

FSM Development Bank



Business Loan Application

For A New Business

(Requirements and Checklist at the back of the form)

FSM DEVELOPMENT BANK LOAN APPLICATION
For New Enterprises: Less than 2 Years Profit Record
 (Loan Officer to Assist Borrower Fill up this Application Form)

PART A: PERSONAL INFORMATION

1. Name of Applicant:	2. Citizen of:
3. Date of Birth:	4. Social Security No:
5. Address:	6. Since when have you lived in this address?
7. Office Phone:	8. Home Phone: Office Phone: E-mail Address:
9. Present Occupation	10. Number of Years in Present Occupation:
11. Past Working Experience:	12. Number of Years Past Experience:
13. Highest Educational Attainment:	14. Other Trainings Attended/How Long?
15. Have You Borrowed Money Before? <input type="checkbox"/> YES <input type="checkbox"/> NO	16. From Whom? 17. Amount Borrowed? \$ _____
18. Bank where you maintain your Savings Account:	19. Present Balance: \$ _____ 20. Since when?

PART B: FAMILY INFORMATION

21. Information on Family Members

Name	Age	Relationship	Occupation	Monthly Income
				\$
			Total Income	\$

22. Other Sources of Family Income: (Business, Pension, etc.)

23. Monthly Income: \$

24. Personal Properties (Car, Boat, Appliances, etc. Exclude Residential House and Lot)

	Purchase price	Year Purchased	Present Value
	\$		\$

25. Existing Family Debts Other Than Business:

a) Name of Creditor:	b) Amount Owed: \$
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PART C: BUSINESS INFORMATION

26. Nature of Present Operations: Livelihood/Subsistence <input type="checkbox"/> Business Enterprises <input type="checkbox"/>		27. Since When?	
28. Monthly Income: \$		29. Monthly Expenses: \$	
30. Proposed Product/Service:		31. Amount Requested: \$	
32. How the Loan will be used:			
Items to be Purchased	Quantity	Unit Price	Total Cost
		\$	\$
Total Requirements			\$
33. Expected Production/Revenues:		Per Day <input type="checkbox"/>	Per Week <input type="checkbox"/>
Items to be Sold	Quantity	Unit Price	Total Revenue
		\$	\$
Total Requirements			\$
34. Estimated Profits (indicate if: Daily / Weekly / Monthly)			
35. What kind of studies have you done about your proposed project?			
36. How many laborers will you required? Skilled <input type="checkbox"/> Unskilled <input type="checkbox"/>		37. Where will your source your labor? Skilled _____ Unskilled _____	
38. How often do you expect to sell? Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Over 1 month <input type="checkbox"/>			39. Amount \$
40. Where do you propose to sell your product/service?			
41. How often do you expect to Collect on your Sales? Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Over 1 month <input type="checkbox"/>			

PART D: COLLATERALS OFFERED			
Item Offered	Brand	Location	Value
			\$

PART E: PROPOSED CO-OBLIGOR(S)				
Name	Relationship	Occupation	Address	Monthly Income

PART F: CHARACTER REFERENCES				
Name	Relationship	Occupation	Address	Tel. No.

PART G: CHARACTER REFERENCES			
Are you a guarantor on anyone's debt?	Yes	No	
Do you have other business involvements?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any suits/judgment against you?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you gone through bankruptcy or compromised a debt?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you previously defaulted on a debt/loan?	<input type="checkbox"/>	<input type="checkbox"/>	
(Please give details for "Yes" answers)			

PART H: CERTIFICATION AND AUTHORIZATION

I/WE HEREBY CERTIFY THAT:

All the information written and supporting documents submitted are true and correct to the best of my/our knowledge and belief, for the purpose of inducing the FSM Development Bank to approve my/our request for financial assistance.

