National Youth Development Fund

Ministry of Finance

Environmental Investment Fund of Namibia | ensuring sustainability

LOAN APPLICATION FORM

Section 1: Applicant Information

1. Full Name:

2. ID Number / National Identification:

3. Date of Birth: 4. Age:

5. Gender: ☐ Male ☐ Female 6. Mobile:

7. Email Address:

8. Postal Address:

9. Region:

10. Constituency:

11. Disability Status:

Section 2: Business Information

1. Project / Business Name:

2. Type of Entity:
☐ Close Corporation ☐ Pty Ltd
☐ Sole-proprietorship ☐ Co-operative

3. Type of Project:
☐ Agricultural ☐ Biomass Value Chain ☐ Community Tourism
☐ Green & Eco-Friendly ☐ Renewable Energy
☐ Waste Management/Recycling

4. Business Registration Number (if applicable):

5. Date Established:

Section 3: Business Information (continued)

1. Business Location:

2. Number of Employees (Now)

3. Youth Ownership (100%)

4. Number of New Jobs to be created

5. Brief description of the project (max 200 words)

6. Relevant Experience and Qualification (Attach documentary evidence where applicable)

Section 4: Loan Details

1. Loan Amount Requested (N$):

2. Purpose of Loan:

- ☐ Start-up Capital
- ☐ Business Expansion
- ☐ Equipment Purchase
- ☐ Working Capital

3. Estimated Total Project Cost (N$):

4. Applicant's Own Contribution:

5. Proposed Repayment Period (in months):

Section 5: Know Your Client Questionnaire

Applicant Business Information

1. Income Tax No (if applicable):

2. VAT Registration No (if applicable):

3. Beneficial Ownership (% of shares / interest): ☐ Shareholders ☐ Members ☐ Trustees / Partners

4. Attached ID Copies of Beneficial Owners: ☐ Yes ☐ No

Banking Information

1. Bank Name:

2. Branch:

3. Account No

4. Account Type:

5. Mode of Installment Payment: ☐ Debit Order ☐ Salary Deduction

6. Collateral Offered: ☐ Yes ☐ No

7. If the answer above is Yes, provide details of collateral offered

Section 6: Know Your Client Questionnaire (continued)

Next of Kin Information

1. Name:

2. Relationship:

3. Mobile:

Section 7: Applicant's Income & Expenditure

For business applicants; provide 3 years historical financial statements and cash flow projections

Monthly Income

Income source	Main applicant	Spouse / co-applicant
Net Salary (attach last 3 months' pay slips)		
Other income (specify)		
Annuities		
Pension / Social grant		
Total Income		
TOTAL COMBINED INCOME		

Monthly Expenditure

Expense	Main applicant	Spouse / co-applicant
Rent / Bond repayment		
Utilities (water, electricity) & Rates		
Petrol, vehicle maintenance		
House, car, life insurance		
Instalment credit, personal loans (not appearing on payslip), etc.		
Groceries		
Clothing		
Wages of domestic help		
Education		
Other (telephone, cellphone, DSTV, etc.)		
Any other expenses (specify)		
Any other expenses (specify)		
TOTAL MONTHLY EXPENDITURES		
TOTAL COMBINED EXPENDITURES		
TOTAL NET SURPLUS / (DEFICIT)		

Section 8: Statement of Assets and Liabilities

Use a separate sheet if more space is required

ASSETS		LIABILITIES		
Description	**Value**	**Description**	**Amount**	**Outstanding Balance**
Farm and district		Bonds in favour of or Hire purchase		
Business Property (Erf no & Street)				
Residential property (Erf no & Street)				
Motor Vehicles (Type & reg. No)		HP (Institutions)		
Furniture		HP (Institutions)		
Investments & Shares		Personal loans (Description /Institutions)		
Livestock (Large)		Overdraft(s): institution		
Livestock (Small)				
Produce (Farmers)		Credit Cards		
Machinery & Equipment		Other liability or obligations		
Debtors (other people that owe you money)		Creditors (other people you owe money)		
Bank Balance				
Surrender value of assurance policies				
Other assets (specify)		Any other liabilities (specify)		
TOTAL ASSETS		**TOTAL LIABILITIES**		

Section 9: Declaration and Undertaking by Applicant - borrower

By signing this application, I/we declare and consent as follows:

9.1. I/We certify that the above information and details given represent a true and complete state of affairs of the company/business and grant permission for any source of information in respect of this application to be further investigated. I hereby declare that the information provided in this application form is true and that any incorrect declaration empowers KONGA Microfinance not to consider my application.

9.2. I/We will supply information herein in accordance with the Financial Intelligence Act 13 of 2012 as amended, and as may be required from time to time. In addition, KONGA Microfinance is authorised to supply any information herein in accordance to the Financial Intelligence Centre in compliance as an accountable institution as may be required from time to time.

