



Checklist: Productive Sector for Legal Entities

1. COMPANY DOCUMENTS:

a. Certificate of Incorporation	e. Articles of Association	g. Proof of address (utility bill not more than 3 months old)	i. Bank Statement-Savings/checking (one year)
b. Certificate of Good Standing	f. Resolution to borrow indicating loan amount, agency, collateral to be used (provide legal description), and names of the authorized signatories (2).	h. Loan declarations if there is any existing liability with another financial institution (Loan statements for the past year along with the letter of loan offer)	j. Business Tax Return (one year)
c. Detailed Extract of Company			
d. Memorandum of Association or Articles of Incorporation (as applicable)			

2. SHAREHOLDER DOCUMENTS (DIRECTORS AND ANY SHAREHOLDER WITH MORE THAN 10% SHARES)

a. Valid SSB or Passport or proof of nationality or legal status in Belize (Copy of Permanent Residence where applicable)	c. Statement of affairs (See annex 1)	e. If a Political Exposed Person (PEP) - A statement of affairs (signed and witnesses) and a character reference from a professional who has known him/her for at least two years	f. If a foreign company is a shareholder, then the following is required: <ul style="list-style-type: none"> • Certificate of Incumbency • Certificate of Good Standing • Annual Returns Proof of address (utility bill not more than 3 months old)
b. Utility Bill (proof of address) that is not more than 3 months old	d. If a company is a shareholder, then items #1-a-g listed above are required		

3. FINANCIAL DOCUMENTS (IF EXISTING COMPANY):

a. Audited Financials (for the past five years if available)	c. Last 12 months Bank Statement
b. In-house Financials – (for the past five years and from the beginning of the current year to the closest month to date)	d. Statement of liabilities, e.g., Loan Statement (Since Inception), Credit Card Statement (for the past year), etc.

4. PROJECT DOCUMENTS:

a. Business Plan	e. Copy of Land Document(s) for the Intended collateral	i. Standard Operating Procedures to show how grievances are handled
b. Quote/Estimates of items to be procured from loan funds	f. Up-to-date zero balance land tax statement	j. Gender Policy document
c. CBA/PUC approved plans and No Objection Letter	g. Disaster Preparedness and Response/Action Plan (Fire, Hurricane, etc.)	k. Human Resource Policy Manual
d. Property Valuation for the intended collateral preferably from one of DFC's approved valuers as listed on DFC's website.	h. Employee handbook	l. DoE Environmental Clearance Letter
		m. Occupational Health and Safety Policy Manual
		n. Any significant documentation of relevance to the project

NOTES:

- Definition of a Politically Exposed Person (PEP) - "an individual who is or has been entrusted with a prominent public function, including heads of state, senior politicians, judicial or military officials, senior executives of publicly owned corporations and important political party officials. Immediate family and close associates who have authority to conduct business on behalf of the person are also considered a PEP."
- Loan Commitment Fee- The loan commitment fee is upfront fee charge for the onboarding of the loan request. Once the loan is approved and the borrower(s) accepts the loan offer. The commitment fee is applied towards the loan closing costs. However, if the loan is not accepted by the borrower, the loan commitment fee is non-refundable.