Name and Signature

Date

Title

Company Name

PERSONAL FINANCIAL STATEMENT
(DO NOT USE FOR CORPORATION)

AS OF _____, 2_____

NAME: _____ RECEIVED AT: _____
 ADDRESS: _____ EMPLOYED AT: _____
 YEARS: _____ POSITION _____ AGE: _____
 PREVIOUS EMPLOYER IF LESS THAN 1 YEAR: _____

The undersigned, for the purpose of procuring and establishing credit from time to time with you and to induce you to permit the undersigned to become indebted to you on notes, endorsements, guarantees, overdrafts or otherwise, furnishes the following (in lieu thereof the attached) which is the most recent statement prepared by or for the undersigned a being a full, true and correct statement of financial condition of the undersigned on the date indicated, and agrees to notify you immediately of the extent and character of any material change in said financial condition, and also agrees that if the undersigned, or any endorser or guarantor of any of the obligations of the undersigned, at any time fails in business or becomes insolvent, or commits an act of bankruptcy, or dies, or if a writ of attachment, garnishment, execution or other legal process be issued against property of the undersigned or if any assessment for taxes against the undersigned, other than taxes on real property, is made by the federal or state government or any department thereof, or if any of the representations made below prove to be untrue, or if the undersigned fails to notify you of any material change as above agreed, or if such change occurs, or if the business, or any interest therein of the undersigned is sold, then any such case, all of the obligations of the undersigned to you or held by you shall immediately be due and payable, without demand or notice. This statement shall be construed by you to be a continuing statement of the condition of the undersigned, and a new and original statement of all assets and liabilities upon each and every transaction in and by which the undersigned hereafter becomes indebted to you, until the undersigned advises in writing to the contrary.

ASSETS	DOLLARS	LIABILITIES	DOLLARS
Cash in:	\$	Notes Payable:	\$
Cash in (Other- give name):	\$	Notes Payable (others- specify):	\$
Accounts Receivable - Good:	\$	Accounts Payable:	\$
Stocks and Bonds (Schedule B):	\$	Taxes Payable:	\$
Notes Receivable - Good:	\$	Contracts Payable (to whom):	\$
Cash Surrender Value Life Insurance:	\$	1.	\$
Autos(Year-Make):	\$	2.	\$
Real Estate (Schedule A):	\$	Real Estate Indebtedness (Schedule A):	\$
Other Assets (describe):	\$	Judgement Payable (to whom):	\$
1.	\$	Other Liabilities (describe):	\$
2.	\$	1.	\$
3.	\$	2.	\$
4.	\$	3.	\$
5.	\$	TOTAL LIABILITIES	\$
TOTAL ASSETS	\$	NET WORTH	\$
ANNUAL INCOME		TOTAL LIABILITIES & NET WORTH	\$
Salary (husband)	\$	ANNUAL EXPENDITURES (exclude ordinary living expenses)	
Salary (wife)	\$	Real Estate Payments:	\$
Securities Income	\$	Rent:	\$
Rentals	\$	Income Taxes:	\$
Others (describe)	\$	Insurance premiums:	\$
1.	\$	Property taxes:	\$
		Others (describe- include installment payments: other than real estate)	\$
2.	\$	1.	\$
3.	\$	2.	\$
4.	\$	3.	\$
5.	\$		\$
TOTAL INCOME	\$	TOTAL EXPENDITURES	\$
LESS TOTAL EXPENDITURES:	\$		
NET CASH INCOME (exclusive of ordinary living): expenses	\$		

What assets are in joint tenancy? _____ Name of joined owner _____

Have you filed an homestead? _____

Are you a co-borrower/guarantor on anyone's debt? _____ If so, please give details _____

Do you have any encumbered assets or debts secured? _____ If yes, please itemize by debt, assets and security _____

