

2/ FY cŭ-ve `vLj Kivi mgq ũbtai KvMRCĪvĭ / ũj j vĭ h_vh_fite mshỹ Kiv ntqŭQ ũKbv tm e`vcvŭi ũbũZ nI qv GKŭs- Avek`K| G e`vcvŭi tKvb Amŭeavi mŭyxb ntj cŭqvRbxq mrvvh` Ges ũ`K ũbt`Rbvi Rb` G e`vsŭKi mrvqZv MŭY Kiv thŭZ cvŭi t-

- (K) mŭthvŭRZ tPK ũj ó Abŭvqx সংশিষ্ট সকল কাগজপত্রাদি দ্বারা সমর্থিত এবং যথাযথভাবে ci-YKZ.FY Avŭe`b cŭĪi 4 ũ ũ cŭZŭj ũc (bZb cŭĪi i Rb` Appendix-A Ges ũGgAvi B cŭĪi i Rb` Appendix-B) ;
- (L) 5.00 tKvŭU UvKv I Z`*AvŭR e`ŭqi cŭĪi i tŭŭĪ Dŭ`vŭvMY KZŭ ũbR`e`ŭq cŭxZ Ges e`vsŭKi ũbKU MŭYthvM` cYŭ% Pvi Kŭc mŭŭe`Zv cŭZŭe`b (ũdŭRŭeŭj ũU ũiŭcvUŭ) `vLj KiŭZ nŭe | Zŭe bechŭỹ ũbfŭ cŭĪi cŭ-ŭŭei tŭŭĪ cŭĪi e`q hvB tŭvK bv tKb ũdŭRŭeŭj ũU ũiŭcvUŭ `vLj KiŭZ nŭe ;
- (M) FY cŭ-ŭŭei cŭZŭU cŭvq Ges msj MŭZ tKvŭvbx i ũmj tŭvni mn `ŭŭi I Abŭŭŭi ũ`ŭZ nŭe ;
- (N) FY cŭ-ŭŭei mŭ½ Dŭ`vŭvMYŭK gj`vqb ũd ũnmŭŭe cŭĪi i cŭŭj Z tŭvU e`ŭqi 1% Gi 1/8 Ask (mŭŭŭ 2.00 jvL UvKv I mŭŭŭ 0.25 jvL UvKv) tPK/tc-AWŭ/e`vsK WŭdU&Gi gva`tg e`vsŭK Rgv ũ`ŭZ nŭe| Zŭe ũGgAvi B cŭĪi i tŭŭĪ AmZŭi ³ e`ŭqi Dci Dcŭiv³ ũbqgvbŭvqx gj`vqb ũd e`vsŭK Rgv ũ`ŭZ nŭe| GQvovl gj`vqb ũd Gi Dci 15% FvU Rgv`vb, hv Aŭdi rthvM` ;
- (O) tŭUI qv`ŭnmŭŭe tNvŭl Z Dŭ`vŭগণের স্থাবর সম্পত্তির দলিলাদি ও সংশিষ্ট কাগজপত্রাদি এবং ব্যবসা প্রতিষ্ঠানের বিগত তিন বছরের নিরীক্ষিত স্থিতিপত্র ব্যাংকে জমাদান। উল্লেখ্য, mŭŭŭi Ges e`emv cŭZŭvŭbi Ae`vb e`vsK KZŭ.mŭiRŭgŭb cŭi`kŭ Kiv nŭe| GQvov, mŭŭŭi ũbŭUKZv hvPvBŭqi jŭŭŭ` gŭvŭ Kvbv msŭŭŭ- mKj `ŭj j cĪ আইনজীবী কর্তৃক পরীক্ষা করা হবে এবং স্থিতিপত্র ব্যাংক কর্তৃক বিশেষণ করা হবে ;
- (P) Dŭ`vŭvMY thmKj e`vsŭKi mŭŭ AvŭR tŭ bŭ`b Kŭi _ŭŭKb tm mKj e`vsŭKi b`bZg Qq gvŭmi AvŭR tŭ bŭ`b msŭŭŭ- cŭZŭe`b e`vsŭK Rgv`vb ;
- (Q) প্রকল্পের সংগৃহীতব্য যন্ত্রপাতির ৩টি পৃথক কোটেশনের সংশিষ্ট কাগজপত্র প্রকল্প প্রস-ŭŭei mŭŭ Rgv ũ`ŭZ nŭe ; Ges
- (R) mŭthvŭRZ tPK ũj ó Abŭvqx mKj KvMRCĪvĭ / ũj j vĭ Rgv`vb e`ŭZŭiŭK `vLj KZ.FY Avŭe`b cŭ-ve MŭxZ ntqŭQ eŭj MY` nŭe bv|

