

2/ FY cŭ-ve `vLj Kivi mgq ũbtai KvMRCĪvĭ /`ij j vĭ h_vh_fite mshy̅ Kiv ntqŭQ ũKbv tm e`vcvŭi ũbũZ nI qv GKŭs- Avek`K| G e`vcvŭi tKvb Amv̅avi m̅y̅xb ntj cŭqvRbxq m̅v̅vĭh` Ges ũ`K ũbŭ`Rbvi Rb` G e`vsŭKi m̅v̅qZv MŭY Kiv thŭZ cvŭi t-

- (K) msthv̅v̅RZ tPK ũj ó Abjv̅q̅x সংশিষ্ট সকল কাগজপত্রাদি দ্বারা সমর্থিত এবং যথাযথভাবে ci-YKZ.FY Avte`b cŭĪi 4 ũ ũ cŭZũj ũc (bZby cŭKŭi i Rb` Appendix-A Ges ũeGgAvi B cŭKŭi i Rb` Appendix-B) ;
- (L) 5.00 tKv̅U UvKv I Z`*Av̅L`R e`ŭqi cŭKŭi i tŭŭĪ Dŭ`v̅v̅MY KZŭ ũbR`^e`ŭq cŭxZ Ges e`vsŭKi ũbKU MŭYthv̅M` cYŭ% Pvi Kũc m̅v̅e`Zv cŭZte`b (ũdũRũeũj ũU ũiŭcv̅Uŭ` v̅Lj KiŭZ nte | Zte bechũy̅ ũbfŭ cŭKŭi cŭ-ŭtei tŭŭĪ cŭKŭi e`q hv̅B t̅v̅K bv tKb ũdũRũeũj ũU ũiŭcv̅Uŭ` v̅Lj KiŭZ nte ;
- (M) FY cŭ-ŭtei cŭZũU cŭv̅q Ges msj MŭZ tKv̅v̅bxi ũmj t̅v̅ni mn `ŭŭi I Abŭŭŭi ũ`ŭZ nte ;
- (N) FY cŭ-ŭtei mŭ½ Dŭ`v̅v̅MYŭK gj`v̅qb ũd ũnmv̅te cŭKŭi i cŭŭj Z t̅v̅U e`ŭqi 1% Gi 1/8 Ask (mŭeŭP 2.00 jvL UvKv I meŭæ 0.25 jvL UvKv) tPK/tc-AWŭ/e`vsK WŭdU&Gi gva`tg e`vsŭK Rgv ũ`ŭZ nte| Zte ũeGgAvi B cŭKŭi i tŭŭĪ AmZũi ³ e`ŭqi Dci Dciv̅³ ũbqgv̅b̅v̅q̅x gj`v̅qb ũd e`vsŭK Rgv ũ`ŭZ nte| GQvovl gj`v̅qb ũd Gi Dci 15% Fv̅U Rgv`vb, hv̅ Aŭdi rthv̅M` ;
- (O) t̅bUI qv`ŭnmv̅te tNv̅v̅ Z Dŭ`v̅v̅গণের স্থাবর সম্পত্তির দলিলাদি ও সংশিষ্ট কাগজপত্রাদি এবং ব্যবসা প্রতিষ্ঠানের বিগত তিন বছরের নিরীক্ষিত স্থিতিপত্র ব্যাংকে জমাদান। উল্লেখ্য, m̅v̅ŭŭEi Ges e`emv̅ cŭZŭv̅bi Ae`vb e`vsK KZŭ.mŭiRũgŭb cũi`kŭ Kiv nte| GQvov, m̅v̅ŭŭEi ũbŭUKZv hv̅Pv̅Bŭqi jŭŭŭ` gũj Kvbv msŭv̅š- mKj `ũj j cĪ আইনজীবী কর্তৃক পরীক্ষা করা হবে এবং স্থিতিপত্র ব্যাংক কর্তৃক বিশেষত্ব করা হবে ;
- (P) Dŭ`v̅v̅MY thmKj e`vsŭKi mŭŭ_ Av̅L`R t̅j bŭ`b Kŭi _v̅Kb tm mKj e`vsŭKi b`bZg Qq gv̅t̅mi Av̅L`R t̅j bŭ`b msŭv̅š- cŭZte`b e`vsŭK Rgv`vb ;
- (Q) প্রকল্পের সংগৃহীতব্য যন্ত্রপাতির ৩টি পৃথক কোটেশনের সংশিষ্ট কাগজপত্র প্রকল্প প্রস-ŭtei mŭŭ_ Rgv ũ`ŭZ nte ; Ges
- (R) msthv̅v̅RZ tPK ũj ó Abjv̅q̅x mKj KvMRCĪvĭ /`ij j vĭ Rgv`vb e`ũZŭi t̅K `v̅Lj KZ.FY Avte`b cŭ-ve M̅xZ ntqŭQ eŭj MY` nte bv|