Do you have any other business? _____ If yes, give details _____

Are there any court judgements against you? _____ Case Number & Court? _____

Are you a party in any court case? _____ If yes, describe: _____

Have you assigned any receivables to creditors? _____ If yes, describe: _____

Have you applied for bankruptcy relief? _____

Have you made a will? _____ Number of dependents _____

SCHEDULE A- REAL ESTATE

LOCATION AND TYPE OF IMPROVEMENT	TITLE IN NAME OF	ESTIMATED VALUE	AMOUNT OWING	TO WHOM PAYABLE
1.		\$	\$	
2.		\$	\$	
3.		\$	\$	
4.		\$	\$	
5.		\$	\$	

SCHEDULE B- STOCKS AND BONDS

NUMBER OF SHARES AND AMOUNT OF SHARES	DESCRIPTION	CURRENT MARKET ON LISTED	ESTIMATED VALUE ON UNLISTED
1.		\$	\$
2.		\$	\$
3.		\$	\$
4.		\$	\$
5.		\$	\$

If additional space is needed for Schedule A and/or Schedule B, list on separate sheet and attach.

INSURANCE

Life Insurance \$ _____ Name of Company _____ Beneficiary _____

Automotive Insurance:

Public Liability- Yes or No

Property Damage- Yes or No

Comprehensive personal liability- Yes or No

STATEMENT OF BANK OFFICER:

Insofar as our records reveal, this Financial Statement is accurate and true. The forgoing statement is (a copy of) the original signed by the maker in the credit files of this Bank.

The undersigned certifies that the above statement (or in lieu thereof, the attached statement, as the case may be) and supporting schedules, both printed and written, give a full, true, and correct statement of the financial condition of the undersigned as of the date indicated.

_____ Date

_____ Signature

TOTAL PROJECT COSTING

FIXED CAPITAL	TOTAL	EQUITY	BANK LOAN
1. LAND a. Land \$ _____ b. Land Clearing & Improvement \$ _____ c. Fencing/Filling \$ _____ Sub-Total: \$ _____	\$	\$	\$
2. BUILDING CONSTRUCTION a. Main Buildings \$ _____ b. Other Building \$ _____ Sub-Total: \$ _____	\$	\$	\$
3. MACHINERY & EQUIPMENT a. Main Machinery \$ _____ b. Other Equipment \$ _____ c. Freight \$ _____ d. Installations \$ _____ e. Spares \$ _____ Sub-Total: \$ _____	\$	\$	\$
4. SERVICE INSTALLATIONS a. Electricity \$ _____ b. Water \$ _____ Sub-Total: \$ _____	\$	\$	\$
5. OTHER FIXED ASSETS a. Office Equipment \$ _____ b. Furniture/Fittings \$ _____ c. Vehicles \$ _____ d. Other _____ \$ _____ Sub-Total: \$ _____	\$	\$	\$
6. PRELIMINARY EXPENSES a. Consultant & Technical Fees \$ _____ b. Trial Runs \$ _____ d. Other _____ \$ _____ Sub-Total: \$ _____	\$	\$	\$
7. CONTINGENCY (%) \$			
8. WORKING CAPITAL (Establish the period/batch, etc.) 1. Raw Materials, Seedlings, etc. 2. Salaries & Wages 3. Fuel, Electricity, etc. 4. Transportations 5. Repair & Maintenance 6. Insurance 7. Employment Taxes (payroll) 8. General Expenses 9. Other Sub-Total: \$ _____			
TOTAL PROJECT COSTS: \$ _____			
PERCENTAGE (%) (EACH DIVIDED BY TOTAL)			

