

## APPLICATION GUIDE SHEET

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The following is a list of the documents that must be submitted to GEDA:

### GEDA FORMS

- Business Loan Application  
For Direct Loans and Lines of Credit GEDA Form 1-001
- Statement Required By-Law  
This form must be signed and dated by each proprietor, partner, principal or guarantor. GEDA Form 1-002
- Personal Financial Statement  
Submit for each person (e.g. owners, partners, officers, directors, major stockholders. etc.) GEDA Form 1-003
- Schedule of Collateral GEDA Form 1-004
- Authorization to Release Information GEDA Form 1-005
- Good Faith Estimate GEDA Form 1-006
- Agreement of Compliance GEDA Form 1-007
- Corporate Borrowing Resolution GEDA Form 1-008

### EXHIBITS

- Declination Letters Minimum of two (2) is required\* Exhibit A
- Business Plan Content Listing on page 2 Exhibit B
- Financial Documents Exhibit C
  - Start-up Businesses
  - Principal's Tax Returns for last 2 years (For owners with at least 20% ownership)
  - Personal Financial Statements GEDA Form 1-003
  - Employment Verification Submit if currently employed. (Copy of last 2 check stubs)
  - Company Financial Statements Income Statement, Balance Sheet and Cash Flow (Monthly if available)
  - Pro Forma Financial Statements Monthly and Annual Cash Flow Projections for 3 years
  - Existing Businesses
  - Additional Items Needed:
  - Company Tax Returns for last 3 years
  - Company Financial Statements Income Statement, Balance Sheet and Cash Flow for last 3 years
  - Accounts Receivable Aging Not older than 90 days from date of application
  - Accounts Payable Schedule Not older than 90 days from date of application
  - GRTs Recent twelve (12) months
- Collateral Exhibit D
  - Schedule of Collateral GEDA Form 1-005
  - Appraisal Not more than one (1) year old
  - Preliminary Title Report (PTR) Not older than 90 days from date of application
  - Certificate of Title or Recorded Deed
  - Recorded Property Map
- Legal documents Exhibit E
  - Corporate/Partnership Documents Corporate Certificate, Articles of Incorporation, Corporate By-Laws
  - Insurance Copy of Business Policy(s) (Can include Keyman's, Home, etc.)
  - Lease Agreements For business equipment or location
  - Business Licenses and Permits Include copy(s) of Driver's License(s) for each principal(s)
  - Certificate of Good Standing
  - Police & Court Clearance For individuals with at least 20% ownership
  - Franchise/Distributor Documents FTC disclosure statement and/or License Agreement(s)
  - Purchase Agreement

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### THE BUSINESS PLAN

#### Business Plan Contents:

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|--|---|
| <ul style="list-style-type: none"> <li>• Executive Summary</li> </ul>      | <p>Introduction of Project or History of business and its concept. Describe business products and services</p>  |
| <ul style="list-style-type: none"> <li>• Categories</li> </ul>             | <p>Identify which category below best describes your business: Agriculture, Fishing, Tourism, Commercial Manufacturing, Industrial</p>  |
| <ul style="list-style-type: none"> <li>• Criteria</li> </ul>               | <p>Explain how your business meets at least one of the following criteria: Creation of employment, Replacement of imports, Reduction of consumer prices, Creation of a vitally needed facility</p>                                    |
| <ul style="list-style-type: none"> <li>• Management Information</li> </ul> | <p>Provide background information for each principal(s) Describe their role in the business</p>   |
| <ul style="list-style-type: none"> <li>• Employment</li> </ul>             | <p>List of personnel requirements by title and salary Outline training plan and its implementation Describe employee benefits program if any</p>  |
| <ul style="list-style-type: none"> <li>• Marketing Plan</li> </ul>         | <p>Identify target market and competition. Describe promotional and selling activity. Describe pricing strategy</p>   |
| <ul style="list-style-type: none"> <li>• Operations Plan</li> </ul>        | <p>Identify business location. Describe production activity</p>   |
| <ul style="list-style-type: none"> <li>• Capital Plan</li> </ul>           | <p>Outline start-up expenses and capital, identify all financing sources, describe how loan proceeds will be allocated and provide an itemized list Describe fiscal policy. Explain how business will establish repayment ability</p> |

#### Provide the following information if applicable:

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|--|--|
| <ul style="list-style-type: none"> <li>• Agricultural Development Fund Loans:</li> </ul> | <p>Recommendations and certifications from the Department of Agriculture and UOG CALS *Bank Declinations are not required for Agriculture Development Fund Loans</p>   |
| <ul style="list-style-type: none"> <li>• Construction:</li> </ul>                        | <p>File "Agreement of Compliance", GEDA Form 1-007 Describe the scope of work and include an estimate of cost of the project Provide copies of preliminary construction plans and specifications Provide copies of all permits</p> <p>Final approved plans by the Department of Public Works and other related agencies will be required prior to disbursement</p> |
| <ul style="list-style-type: none"> <li>• Manufacturing</li> </ul>                        | <p>Describe the production process, the volume of production and turnover schedule Outline all vendors of raw materials and availability of such Outline distribution of products and pricing schemes for all markets</p>  |