3/ **FY gÄjji ci t**

FY gÄjji ci Gj/wm tLjv wKsev e"q#bi cte©Df"v³vMYtK mggj-at#bi 10% bM` e"vstK Rgv w`tZ nte, Avg`vbxZe" ev `vbxqfvte mslMpxZe" hšcwZi g#j" c0°wZ Z mggj-at#bi b`bZg 20% WvDb tctgU Ges AZ"vek"Kxq LvZ Avtiv 20% weibtqvm Ki#Z nte| Zte G Rgv I weibtqvm hw` gÄjji Zwi L n#Z AbwaK wZb gv#mi g#ta" bv nq Zvntj gÄjji Avcbv Avclb emZj etj MY" nte| Dctiv³ 10% 0`vqx AvgvbZ wnmvte Rgv tbqv nte Ges D³ Avgvb#Zi Dci wj tqb gvKqKiv nte Ges e"vstKi ce#sgvZ e"vZZ D³ UvKv D#Evj b Kiv hvte bv| D³ Avgvb#Zi A_©Df"v³vM#Yi mggj-ab wnmvte cK#f weibtqvmi Rb" FY gÄjji c#f kZ#bqvqx c0vb Kiv nte|

4/ FY gÄjji ctib GZ`mstM msh# msj M#Z (1-‘ক’) উলেংখিত কাগজপত্রাদি/দলিলাদি e"vstK`wLj Ki#Z nte|

5/ FY Avte`b di#gi g#j" nte 3,000.00 (wZb nvrvi) UvKv | G Qvor we#q g#j"i Dci 15% A#diZthvM" f#vU c0vb Ki#Z nte|

BANGLADESH DEVELOPMENT BANK LTD.
HEAD OFFICE, DHAKA.

Check List of Loan Proposal

**Please tick mark the items below to ensure
that the Loan Application is complete**

- | | |
|--|--------------------------|
| 01. Attested copy of National Identity Card of the sponsors/
promoters; | <input type="checkbox"/> |
| 02. Attested copy of Passport of the sponsors/ promoters (if NRB); | <input type="checkbox"/> |
| 03. Attested copy of TIN certificate of the Sponsors/promoter (if
any); | <input type="checkbox"/> |
| 04. Attested passport size photographs of all proposed director (two
copies for each); | <input type="checkbox"/> |
| 05. Investment feasibility report in duplicate (if the project cost is above
Taka 500.00 lac); | <input type="checkbox"/> |
| 06. Evaluation fee @ $\frac{1}{8}$ th of 1% of the total estimated cost of the
project (maximum Taka 2.00 lac & minimum Taka 0.25 lac.) and
non-refundable VAT @ 15% on evaluation fee applicable thereof; | <input type="checkbox"/> |
| 07. Documents/ attested copy of original title deeds of proposed project
land (if already purchased/leased or Bainanama, as the case may
be): | <input type="checkbox"/> |
| (a) Non-encumbrance certificate from District Registrar Officer ; | <input type="checkbox"/> |
| (b) Mutation; | <input type="checkbox"/> |
| (c) CS. SA & BS (Bangladesh Survey) Khatian ; | <input type="checkbox"/> |
| (d) Mouza Map; | <input type="checkbox"/> |
| (e) Up-to-date rent receipt; | <input type="checkbox"/> |
| (f) Chain of previous original documents such as Bia-deed,
Bia- Khatian; | <input type="checkbox"/> |
| (g) Latest mouza rate chart from Sub-Registrar Office; | <input type="checkbox"/> |