FSM Development Bank
Annual Profit and Loss Projection Form

	Year 1 (\$)	Year 2 (\$)
1. Sales:		
a. Main Product & Services	\$	\$
b. Other Products & Services	\$	\$
Gross Sales Revenue.....	\$	\$
LESS:		
2. Variable Costs:		
a. Raw Materials	\$	\$
b. Packing Materials	\$	\$
c. Labor (Wages)	\$	\$
d. Payroll Taxes (Wages)	\$	\$
e. Fuel (Electricity & Other)	\$	\$
f. Utilities (Water)	\$	\$
g. Breakage + Spoilage	\$	\$
h. Other (Specify) _____	\$	\$
Sub-Total.....	\$	\$
3. Contribution.....	\$	\$
LESS:		
4. Fixed Costs:		
a. Rental/Leases	\$	\$
b. Salaries	\$	\$
c. Payroll Taxes (Salaries)	\$	\$
d. Repairs & Maintenance	\$	\$
e. Insurance	\$	\$
f. Transport	\$	\$
g. Correspondence	\$	\$
h. Depreciation:	\$	\$
Buildings: (%)	\$	\$
Machinery: (%)	\$	\$
Equipment: (%)	\$	\$
Vehicle: (%)	\$	\$
i. Others: (Specify) _____ (%)	\$	\$
Sub-Total.....	\$	\$
5. Net Profit Before Taxes.....	\$	\$
LESS:		
6. Taxes.....	\$	\$
7. Net Profit After Taxes.....	\$	\$
<u>Loan Servicing</u>		
8. Loan Amortization.....	\$	\$
9. Net after Loan Repayment.....	\$	\$
Economic Indicators:		
1. Net Profit to Sales: $\frac{\text{Net Profit Before Tax}}{\text{Sales}} \times 100$		
2. Return on Investment: $\frac{\text{Net Profit Before Tax}}{\text{Total Project Cost}} \times 100$		



**FEDERATED STATES OF MICRONESIA
DEVELOPMENT BANK
Corporate Office
P.O. Box M
Pohnpei, FM 96941**

AUTHORIZATION TO RELEASE AND OBTAIN INFORMATION AND DOCUMENTS

The undersigned hereby authorizes the Federated States of Micronesia Development Bank and its staff to obtain from and for, and to disclose to the Bank all types of information and provide copies of documents in conjunction with my request for financial assistance. This authorization applies to any and all persons, businesses and government entities. This authorization shall remain in effect during the processing of the loan application, and if the loan is consummated, this authorization shall remain in effect so long as there is any amount outstanding on the loan.

Print Name

Print All Other First and Last Names used,
Including Different Spelling

Signature

Subscribed and sworn to before me this _____th day of _____ 20_____.

Notary Public

My commission expires: _____

A DESCRIPTION OF EACH AREA SHOULD BE INCLUDED IN YOUR SUMMARY

Introduction of Project:

Describe your project and give a summary detailing why your project will work and how it will help the development of Pohnpei.

Management's and employees Experience and Qualifications:

Describe who will manage your business. Give specific details about management's experience and capabilities. Include the total number of employees including yourself and family members. Describe the number of hours everyone in your business will work and their salaries.

Location of Project:

Describe where your project is located. Give the advantages and disadvantages of the location. Include a sketch of the land and its parcel number.

Lists of Project Needs, Estimated Costs and Loan Amount:

Describe what you will need to complete your project. Include building costs, labor costs, and any other expenses that will be required. The loan amount plus your equity contribution should equal the total expenses.

Principal Products and Services:

Describe what you will sell or do to make money. Describe how you will sell your products and services. Include the costs of the products and services plus what price you will sell them at. Talk about any special or different things you plan on doing to attract customers.

Proposed Selling Price:

Describe what price you will sell your product. If it is a product, how much per pound. If it is a service, how much you will charge per hour.

Market Distribution:

Describe how you plan on selling your products or services. Describe how you will receive and get your products to the necessary selling place.

Production Schedule:

Describe how many items you plan on selling each day and for the total month. If, for example, you fish. How many pounds of fish would you plan on catching a day? Also give the total hours per week your business will be open, including the total hours per day.

Collateral:

Describe what you will use for collateral (security of the loan). Land, cars, trucks, boats, and other assets can be used as collateral. The total worth of your assets should at least equal the amount of money you intend to borrow. If you use land as collateral, include its parcel number. If it is a car, boat, truck, etc., give its identification number.