9.3. I/We grant KONGA Microfinance to make enquiries about business payment profile and credit performance history for compiling a credit assessment and to assess and consider the application for funding.

9.4. The assessment will relate to both positive and negative credit information.

9.5. KONGA Microfinance may disclose and furnish such performance information to all credit bureaus and credit providers that have subscribed to receive credit performance information from credit bureaus.

9.6. I/we confirm that I am/we are not subject to any proceedings under any form of administration of debt review stipulated in the Insolvency Act 24 of 1936 and will disclose any details related to if or where applicable.

9.7. I/we consent to listing through Transunion, in the event of default and without any notice to me/us, that KONGA Microfinance will be obligated and entitled to inform credit bureaus in the event the I/we default on this credit agreement, fail to effect payment or make late payment in terms of this agreement.

9.8. I.....ID No..... (in my capacity as borrower or sole member, member of a cc or Director) of ..... (full name of entity), I have read, understood and agreed to the terms & conditions of the loan as explained to me by Konga Microfinance, the (Lender). By signing this loan application and the subsequent Loan Term Sheet upon the approval of my application, I hereby irrevocably commit myself to the terms and conditions of the loan. I bind myself as surety and co-principal debtor, jointly and severally in solidum for the repayment of the loan amount together with interest and charges thereon, or upon demand of any sum or sums of money which may be due to the Lender an unlimited amount. I further declare that I have been informed of a three (03) days Cooling off period option to cancel the loan agreement and repay the loan amount advanced immediately.

9.9. ATTACH A BOARD RESOLUTION EMPOWERING THE APPLICANT TO APPLY AND SIGN THIS APPLICATION AND SUBSEQUENT LOAN TERM SHEET ON BEHALF OF THE COMPANY.

SIGNED at _____ on this _____ day of _____ _____

Name of applicant: _____ Signature of applicant: _____

Name of spouse/co-applicant: _____ Signature of spouse/co-applicant: _____

Witness signature: _____

Section 10: FOR OFFICE USE ONLY

Completeness Checklist

Please confirm that all applicable documents below are attached.

☐	Copy of ID of applicant, spouse, co-applicant and persons acting on behalf of a juristic person
☐	Full business registration documents
☐	Proof of residency (copy of current municipal bill)
☐	Copy of latest payslip and spouse payslip for join applicantst
☐	Copy of Marriage Certificate (if married) or Divorce Decree (if divorced)
☐	Six months most recent bank statements (both applicant & spouse/co-applicant)
☐	Details of sources of income of the applicant
☐	Details of directors, key person, shareholder/member or beneficial owners
☐	Recent stamped BIPA BO declaration form
☐	Proof of business income/source of funds
☐	Proof of business address
☐	Statement of assets & liabilities (applicant and the key person)
☐	A concise business plan, with financial projections, loan purpose and key person's experience
☐	Quotes of goods and services to be financed
☐	Any commercial contracts and off-take agreements where applicable
☐	Proof of Land Ownership/Title Deed/Leasehold/Allocation Letter
☐	List of collateral/security offered
☐	Confirm employment & if there is pending termination
☐	Board resolution authorising the applicant to apply and sign on behalf of the company
☐	The attached documents must be certified within the last 3 months

Section 10: FOR OFFICE USE ONLY (CONTINUED)...

1. Remarks by the Credit Analyst:

ITC status:	
Site visit done:	
Any other observations: (eligibility, compliance, feasibility and affordability)	
2. Recommendation:	

3. Name of Credit Analyst

4. Signature of Credit Analyst

5. Date:

6. Credit Committee Decision

Approved | Deffered | Declined

Conditions (if any)

Chairperson: Credit Committee

Name: ..... Signature: ..... Date: .....

The National Youth Development Fund is Administered by Konga Microfinance as Fund Manager mandated by the Environmental Investment Fund of Namibia (EIF).

KONGA MICROFINANCE

Where to apply?

WINDHOEK HEAD OFFICE
PO Box 40303, Ausspannplatz
Windhoek, Namibia
corner Haddy & Viljoen Street
Tel: 061 24 1440 • Fax: 061 24 1447
e-mail: info@kongamicrofinance.com.na
website: www.kongamicrofinance.com.na

ONDANGWA BRANCH
Shop M3B, Woermann Brock, Punyu Centre,
Ondangwa Main Street
Tel: 065 24 0263
e-mail: ondangwa@kongamicrofinance.com.na

OSHAKATI BRANCH
Office No. 1, Amutenya Ndahafa Building
Oshakati Main Road
Tel: 065 22 0185
e-mail: oshakati@kongamicrofinance.com.na

OSHIKANGO BRANCH
Shop No. B3, BH Complex
Oshikango Main Road
Tel: 065 265 256
e-mail: oshikango@kongamicrofinance.com.na