



FORM 001 A

**YOUTH ENTERPRISE DEVELOPMENT FUND BOARD
DIRECT FUNDING**

Region: _____ **County:** _____ **Constituency:** _____

Purpose of Loan	Loan Amount	Repayment period months	Affordable Instalment
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PERSONAL DETAILS 1ST APPLICANT

Surname	Other Names	P.O. Box.....	Gender M <input type="checkbox"/> F <input type="checkbox"/>
		Phone.....	

ID/PP Number:	Occupation:	Married <input type="checkbox"/> Single <input type="checkbox"/> Other <input type="checkbox"/>
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PIN:	Highest Level of Education	
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Birth Date:	Number of Dependants:	
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Spouse Name	Spouse ID NO.	Phone
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Residence:(draw map) Town/Estate: District:	Name of Your Chief:	Nature of residence Rent <input type="checkbox"/> Own <input type="checkbox"/> Other <input type="checkbox"/>
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Division: Location:	Phone:	Duration at this residence
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Sub-Location.....Village:	Name of Assistant Chief:	If rented, Name of Land Lord
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	Phone:	Phone:
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Do you intend to relocate? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, why?	Do your children attend school? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Number Attending Schools?

Any positions of leadership within the community

PERSONAL DETAILS 2ND APPLICANT

Surname	Other Names	P.O. Box.....	Gender M <input type="checkbox"/> F <input type="checkbox"/>
		Phone.....	

ID/PP Number:	Occupation:	Married <input type="checkbox"/> Single <input type="checkbox"/> Other <input type="checkbox"/>
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PIN:	Highest Level of Education	
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Birth Date:	Number of Dependants:	
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Spouse Name	Spouse ID NO.	Phone
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Residence:(draw map) Town/Estate: District:	Name of Your Chief:	Nature of residence Rent <input type="checkbox"/> Own <input type="checkbox"/> Other <input type="checkbox"/>
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Division: Location:	Phone:	Duration at this residence
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Sub-Location.....Village:	Name of Assistant Chief:	If rented, Name of Land Lord
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	Phone:	Phone:
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Do you intend to relocate? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, why?	Do your children attend school? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Number Attending Schools?

Any positions of leadership within the community

BUSINESS DETAILS

Business Name:	Description of Business Activity/Products	No. of Years in Operation
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Reg. No.....		
Licence No.....		

<u>Directors:</u> 1. 2. 3.		
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Current Location (draw map): Address: Telephone :	Legal Structure of the Business(copy of certificates/articles to be attached) Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Limited <input type="checkbox"/> Other <input type="checkbox"/>	Premises Rent <input type="checkbox"/> Own <input type="checkbox"/> Other <input type="checkbox"/>
Duration at this location?	Landlord Name: Telephone Number :	
Do you intend to relocate? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, why?	Number of Paid Employees Full-time _____ Casual _____	

Other Businesses owned by Applicant/ Spouse
Location of Businesses:

SAVINGS/CURRENT ACCOUNT HISTORY		
Bank/Institution _____	Account No: _____	Account Balance _____
Bank/Institution _____	Account No: _____	Account Balance _____

(Please provide copies of 6 months certified statements)

REFERENCES: Name, Address and Telephone *		
List three or more references, Address & Tel.No. (suppliers, Landlords, peers, etc)		
Name	Telephone	relationship
1.		
2.		
3.		

CREDIT HISTORY (Prior 3-5 years)
Have you ever applied for a loan before? Yes () No (). If yes, please provide details below:

Name of Lender	Date Applied	Amount of Loan	Duration of Loan	Monthly Instalment	Amount outstanding
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Do you plan on borrowing any money from;
Creditors _____ NGOs _____ Banks _____ Family members _____ Other(specify) _____
If yes, please provide terms and purpose. _____

BUSINESS ASSESSMENT	
Major Business Suppliers: (See receipts) Where do you buy? Who do you buy from? How often do you buy? How much do you buy each time? Will this change as a result of the loan? If Yes, how?	Major Business Markets: (See records/sales books) Where do you sell and who do you sell to? How long does it typically take to sell your purchases/ inventory? How much do you sell in a typical week? month? Will this change as a result of the loan? If so, how?

GROSS PROFIT MARGIN ON BEST SELLING PRODUCTS			
Product	Selling Price (A)	Purchase Price/Cost of Production (B)	Gross Profit Margin (A-B) / A
1.			
2.			
3.			
4.			
Average			
Average Projected on Previous Loan Application			



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BUSINESS MONTHLY PROFIT AND LOSS STATEMENT (business that is subject of loan)

ACTUAL PROFIT AND LOSS		PROJECTED PROFIT AND LOSS	
Sales		Sales	
Cost of Sales/Purchases		Cost of Sales/Purchases	
Gross Profit		Gross Profit	
Rent		Rent	
Utilities (Electricity, Phone, etc.)		Utilities (Electricity, Phone, etc.)	
Transportation		Transportation	
Labour		Labour	
Loan Repayments (Other)		Loan Repayments	
Other		Other	
Monthly Profit/Income		Monthly Profit/Income	

BUSINESS BALANCE SHEET (business that is subject of loan)

ASSETS			LIABILITIES & CAPITAL		
	Actual	Projected		Actual	Projected
SHORT TERM			SHORT TERM		
Cash (on hand and in Banks)			Creditors (Trade)		
Debtors			Bank Loans		
Stock					
LONG TERM			LONG TERM		
Total Fixed Assets			Bank Loans		
Other Assets			Other Liabilities		
			CAPITAL		
TOTAL			TOTAL		

NET HOUSEHOLD BUDGET

MONTHLY INCOME			MONTHLY EXPENSES		
	Actual	Projected		Actual	Projected
Borrower (net salary)			Housing		
Spouse (net salary)			School Fees (average per month)		
Business (from above)			Transportation/Vehicle		
Pensions			Food		
Other Businesses (Applicant or Spouse)			Utilities (Phone, Electricity, medical, entertainment, etc.)		
Other Income			Other Debt Repayments		
Total Household Income			Total Expenses		
Net Household Income					



Co-Borrower's Name _____ Signature _____ Date _____



YOUTH ENTERPRISE DEVELOPMENT FUND BOARD

Guarantor Personal Details

Guarantor Name: _____

ID/PP No _____

Relationship to Applicant: _____

Postal Address: _____ Code: _____ Phone No: _____

Residence (draw map):

Town/Estate: _____ District _____

Division: _____ Location: _____

Sub-Location: _____ Village: _____

Employment or business: _____

Physical Location: _____

Monthly Income: _____

Attachable Security (Title deed, log book etc) where guarantor is providing security for the loan

No	Description	Serial No.	Estimated Value	Discounted Value
1				
2				
3				
4				
5				
6				
7				

Signature of Guarantor _____ Date: _____

* Download, Print, Fill and take this form to the nearest constituency office within your area.