



**PROJECT APPRAISAL
QUESTIONNAIRE
IN RESPECT OF
CREDIT FACILITY REQUEST**

LECON/LSD/12/2018

**TO BE COMPLETED BY
THE PROJECT SPONSOR**

INSTRUCTIONS

Please read the following before completing this questionnaire

- 1) The information asked for in this questionnaire is to assist the Bank in reaching a quick decision on your application. The time of processing the application is therefore dependent on the quality of information provided.
- 2) If at any time, any information provided is found to be false or a misrepresentation, the processing of the application will be discontinued immediately.
- 3) This form is only a guide and the space provided may not contain your response. Please use extra sheet and indicate so (with appropriate reference).
- 4) Please feel free to provide any other information that will assist in understanding your request from the Bank.
- 5) For further enquiry, please contact:
LECON direct lines: 09014318388 - 07032126228

SECTION I - THE PROJECT

BACKGROUND

- 1.1 Name of company.....
- Date of Incorporation.....
- RC No.....
- Location - Office address.....
 - Factory address.....
- Date of Commencement of Business.....
- Previous Businesses engaged in by the company and time period.....
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- Current Business and when commenced.....
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- Present Authorised Share Capital.....
- Present Paid up Share Capital.....
- Membership of Organised Private Sector.....
- Current Loan Request (indicate amount and purpose).....
- Proposed Loan Tenor.....

OWNERSHIP STRUCTURE AND BOARD REPRESENTATION

1.2 Shareholders, Directors and their holding (Kindly attach copies of forms CO2 and CO7)

	Shareholders/Directors	Holding N'000	% Holding	Status	Board Representation
1.					
2.					
.					
.					
	Total				

DETAILS OF SHARE HOLDERS/DIRECTORS

1.3 For each Share holder/Director provide the following information

Name.....

Age.....

Home Address.....

Telephone Nos.....

Identification document (i.e. Driver's License, International Passport etc).....

Identification No.....

Schools attended and Educational Qualifications

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Work experience

Positions held and Duration.....

Position in this project (if any).....

Details of other investments.....

MANAGEMENT

1.4 For each member of Management Team (if different from above), provide information as above

Name.....

Age.....

Home Address.....

Telephone Nos.....

Identification document (i.e. Driver's License, International Passport etc).....

Identification No.....

Schools attended and Educational Qualifications.....

Work experience

Positions held and Duration.....

Position in this project (if any).....

In addition provide information on what qualifies him or her for the position in this project
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ANALYSIS OF PAST OPERATION

1.5 Provide information on the company's business for the past 5 years supported with the financial statement of account
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List the factors responsible for the company's successes and setbacks in the past years

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Give the name and address of the Company's Auditors and Bankers.

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THE NEED FOR THE PROPOSED LOAN

1.6 Give the compelling need for the proposed project

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CREDIBILITY AND CREDIT WORTHINESS

1.7 **Existing Credit facilities** (Provide the following on each facility)

Name of Bank and Branch.....

Type of facility.....

Date of Facility.....

Tenor.....

Expiry Date of Facility

Interest Rate

(Provide similar information for all existing facilities)

Kindly attach the following

Letter of Offer

Current Statement of Account

Reference Letter from the Banks

PROJECT DESCRIPTION

1.8 Give a full description of the project

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1.9 Indicate the Products and capacities

Products	Existing Capacity	Proposed Additional Capacity	Capacity After Expansion

SECTION 2 – PROJECT COST AND FINANCING

INVESTMENT COST

ITEM	EXISTING AS AT	ADDITIONAL TO BE INCURRED		TOTAL
		<i>FOREIGN</i>	<i>LOCAL</i>	
	N'000	N'000	N'000	N'000
Land and Development				
Civil works Structures and Buildings				
Plant and Machinery				
Services and Utilities				
Vehicles and Equipments				
Working Capital				
Processing and Loan Documentation Fees				
Interest During Implementation				
Contingencies				
TOTAL				

SOURCES OF FINANCE

Sources of Fund	Existing	Additional		Total
		N'000	N'000	
		<i>Foreign</i>	<i>Local</i>	
TOTAL				

PLANNING HORIZON

Give timeline/duration for the following:

Construction Phase

Civil works
Delivery of plant and machinery
Installation and commissioning
Trial run

Production Phase

Commencement of commercial operation

SECTION 3: TECHNICAL**3.0 Land Purchase and Development**

Project Location.....
 Size of Land.....
 Type and Status of Title
 Available infrastructures (i.e. access roads, water, power etc).....