08. Site plan of proposed project land showing availability of power/gas, its nearness to the mosque, hospital, school, residential area, other industries, roads and highways, etc.;
09. Preliminary layout plan of proposed factory buildings, etc. showing elevation with detail estimates of civil works;
10. Complete price quotations from at least three different suppliers for imported & local machinery together with illustrated catalogue, brochures and literature's etc. of each machine;
11. Machinery layout plan;
12. Deed and related papers of immovable properties declared as net worth;
13. Declare assets against working capital loan as collateral securities & submit necessary documents/papers in support of collateral securities;
14. Details of power requirement of the project;
15. Consent letter of REB/PDB/DESA/DESCO as applicable;
16. Clearance certificate from the department of environment;
17. No objection certificate from the local authority;
18. Attested photocopy of Trade License of enterprises other than incorporated companies;
19. Copy of Memorandum and Articles of Association in case of proposed company. Copy of Memorandum & Articles of Association of company, Certificate of incorporation, if already incorporated;
20. Declaration in respect of sponsors/promoter's investment in any other project(s) financed by BDBL/BKB/Commercial Banks/BSCIC or any other Financial Institution and if so, the status of the project;
21. Audited statements of accounts of existing business concern(s) of applicants for the last three years;
22. Any other certificate/documents, etc. enclosed (Please specify) including copy of the payment receipt of the Loan Application Form;

23. Lease deed in case of project to be set-up in a rented premises (if already leased) ;
24. In case of export oriented industries, marketing collaboration agreement or letter or intent from foreign buyer, etc.
25. Copies of agreements entered into with collaborators, if foreign collaboration is envisaged, together with government approval of the same, if already obtained.
26. Please mention loan case No. of HBFC, or any other Banks/Leasing companies/Financial Institution if any, in the form-I & IV of the loan application form ;
27. Sources of equity to be mobilised by the sponsors towards implementation of the project;
28. Please submit a statement mentioning sponsor's experience in the same line of proposal/business.

Note: Any paper/document other than the above if required at the time of appraisal the sponsors will have to supply the same at the earliest.

BANGLADESH DEVELOPMENT BANK LTD.
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DOCUMENTS/PAPERS TO BE SUBMITTED AFTER
SANCTION OF LOAN

1. Water/soil test report (if required);
2. Final layout plan of the factory and other buildings with details structural drawings, cost estimates etc;
3. Final layout plans of the machinery;
4. Copies of guarantee from the supplier for satisfactory performance of machinery;
5. Copy of agreement with the supplier of machinery for providing erection engineers/ technicians (if required);
6. Final price quotations both for imported/local machinery ;
7. In addition to the supervision and monitoring of the *project* by the Bank's officials, professional experts will be deputed by the Bank for a particular period of time. The sponsors shall submit an undertaking to the effect that the salaries & allowances for the deputed professional will be borne by them ;
8. When land/land with structures thereon are required to be mortgaged with bank, the sponsoring companies/firms are to submit the following papers according to its status;

(a) Private Land (Primary/Additional/Collateral/Security):

- Title deed in respect of the land,
- Mutated Khatian of parcha;
- Up-to-date rent receipt;
- Non-encumbrance certificate with Search of records for the last 12 years;
- Bia-deed, Bia-Khatians etc. in respect of the project land for chain of possessions for the last 12 years.
- **Approved site plan showing location and boundaries**
- Blue prints; and
- **Mutation certificate.**

(b) RAJUK, KDA, CDA & BSCIC Land:

- Allotment Letter;
- Possession Delivery certificates;
- No objection certificate to create mortgage in favour of the bank;
- Lease deed duly registered;
- Evidence of payment of purchase price; and
- Site plans.