3/ **FY gÄjji ci t**

FY gÄjji ci Gj/wm tLjv wKsev e"q#bi cte©Df"v³vMYtK mggj-at#bi 10% bM` e"vstK Rgv w`tZ nte, Avg`vbxZe" ev `vbxqfvte msMpxZe" hšcwZi g#j" c0°ij Z mggj-at#bi b`bZg 20% WvDb tctgU Ges AZ`vek"Kxq LvZ Avtiv 20% weibtqvm Ki#Z nte| Zte G Rgv I weibtqvm hw` gÄjji Zwi L n#Z AbwaK wZb gv#mi g#ta" bv nq Zvntj gÄjji Avcbv Avcbv emZj etj MY" nte| Dctiv³ 10% 0`vqx AvgvbZ wnmvte Rgv tbqv nte Ges D³ Avgvb#Zi Dci wj tqb gvKqKiv nte Ges e"vstKi ce#sgvZ e"vZZ D³ UvKv D#Evj b Kiv hvte bv| D³ Avgvb#Zi A_©Df"v³vM#Yi mggj-ab wnmvte cK#f weibtqvmi Rb" FY gÄjji c#f kZ#bqvqx c0vb Kiv nte|

4/ FY gÄjji ctib GZ`mstM msh# msj M#Z (1-‘ক’) উলেংখিত কাগজপত্রাদি/দলিলাদি e"vstK`wLj Ki#Z nte|

5/ FY Avte`b di#gi g#j" nte 3,000.00 (wZb nvrvi) UvKv | G Qvor we#q g#j"i Dci 15% A#diZthvM" f#vU c0vb Ki#Z nte|

BANGLADESH DEVELOPMENT BANK LTD.
HEAD OFFICE, DHAKA.

Check List of Loan Proposal

**Please tick mark the items below to ensure
that the Loan Application is complete**

- | | |
|--|--------------------------|
| 01. Attested copy of National Identity Card of the sponsors/promoters; | <input type="checkbox"/> |
| 02. Attested copy of Passport of the sponsors/promoters (if NRB); | <input type="checkbox"/> |
| 03. Attested copy of TIN certificate of the Sponsors/promoter (if any); | <input type="checkbox"/> |
| 04. Attested passport size photographs of all proposed director (two copies for each); | <input type="checkbox"/> |
| 05. Investment feasibility report in duplicate (if the project cost is above Taka 500.00 lac); | <input type="checkbox"/> |
| 06. Evaluation fee @ $\frac{1}{8}$ th of 1% of the total estimated cost of the project (maximum Taka 2.00 lac & minimum Taka 0.25 lac.) and non-refundable VAT @ 15% on evaluation fee applicable thereof; | <input type="checkbox"/> |
| 07. Documents/ attested copy of original title deeds of proposed project land (if already purchased/leased or Bainanama, as the case may be): | <input type="checkbox"/> |
| (a) Non-encumbrance certificate from District Registrar Officer ; | <input type="checkbox"/> |
| (b) Mutation; | <input type="checkbox"/> |
| (c) CS. SA & BS (Bangladesh Survey) Khatian ; | <input type="checkbox"/> |
| (d) Mouza Map; | <input type="checkbox"/> |
| (e) Up-to-date rent receipt; | <input type="checkbox"/> |
| (f) Chain of previous original documents such as Bia-deed, Bia- Khatian; | <input type="checkbox"/> |
| (g) Latest mouza rate chart from Sub-Registrar Office; | <input type="checkbox"/> |

08. Site plan of proposed project land showing availability of power/gas, its nearness to the mosque, hospital, school, residential area, other industries, roads and highways, etc.;
09. Preliminary layout plan of proposed factory buildings, etc. showing elevation with detail estimates of civil works;
10. Complete price quotations from at least three different suppliers for imported & local machinery together with illustrated catalogue, brochures and literature's etc. of each machine;
11. Machinery layout plan;
12. Deed and related papers of immovable properties declared as net worth;
13. Declare assets against working capital loan as collateral securities & submit necessary documents/papers in support of collateral securities;
14. Details of power requirement of the project;
15. Consent letter of REB/PDB/DESA/DESCO as applicable;
16. Clearance certificate from the department of environment;
17. No objection certificate from the local authority;
18. Attested photocopy of Trade License of enterprises other than incorporated companies;
19. Copy of Memorandum and Articles of Association in case of proposed company. Copy of Memorandum & Articles of Association of company, Certificate of incorporation, if already incorporated;
20. Declaration in respect of sponsors/promoter's investment in any other project(s) financed by BDBL/BKB/Commercial Banks/BSCIC or any other Financial Institution and if so, the status of the project;
21. Audited statements of accounts of existing business concern(s) of applicants for the last three years;
22. Any other certificate/documents, etc. enclosed (Please specify) including copy of the payment receipt of the Loan Application Form;

