

Lists of documents needed

[Please provide copied documents only]

Note: The Bank will not return any of the documents submitted. Please note that the information listed below are basic information. The Bank will inform/request for additional information/documents if the need arises. This checklist document should be attached together with the Application Form.

A MANDATORY DOCUMENTS

1 Documents for Companies

- Form 9, 24, 44 & 49
- Form 13 & 32A [if applicable]
- Memorandum and Articles of Association of the company [M&A]
- Certification of Incorporation
- Tenancy Agreement for business premise-if rented
- Latest 3 (three) years audited accounts and management accounts
- Latest Debtors' and Creditors' Ageing list
- BE Form / EA Form
- Company profile or Business Plan-whichever applicable
- Latest 6-months bank statement

Note: All copies must be in Certified True Copy [CTC] by company secretary

√

2 Documents for Sole Proprietors /Partnerships

- Latest Business Registration Form
- Utility Bills
- Rental
- Latest 3 (three) years management accounts
- Latest Debtors' and Creditors' Ageing list
- BE Form
- Latest 6-months bank statement

Note: All copies must be in Certified True Copy [CTC] by company secretary

3 Background of Owner/Director/Main Management Team

- Customer Information Form
- Copy of MyKad/Passport of directors / shareholders / partners / proprietor
- Profile of the Directors/shareholders/proprietor profile
- Management profile/companies profile/business

Note: All copies must be in Certified True Copy [CTC] by company secretary

B FINANCING RELATED DOCUMENTS

1 Asset Acquisition

(a) Construction

- i. By developer
 - Booking Form
 - Developer Profile
 - Copy of Master Title /Strata Title
- ii. By appointed contractor
 - Detailed costing or Bill of Quantities by qualified Quantity Surveyor
 - Layout plan and architect impression drawing
 - Contractor/Consultant profiles
 - Contractors registration certificate with CIDB
 - Development order or building plan

- Tender Evaluation form (if contractor yet to be appointed)
- Contract documents
- Project progress report (if work has commenced)
- Copy of Title /Strata Title

(b) Renovation

- i. With amendments to building Plans
- Detailed costing or Bill of Quantities by qualified Quantity Surveyor
 - Layout plan and architect impression drawing
 - Contractor/Consultant profiles
 - Contract documents
 - Project progress report (if work has commenced)
 - Contractors registration certificate with CIDB
 - Development order or building plan
 - Tender Evaluation form (if contractor yet to be appointment)

- ii. Without amendments to Building Plans
- Quotation or Bill of Quantities from the contractor
 - Layout plan
 - Contractors registration certificate with CIDB

(c) Refinancing

- Redemption statement and Letter of Offer for the financing to be redeemed
- Certificates of Fitness / Certificate of completion and compliance
- Valuation report
- Copy of Title /Strata Title

(d) Sub Sale (buying from 3rd party)

- Draft Sales and purchase agreement
- Valuation Report addressed to the Bank
- Copy of Title /Strata Title
- Booking form (if applicable)
- Certificate of Fitness [CF] or Certificate of Completion and Compliances [CCC]*

2 Working Capital

(a) Specific Project Financing

- i. Construction Project
- Letter of Award
 - Bank Guarantee
 - List of material suppliers, its profile and terms of payment
 - Development order (if any)
 - Detailed costing or Bill of Quantities prepared by consultant
 - Contract documents (if any)
 - Layout plan or Building plan by project architect
 - Contractor/Consultant profiles
 - Project Cash Flow
 - Project's progress report (if any)

- ii. Service/Supply Project
- Letter of Award
 - Bank Guarantee
 - List of material suppliers, its profile and terms of payment

- Project Cash Flow
- Contract documents (if any)

(b) General

- List of material suppliers, its profile and terms of payment
- List of customer, its profile and terms of payment

3 Marine Vessels and Water Crafts

(a) Construction of vessel for plying purpose

- Shipbuilding contract (binded) or quotation from shipbuilder with vessel's principle particulars, construction period and terms of payment.
- Shipyard Profile
- Shipbuilding progress report by the independent marine consultants or class for progress disbursement of financing.
Note: Applicable for the vessel construction which has already started
- Certified True Copies of General Arrangement [GA] Drawing approved by Class
- Certified True Copies of Draft or Charter Contract [*if any*]
- Shipbuilders All Risk Insurance/Takaful

(b) Purchase of Second-hand Vessel for plying purpose

- Sale and purchase agreement (binded) or quotation from shipbrokers / vendor with vessel's principal particular, term of payment and photographs
- Certified true copies as follows:
 - a. Builder's Certificate
 - b. Certificate of Ship Registration
 - c. Classification Certificate
 - d. International Tonnage Certificate
 - e. International Load Line Certificate
 - f. Any other certificates/documents issued by the Marine Department and the Class
- Certified true copies of General Drawing [GA] approved by Class dept.
- Certified true copies of Sea trial/Stability Report
- Marine Hull Insurance/P&I Insurance / Takaful
- Certified True Copies of Charter Contract [*if any*]
- Domestic Shipping license from Jabatan Laut
- Valuation report by marine valuer / consultant prepared for and addressed to the Bank

4 Plant/Machinery/Equipment

(a) New

- Two (2) separate quotations from different reputable suppliers
- Brochures and specifications of proposed plant/machinery/equipment
- Description and profile on product
- Provider/supplier profile
- Description and figures on production capacity

(b) Used

- Two (2) separate quotations from different reputable suppliers
- Description and profile on product
- Provider/supplier profile
- Description and figures on production capacity
- Description on production process flow

5 Land Vehicles

(a) New

- Two (2) separate quotations from different reputable suppliers
- Brochures and specifications of proposed vehicle
- Provider/supplier profile (if applicable)
- Vehicle Permit (if applicable)

(b) Used

- Two (2) separate quotations from different reputable suppliers
- Certificate from PUSPAKOM/Road & Transport Dept. (RTD) and other related authority.
- Provider/supplier profile (if applicable)
- Vehicle Permit (if applicable)

6 Additional security proposed

(a) Property

- Valuation Report
- Land Title
- Certificates of Fitness / Certificate of completion and compliance (if applicable)

(b) Guarantee

i. Individual

- Copy of MyKad/ Passport and Customer information form

--

ii. Corporate

- Company profile
- Latest Financial statements

C INDUSTRY RELATED DOCUMENTS

1 Petrol Station

- Letter of Offer from oil and gas company
- Lease Agreement for the land (if already obtained)
- Retailer/Commercial Agreement with oil and gas company (if already obtained)
- Land title

2 Solar Panel Operator

- Letter of Offer for Development of Solar PV from Energy Commission
- Power Purchase Agreement
- Lease Agreement (if leasing the land)
- Power system study by TNB
- Details specification Solar PV Module
- Sunlight study report
- Feed- In Tariff (FIT) License (for small scale only)
- Development Order from local authority (as per attached)
- Land conversation to industrial status or '*permit langgar syarat*' from land office.

23 Other Documents Required
