



Please complete the application form in black ink. Indicate by writing in full or placing a tick (mark) in a box corresponding with your answer. The information supplied shall be treated with utmost confidence. Tuyera Financial services reserves the right to either accept or reject applications pertaining requirements and selection criteria.

1. GENERAL INFORMATION

Tuyera Financial Services (Pty) Ltd (TFS) assist Small and Medium Businesses to start or expand their business operations with loans offered by TFS.

Eligibility

- Viable start-up of a business with potential for sustainability.
- Expansion of an existing business.
- Project finance.
- Asset finance (as part of a business proposal).
- Contract based finance.

Criteria for possible qualification

- The business must be located in the Republic of Namibia.
- The business must create or retain employment for Namibian citizens.
- Expansions may be financed with up to 100 per cent debt.
- Collateral may be required depending on project specifics and risks.

Interest rates

Interest rates are related to TFS' Base rate and are determined by TFS and depend mainly on cost of funds and project risk, guided by the NAMFISA rules and regulations.

Financial Intelligence Act (FIA) compliance

Tuyera Financial Service (Pty) Ltd (TFS) fully complies with the Financial Intelligence Act, Act No. 13 of 2012 (FIA) as well as the Microlending Act, Act No. 7 of 2018. TFS will not be held liable for any damages or losses, whether monetary or otherwise, incurred by a TFS client as a result of any intervention from the Regulator, NAMFISA and/or the Financial Intelligence Centre, should the account of a TFS client become the subject of an investigation in terms of the above stated Financial Intelligence Act or the Regulations.

2. LOAN APPLICATION PROCEDURES

1. Please complete the application form.
2. Submit all supporting documentation with the application form (refer to appendices to the application form).
3. Copies of supporting documents submitted should be certified.
4. Upon acceptance of a complete application, an acknowledgement letter will be issued.
5. Applicants may be requested to submit additional information to TFS during the submission. If information is not provided in such reference periods, the application will be closed.
6. Applicants may be requested to make a formal presentation to TFS as part of the assessment process.
7. TFS will review the application in accordance with stipulated criteria and will inform an applicant of one of the following outcomes:
 - Application approved.
 - Application referred for further development in collaboration with the applicant.
 - Application declined.
 - The approval, decline, or referral of a proposal is entirely at the discretion of TFS and clients will be informed upon such decision by TFS.



Address: 15 Garten Street, Ausspanplatz, Windhoek



Tel: +264 61 307 728



E-mail: info@tfs.com.na



3. SUBMISSION OF LOAN APPLICATION FORM

DETAILS OF APPLYING BUSINESS (PLEASE COMPLETE ALL RELEVANT SECTION)

Business name	
Business registration number	
Contact Person Authorized	
Preferred contact Number	
Office telephone Number	
Registered Trading Address (Physical address of business)	
Postal address	
Email address	

BUSINESS BANKING DETAILS

Name of Bank	
Branch Name	
Account name	
Account Manager	
Main Account Number	
Branch Tel No.	
Email of account manager	
Account Manager Tel No.	

BUSINESS LEGAL FORM

Close Corporation	
Proprietary Limited – Pty (Ltd)	
Sole Proprietor	
Other (e.g., partnership, trust, etc.)	

ECONOMIC SECTOR

Agriculture & forestry	
Fishing & fish processing	
Mining & quarrying	
Communication	
Electricity Water	
Construction	
Retail	
Hospitality	
Tourism	
Transport	
Health	
Education	
Other (specify)	

EMPLOYMENT

Full time Full time	
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Part time Part time	
Youth employed	

LOAN DETAILS

Loan Amount (N\$)	
Loan Term	
Preferred repayment plan/method	

USES OF FUNDS	

COLLATERAL OFFERED TO TFS

Description of Collateral Offered	Amount (N\$)
1.	
2.	
3.	

4. ACKNOWLEDGEMENT

I, the undersigned,
 _____, with identity number _____ in my capacity
 as _____ at/of _____ HEREWITH acknowledge and understand that:

1. TFS will be entitled to make enquiries about my payment profile and credit performance history for the purposes of compiling a credit assessment.
2. The assessment will relate to both favorable and unfavorable credit performance information.
3. TFS will be obligated to provide such credit performance information to all credit bureaus and credit providers which have subscribed to receive credit performance information from credit bureaus and such information will include both favorable and unfavorable information.
4. Without any notice to me, TFS will be obligated and entitled to inform credit bureaus in the event that I default on this credit agreement, fail to effect payment or make late payment in terms of this agreement.
5. I have satisfied myself to the meaning and consequences of the above-mentioned.

 Signature

 Place

 Date


APPENDIX: DOCUMENTS TO BE SUBMITTED TOGETHER WITH THE APPLICATION FORM
GENERAL DOCUMENTS (APPLICABLE TO ALL)

1. Complete signed loan application (this form)
2. Business Plan
3. Bank Statement, with banking details of applicant (business) for past 6 months
4. Proof of Tender / Contract between Employer and Contractor (if applicable)
5. Projected Cash flow Statement for the next 6 months or duration of contract for contract-based financing.
6. Quotations supporting the Projected Cash flow Statement for the next 6 months (if applicable)
7. Original Certificate of Good Standing from Ministry of Finance (Valid for 60 days)
8. Original Good Standing Certificate from SSC (Valid for 60 days)
9. Company Profile

ADDITIONAL DOCUMENTS IN CASE OF A CLOSE CORPORATION

1. Certified copies of Founding statement and where applicable, Amended Founding Statement
2. Certified copy of Certificate of Incorporation
3. Certified copies of Identity document of the member(s) of the Close Corporation
4. If business is operational for 6 months or more Annual Financial Statements are required.
5. Member(s) personal bank Statement, with banking details for the past 6 months

ADDITIONAL DOCUMENTS IN CASE OF A COMPANY

1. Certified copy of Articles of Association
2. Certified copy of Memorandum of Association
3. Certified copy of Certificate of Incorporation
4. Certified copy of CM29 / List of Directors of the company
5. Certified copy of Identity document of the Shareholder(s) of the Company
6. If business is operational for 6 months or more Audited Annual Financials is required.
7. Shareholder(s) bank Statement with banking details for the past 6 months.
8. If shareholder(s) is married, certified copies of spouses ID, marriage certificates, and or ant nuptial contract.

ADDITIONAL DOCUMENTS IN CASE OF A SOLE PROPRIETOR/PARTNERSHIP

1. Certified copies of Namibian ID or Valid Passport (Individual/Partners)
2. Income statement (Income and Expenditure)

ADDITIONAL DOCUMENTS IN CASE OF BUILDING/CONSTRUCTION

1. Total Cost Outline (inclusive of Cost of Bill of Quantity and Professional Fees)
2. Approved Building Plans or evidence that Building Plans has been submitted for approval
3. Signed Agreements between Contractor/Sub-Contractor and the Employer