - A signed statement affirming your commitment to invest personal funds into the project, including any conditions or terms associated with your investment.
5. **Financial Capacity Assessment:**
 - **Net Worth Statement:** A comprehensive statement of your net worth.

- **Liquidity Analysis:** Assessment of your liquid assets that can be readily used for the project.
 - **Other Financial Obligations:** Disclose any existing financial commitments that may affect your ability to fund the project (e.g., loans, guarantees).
6. **Credit Reports:**
- **Personal Credit Report:** Recent credit reports from recognized credit bureaus to evaluate your creditworthiness.
 - **Credit Score Explanation:** If there are any adverse entries, please provide explanations and any rectifying actions taken.
7. **Collateral and Guarantees:**
- **Personal Guarantees:** Are you willing to provide a personal guarantee for the funding?
 - **Additional Collateral:** Detail any personal assets that you are prepared to offer as additional security.
8. **Equity Stake and Ownership Structure:**
- **Equity Contribution:** Specify your equity stake in the project relative to your financial contribution.
 - **Ownership Details:** Outline the ownership and shareholding structure post-investment.
9. **Past Investment Experience:**
- **Previous Projects Funded:** Information on any prior projects you have personally funded.
 - **Outcomes Achieved:** Describe the success, challenges, and learnings from these investments.
10. **Contingency Funding Plans:**
- **Backup Financial Plans:** Describe any contingency plans or additional resources available if extra funding is required.
 - **Additional Funding Sources:** Potential to secure additional funds from partners, investors, or financial institutions if necessary.
11. **Risk Exposure:**
- **Assessment of Personal Financial Risk:** Evaluate the level of financial risk you are undertaking with this investment.
 - **Mitigation Strategies:** Outline how you plan to manage and mitigate personal financial risks associated with the project.
12. **Declaration of Solvency:**
- A formal declaration stating that you are solvent and have not filed for bankruptcy or are involved in any insolvency proceedings.

By providing this information, you help us gain a clearer understanding of your financial commitment and your own capacity to support your own project. This not only strengthens your application but also enables us to tailor our financing solutions to best fit your needs.

Please ensure that all the provided information is accurate and supported by relevant documentation. This will expedite the review process and facilitate a more efficient assessment of your application.