

TF FINANCIAL SERVICES

DOCUMENTS FOR THE VARIOUS PRODUCTS

- **CONTROLLER SALARY LOAN**
- **EMPLOYEE SALARY LOAN**
- **LOCAL PURCHASE ORDER**
- **RECEIVABLE FINANCE**
- **WORKING CAPITAL FINANCE (COMPANY& ENTERPRISE)**

	CHECKLIST FOR CONTROLLER SALARY LOAN
1	Filled Application Form
2	Completed Loan Advance Form
3	Completed Authority Note Form
4	Applicant's Salary Slips For Immediate Past Three Months
5	Passport Pictures endorsed by Head of Department (2)
6	Photocopy of Applicant's Valid I.D. (Voter, Driver's License, Passport)
7	A printed and signed mandate form
8	Head of Department's endorsement of forms

	CHECKLIST FOR EMPLOYEE SALARY LOAN
1	Fill Application Form
2	Applicant's Salary Slips For Immediate Past Three Months
3	Employer's letter of undertaking/Guarantor's undertaking
4	Photocopy of valid Identification (Voter's ID, Passport, Driver's License)
5	Bank Statement of immediate past six months (salary account – should be current account)
6	1 passport picture
7	ID of guarantor
8	Guarantor's salary slip of immediate past month

	CHECKLIST FOR LPO
1	Fill Application Form
2	Board Resolution Signed by 2 Directors (if Limited Liability Company)
3	Certificate of Incorporation or Business Registration Certificates
4	Certificate to Commence Business
5	Company Regulations (Company Code) or Form A
6	Bank Statement for last 12 months
7	Audited financial Statement of client for the past 3 years
8	Company Profile showing list of Key management Personnel (Position and qualifications)
9	Evidence of Payment for previous orders executed and time of payment
10	Invoices of the past Orders Executed
11	Copy of the Local Purchases Order (LPO)/ contract document
12	Passport picture of Directors who signed the Board Resolution
13	Valid ID (Voter I.D., Driver's License or Passport)
14	Company profile of the Contract Employer
15	Audited Financial Statement for the past 3 years of the Contract Employer
16	Proforma invoices from suppliers of the materials

CHECKLIST FOR RECEIVABLE FINANCE	
1	Fill Application Form
2	Board Resolution Signed by 2 Directors (if Limited Liability Company)
3	Certificate of Incorporation
4	Certificate to Commence Business
5	Company Regulations (Company Code) /Form A
6	Evidence to show the payments for past IPCs and time of payment
7	Bank Statement for last 12 months
8	Company Profile showing Key management Personnel and projects executed
9	Receivables IPC
10	Irrevocable Letter Of Undertaking For Joint Payment From Contract Employer
11	Contract Document / Award Letter
12	Passport picture of Directors who signed the Board Resolution
13	Valid ID (Voter I.D., Driver's License or Passport) of Directors who signed the Resolution
14	Contractors Classification Certificate
15	Payment Voucher on the IPC

CHECKLIST FOR WORKING CAPITAL FINANCE (WCF) – Companies	
1	Fill Application Form
2	Board Resolution Signed by 2 Directors (if Limited Liability Company)
3	Certificate of Incorporation
4	Certificate to Commence Business
5	Company Regulations (Company Code)
6	Bank Statement for last 12 months
7	Audited / Management Account (if any)
8	Application letter explaining the use of the loan
9	Expected revenue from the consignment or projects
10	Cost of goods to be purchased
11	Cash flow projection for 12 months/ Sales Records (Sales invoice or book)
12	Documents of the Proposed Security (Vehicle, Landed Property)
13	Passport picture of Directors who signed the Board Resolution
14	Valid ID (Voter I.D., Driver's License or Passport)

	CHECKLIST FOR BUSINESS LOAN (WCF) – Enterprise
1	Fill Application Form
2	Application letter explaining the use of the loan
3	Business registration certificate
4	Form A
5	Bank Statement for last 12 months
6	Audited / Management Account (if any)
7	Cost list of goods to be purchased
8	Cash flow projection for 12 months or Sales Record (Sales invoice or book)
9	Documents of the proposed Security (Vehicle, Landed Property, Shop Rent Advance)
10	Passport picture of Proprietor
11	Valid ID (Voter I.D., Driver's License or Passport)