

AMALGAMATED BANK

APPLICATION FOR COMMERCIAL CREDIT FACILITY - REQUIREMENTS

Before any request for a commercial credit facility would be processed you must have opened a company current account with the Bank. Thereafter, please provide the following information:

- 1. FINANCIAL STATEMENTS (PREFERABLY AUDITED) FOR THE PAST 3 YEARS, VIZ**
 - Balance Sheet
 - Profit/Loss Account

- 2. CASH FLOW PROJECTIONS TO COVER THE PROPOSED PERIOD OF REPAYMENT**

- 3. COMPANY BACKGROUND**
 - i) Documentation
 - Certificate of Incorporation / Commencement of Business
 - Shareholding Structure
 - Regulations of Company
 - Resolution by the Board of Directors authorizing the management to take a credit facility from the Bank.

 - ii) Company's Management / Non-Management Staff

Profile of Company's existing management team indicating their qualifications and work experience.

The current non-management staff strength of the company and any proposed additional recruitment.

iii) Relevant Address Particulars

- Business Mailing Address
- Business Location Address
- Contact Telephone Numbers
- Residential Address of Principal Shareholders/Managing Director

4. **OTHER FINANCIAL INFORMATION**

Details of bank accounts of the company maintained with other banks, and any commitments to those banks.

5. **MARKET INFORMATION**

- Specify the company's products
- Indicate the volume of production of each product.
- Indicate the source of raw materials/goods for production/sale and the terms and pattern of purchases e.g. the quantity, price and payment period.
- Indicate the company's major customers (attach a copy of any pending orders and evidence of previous jobs executed) and its existing market share in the line of business, and also the projected growth in market share for the next twelve months.
- Indicate the company's major competitors and any special qualities that gives it an edge over the competitors.
- Indicate the credit period the company normally offers its clients and the proportion of its total sales, which is on credit basis.

6. **TYPE/PURPOSE OF CREDIT FACILITY REQUESTED**

- Indicate the preferred type of credit facility, the amount and how the company proposes to repay the facility.
- Specify in detail the purpose of the requested credit facility i.e.

- As operating funds e.g. the quantity and price of items to be purchased, labour cost etc. to justify the request. Also, attach a copy of any pending orders received by the company.
- For the acquisition of fixed assets (supported by invoices)
- To undertake a contract – indicate the quantity and price of items to be purchased etc. (attach copy of Contract award letter / Agreement as well as a letter of undertaking from the contract awarding body, stating that payment on completion of the contract or any part thereof, will be in the joint names of the Bank and the Company).

7. **SECURITY / SUPPORT**

Indicate how you propose to secure / support the credit facility. Below are some of the various forms of security/support acceptable to the Bank:

- Pledged Account Balances
- Treasury Bills
- Government Bonds
- Share Certificates of Blue Chip Companies listed on the Ghana Stock Exchange
- Mortgages
- Corporate Guarantee from a reputable institution
- Debentures of Blue Chip Companies listed on the Ghana Stock Exchange
- Pledge of goods with a determinable market potential and fully insured, to be kept in a designated warehouse and released only upon the Bank's authorization (proof of demand for the goods should be produced). The insurance certificate should have a "loss payee" clause in favour of the Bank on it.

In all cases, you will be required to provide relevant documentation on the desired collateral.

8. **VISIT TO THE COMPANY'S PLACE OF BUSINESS/ LOAN INTERVIEW**

Please indicate at your convenience when staff of the Bank can visit your place of business, and a suitable date for the loan interview.

After a successful interview you may then submit a formal application to the Bank indicating the amount, type and purpose of the credit facility requested, as well as how you propose to repay the facility.