Financial Statements:

If your business is already open then include the last three (3) years of financial records. A balance sheet, cash flow statement and income statement must be included. Also for new or current businesses, give future sales and expense expectations.

FSM Development Bank
Checklist of Requirements for All Loans

Instructions: Use this checklist to complete and provide all the required information needed to process your loan application. Failure to complete and provide all the necessary information will result in the delay of processing your loan application.

A. GENERAL REQUIREMENT: (Forms Supplied)

1. Loan Application including Authorization to Release and Obtain Information.
2. Project Description and Income and Cash Projection covering 3 years for Proposed Project.
3. Personal Financial Statement. (Including Payroll Subs)
4. Past 3-years of existing Business Financial Statements.

B. REQUIRED CERTIFICATES/PERMITS SHOWINH PROOF OF OWNERSHIP:

1. Xerox copy of Certificate of land title and/or land deed. (If no land deed go to next line and provide.)
2. Xerox copy of Determination of Ownership issued by land Commissioner.
3. Certification from Land commissioner showing status of land ownership.
4. Sketch or survey plan of property.
5. Other documents supporting land ownership. (If available i.e. deed of sale etc.)

C. ADDITIONAL REQUIREMENT IF EXISTING BUILDING(S) IS/ARE OFFERED AS PART OF THE SECURITY OF THE LOAN:

1. Photograph of the building(s).
2. Description of building including estimated value and location (sketch).

D. ADDITIONAL REQUIRMENTS IF CONSTRUCTION OF BUILDING OR OTHER PERMANENT/SEMI-PERMANENT STRUCTURE IS THE PURPOSE OR AMONG THE PURPOSES OF THE LOAN:

1. Plan and specifications of proposed construction.
2. List of materials including labor estimates.
3. Building permit from authorized official (must be submitted before loan release).

E. ADDITIONAL REQUIREMENTS IF PERSONAL PROPERTY IS OFFERED AS SECURITY: (Examples: car, boat, furniture).

1. Documents showing proof of ownership, such as certificate of registration, deeds of sale, donation, receipt of full payment, affidavit of ownership.
2. Stencil of serial numbers.
3. Security (attachment C form supplied).

F. ADDITIONAL REQUIREMENTS IF PURCHASE OF MACHINERY AND/OR EQUIPMENT IS THE PURPOSE OR AMONG THE PURPOSES OF THE LOAN:

1. Supplier's pro-forma invoice or price quotation of machinery and/or equipment to be purchased.
2. Purchase contract of offer to sell.

G. ADDITIONAL REQUIREMENTS IF PROPERTY TO BE DEVELOPED/PROJECT SITE IS LEASED FROM PRIVATE ENTITY OR GOVERNMENT:

1. Lease contract that extends to the full payoff period of the loan.
2. Survey plan or sketch plan showing directions to boundary lines, important landmarks, such as buildings structures, roads, rivers, etc.
3. Right-of-way contract, if interior lot.

H. ADDITIONAL REQUIREMENTS IF APPLICANT IS A PARTNERSHIP:

1. A certified copy of the partnership agreement.
2. Certificate of registration of business.
3. Inventory of real and personal properties.
4. Partners personnel financial statements.

I. ADDITIONAL REQUIRMENTS IF APPLICANT IS A CORPORATION:

1. Corporate Resolution to Borrower: (FSMDB, form supplied).
2. Copy of articles of incorporation and by-lays, etc.
3. Current financial statements signed by authorized officials.
4. Current and personal financial statements of principal stockholders owning twenty percent (20%) or more of the Corporation stock.

J. OTHERS:

1. Copy of Business License.
2. Marketing Contract/Arrangements.
3. Copy of judgements in all court cases in which borrower is a party or if judgment not entered, then a copy of the complaint.
4. Copy of either passport or Driver's License.