23. Lease deed in case of project to be set-up in a rented premises (if already leased) ;
24. In case of export oriented industries, marketing collaboration agreement or letter or intent from foreign buyer, etc.
25. Copies of agreements entered into with collaborators, if foreign collaboration is envisaged, together with government approval of the same, if already obtained.
26. Please mention loan case No. of HBFC, or any other Banks/Leasing companies/Financial Institution if any, in the form-I & IV of the loan application form ;
27. Sources of equity to be mobilised by the sponsors towards implementation of the project;
28. Please submit a statement mentioning sponsor's experience in the same line of proposal/business.

Note: Any paper/document other than the above if required at the time of appraisal the sponsors will have to supply the same at the earliest.

BANGLADESH DEVELOPMENT BANK LTD.
HEAD OFFICE, DHAKA.

DOCUMENTS/PAPERS TO BE SUBMITTED AFTER
SANCTION OF LOAN

1. Water/soil test report (if required);
2. Final layout plan of the factory and other buildings with details structural drawings, cost estimates etc;
3. Final layout plans of the machinery;
4. Copies of guarantee from the supplier for satisfactory performance of machinery;
5. Copy of agreement with the supplier of machinery for providing erection engineers/ technicians (if required);
6. Final price quotations both for imported/local machinery ;
7. In addition to the supervision and monitoring of the *project* by the Bank's officials, professional experts will be deputed by the Bank for a particular period of time. The sponsors shall submit an undertaking to the effect that the salaries & allowances for the deputed professional will be borne by them ;
8. When land/land with structures thereon are required to be mortgaged with bank, the sponsoring companies/firms are to submit the following papers according to its status;

(a) Private Land (Primary/Additional/Collateral/Security):

- Title deed in respect of the land,
- Mutated Khatian of parcha;
- Up-to-date rent receipt;
- Non-encumbrance certificate with Search of records for the last 12 years;
- Bia-deed, Bia-Khatians etc. in respect of the project land for chain of possessions for the last 12 years.
- **Approved site plan showing location and boundaries**
- Blue prints; and
- **Mutation certificate.**

(b) RAJUK, KDA, CDA & BSCIC Land:

- Allotment Letter;
- Possession Delivery certificates;
- No objection certificate to create mortgage in favour of the bank;
- Lease deed duly registered;
- Evidence of payment of purchase price; and
- Site plans.

(c) **Project land acquired by Govt.**
Khash land Alloted to Company:

- Acquisition Order;
- Requisition Order;
- Letter of Allotment;
- Possession Delivery Certificates;
- No Objection Certificate to create mortgage in favour of the bank;
- Lease deed duly registered; and
- Evidence of payment of purchase price.

9. The sponsoring companies are also required to submit the following papers/documents:
Private/Public Limited Company:

- (a) Certified copy of Memorandum & Articles of Association;
- (b) Certified copy of Incorporation/commencement of business of the company;
- (c) Certified copy of the return of allotment of shares, if any;
- (d) Certified copy of summary of share capital;
- (e) Certified copy of share transfer deed, if any
- (f) Permission from the controller of Capital Issues for raising paid-up capital where applicable ;
- (g) Auditors certificates regarding the paid-up capital of the company;
- (h) 100% share certificates of the directors alongwith blank share transfer instruments; and
- (i) Any other papers/documents as may be necessary based on the terms and conditions of sanction of loans.

10. "NOC" from Rajuk/Municipal Authorities for setting up the project on land within their area.

11. "NOC" from BSCIC authority for project to be set-up at BSCIC Industrial Estate;

12. "NOC" from BPDB/DESA/BPS/TGT&DC.

13. "NOC" from Department of Environment Pollution Control, where applicable:

14. "NOC" from the Director, Drug Administration (for pharmaceutical project only).

----- X -----

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