

Checklist for Micro and Small Projects (Only)

- 1) Application form duly filled in and signed on all the pages (Full Signature);
- 2) Copy of valid Citizenship Identity (CID) of both the applicant and the guarantor as applicable; and
- 3) One recent Pass Port size photograph of the applicant.

Checklist for Medium and Large projects (only)

Application form duly filled in and signed on all the pages (Full Signature);

- 1) Copy of valid Citizenship Identity (CID) of both the applicant and the guarantor as applicable;
- 2) Two recent Pass Port size photograph of the applicant;
- 3) Copy of Valid Trade License;
- 4) Project Proposal including:
 - Details of promoter and their % share in the capital;
 - Promoters other businesses – by ownership, license & activity;
 - Capacity utilization of the unit for the last 8 months;
 - Projected financial reports/ statements for 10 years;
- 5) Quotations/ invoices for machinery & miscellaneous fixed Assets;
- 6) Project Approval letter from DoI, MoEA;
- 7) Construction approval from Thromde/Dzongkhag;
- 8) NEC Clearance Certificate;
- 9) Letter from BPC for Power Supply;
- 10) Government's approval for project establishment;
- 11) Approved Architectural Drawing and cost estimation of the construction, if any;
- 12) In case of existing / established units - Audited balance sheet & audited profit and loss account & audited cash flow statements, Capacity utilization of your company for last three years;
- 13) Statutory approval/Clearances from various Government Authorities/ Agencies wherever necessary;
- 14) Ownership Certificate of the land / lease agreement etc.;
- 15) Ownership Certificate(s) of the collateral security offered to bank;
- 16) Consent letter from the joint owner or co-owner if the collateral provided is in joint and co-ownership;
- 17) For family owned land, family (household) register issued by Department of Civil Registration and Census, MoHCA and NOC from head of the family members (18 years and above) (if applicable); and
- 18) Valid insurance copy of the collateral securities charged in case of buildings.