(c) **Project land acquired by Govt.**
Khash land Alloted to Company:

- Acquisition Order;
- Requisition Order;
- Letter of Allotment;
- Possession Delivery Certificates;
- No Objection Certificate to create mortgage in favour of the bank;
- Lease deed duly registered; and
- Evidence of payment of purchase price.

9. The sponsoring companies are also required to submit the following papers/documents:
Private/Public Limited Company:

- (a) Certified copy of Memorandum & Articles of Association;
- (b) Certified copy of Incorporation/commencement of business of the company;
- (c) Certified copy of the return of allotment of shares, if any;
- (d) Certified copy of summary of share capital;
- (e) Certified copy of share transfer deed, if any
- (f) Permission from the controller of Capital Issues for raising paid-up capital where applicable ;
- (g) Auditors certificates regarding the paid-up capital of the company;
- (h) 100% share certificates of the directors alongwith blank share transfer instruments; and
- (i) Any other papers/documents as may be necessary based on the terms and conditions of sanction of loans.

10. "NOC" from Rajuk/Municipal Authorities for setting up the project on land within their area.

11. "NOC" from BSCIC authority for project to be set-up at BSCIC Industrial Estate;

12. "NOC" from BPDB/DESA/BPS/TGT&DC.

13. "NOC" from Department of Environment Pollution Control, where applicable:

14. "NOC" from the Director, Drug Administration (for pharmaceutical project only).

----- X -----

msi wqjZ (Reserve) wkí

th mg⁻ - wkí i agvî mi Kvirx webtqvîMi Rb^o msi wqjZ _vKte tmB_u wj tK msi wqjZ wkí
wrmvte MY^o Kiv nte| wbaewj wLZ t^oqî mg^o msi wqjZ wkí Zvwj Kiq Aš-f^o _vKte t-

- (K) A⁻; tMvj veri " ` Ges cîZi qv mi Ävg I hšcwZ ;
- (L) cvi gvYweK kw³ Drcv` b ;
- (M) wmwKDwi wJ gÿY (KvMRx gÿY) Ges UvKkvj ;
- (N) msi wqjZ ebvÂj Gj vKiq ebiqb Ges hmwšK Avni Y (Mechanical Extraction) ;
Ges
- (O) Ab^ovb^o (wkí b^owZ Abjvqx)|

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- (K) খাদ্য ও সংশ্লিষ্ট দ্রব্যাদি t
❖ Kvl .wfiEK ikí câµqvKi Y/
- (L) **†U- UvBj BÚwóR t**
❖ w`úbs cKí
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- (M) **†j`vi BÚwóR t**
❖ Pvgovi Ržv
❖ Pvgovi `ষ্টাদি (গন্ডাভস, ব্যাগ, জ্যাকেট, লাগেজ ইত্যাদি) ।
- (N) **†KvgK`vj m I dvgmDúK`vj m t**
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- (O) **BCSIR D`weZ chñ` ibfP cKí**
- (P) **wewa (ikí bñZ Ablyqx)/**

mi Kvi KZR †Nwv Z Thrust Sector, GmGgB LvZ, bñx D†`v`v KZR.MpxZ cKí,
`vbxq KúPvgvj ibfP/Avg`vb weKí i BñvbgLx cKí Ges Kvl.wfiEK ikí AÎ bZly A`qjb
cwi Kíbv KgñP†Z AMúwKvi cvte| G mKj Dc-LvZ Qvovl, eZgñb gž evRvi
A`ñwZ†Z `¶] e`vcbv m`ñj Z m`vbgq cKí cŰ-veI wePbv Kiv hvte|