



LECON FINANCIAL SERVICES LIMITED

A subsidiary of Bank of Industry Limited.

CHECKLIST FOR A LEASE FACILITY

To process your application, we shall require the following items/documents to be enclosed to your application letter and forwarded to our above address for consideration.

- ✓ Application letter addressed to MD/CEO, LECON Financial Services Limited on Letterhead.
- ✓ Extract of your Board Resolution authorizing you to apply for the lease facility.
- ✓ Duly Completed Questionnaire
- ✓ Copy of your Original Certificate of Incorporation
- ✓ Certified true copy of Memorandum and Articles of Association and Forms
- ✓ CAC 2.5 (Allotment of Shares), CAC 2.3 (Particulars of Directors) and CAC 2.1 (Appointment of Company Secretary)
- ✓ Comprehensive Curricula Vitae of your Directors and Key management staff members;
- ✓ Eight (8)-passport photographs of the Chief Promoter and two (2) Directors of the company.
- ✓ Means of identification of the Chief Promoter and two (2) Directors of the Company (i.e. photocopy of International Passport or Driver's License or National Identity Card or Permanent Voter's Card).
- ✓ BVN of the Chief Promoter and two (2) Directors of the company.
- ✓ Security: Bank Guarantee: Submit a letter of intent for the Bank Guarantee from the Head Office of the commercial bank issuing the guarantee.
- ✓ If operating from a rented premises, lease agreement must have a tenor of at least one year beyond facility tenor.
- ✓ Your Company's Audited Accounts for the immediate past three (3) years;
- ✓ Proforma Invoices (3Nos.) from the suppliers of the Machinery/Vehicle(s)/equipment.
- ✓ Feasibility Studies with minimum of five (5) years projections of cash flow and profit and loss accounts;

- ✓ A copy of the draft Technical, Management, Machinery Supply and/or Joint Venture Agreement (where applicable).
- ✓ A letter authorizing us to discuss with your banker(s). State name(s) and full address(es);
- ✓ Copy of Contract Agreement(s).
- ✓ Detailed list of clienteles stating the past and on-going contract jobs.
- ✓ Company's Bank Statement for a period of one (1) year (for existing business).
- ✓ Declaration of Outstanding Liabilities to other Banks and Individuals.
- ✓ A non- refundable application fee to LECON Financial Services Ltd in line with the proposed facility as shown below:

N10, 000.00 for projects below **N500, 000.00**

N15, 000.00 for projects between **N500, 000.00 - N1 million**

N30, 000.00 for projects between **N1 - 5 million**

50,000.00 for projects above **N5 million**

(Cash payment is not acceptable)

CONTACT DETAILS

Wing A, Ground Floor, 259 Etim Inyang Crescent, Off Muri Okunola Street, Victoria Island, Lagos State. Nigeria.

P.O. Box 2012, Marina, Lagos.

Tel: 01-271507099 (LECON direct lines > 09014318388 - 07032126228)

Email: leconinfo@boilecon.com