Civil Works and Structures

3.1 Describe existing buildings in terms of purpose, dimensions and brief constructional details

Building	Purpose	Size (i.e. area measurement)	Remark (Status/Condition of the building)

Give brief details of additional building requirement and the cost of construction.

Plant, Machinery and Equipment

3.2 Give the following details about the existing items of plant and equipment

Items	Purpose	Date of Acquisition	Cost of Purchase N'000	Remark (Status/Condition)

For the proposed additional equipment, provide the following

Items	Purpose and relevance to the project	Name and address of proposed supplier	Country of origin	Cost N'000	Condition (used or new)	Remark

3.3 **Auxillary and Service Plant**

Give the following details about the existing items of utilities

Items	Purpose	Date of Acquisition	Cost of Purchase N'000	Remark (Status/Condition)

For the proposed additional utilities, provide the following

Items	Purpose and relevance to the project	Name and address of proposed supplier	Country of origin	Cost N'000	Condition (used or new)	Remark

Give reason for deciding on the choice of proposed supplier.

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Utilities Requirement and Availability

S/N	ITEMS	REQUIREMENT	EXISTING	ADDITIONAL
1.	Power			
2	Water			
3.	Fuel			
4.	Etc			

PRODUCTION COST

Raw Material Requirements

3.3 Provide the following about your raw materials requirements

S/N	Raw Material (RM)	Qty reqd at full capacity per annum	Sources (Foreign or Local)	Unit Price	Remark about regular availability
Product 1	RM 1				
	RM 2				
	Etc				
Product 2					
etc					

Please give details about arrangement for procurement.

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Other Production Cost

s/n	Items	Current Cost/Annum N'000	Additional Cost/ Annum N'000	Total N'000
1.	Electricity			
2.	Water			
3.	Fuel			
	Sub-total Utilities			
4	Factory Supplies			
5	Spare parts consumed			
6	Repair and maint.			
7	Royalties			
8	Labour			
9	Labor Overhead costs			
10	Factory overhead costs			
11	Admin Cost			
12	Leasing costs			
13	Direct marketing costs			

SECTION 4 – PRODUCTION PROCESS

PRODUCTION PROCESS

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(Provide flow chart of the process)

SAFETY AND ENVIRONMENTAL FACTORS AND THE MITIGANTS

S/N	Waste Generated	Treatment

MANPOWER CONSIDERATION

The existing and post expansion manpower requirements

	Existing		Additional		Total	
	No. of Employees	Annual Cost	No. of Employees	Annual Cost	No. of Employees	Annual Cost
Direct						
Indirect						
Total						

SECTION 4: THE MARKET

OVERVIEW OF SECTOR

What are current developments in the product sector locally and internationally?

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What are the current government policies in the sector?

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What impact is the development in the sector expected to have on the economy?

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PRODUCT SPECIFICATION

Give a description of the product

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Give details information on the uses of the products and the users

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SUPPLY ANALYSIS

Existing Producers/Suppliers

Who are the current producers/suppliers, their locations and the capacities?

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Indicate the major players and competitors.

DEMAND ANALYSIS

Consumers

Who are the consumers of the products?

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Indicate the quantity consumed month or year by the identified consumers

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What factors drive the consumption of the products?

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Who are your major customers

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Lists of close substitutes to the product

- 1.....
- 2.....
- 3.....

PRICING

What factors affect the pricing of the products?

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What are the current market prices of the proposed products?

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What is/are the proposed ex-factory price(s) of the product(s) for the project?

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MARKETING ARRANGEMENT

What are the proposed marketing arrangements for the products.

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Lists of Distributors:

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Lists of known competitors and their rated capacities:

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SECTION 5: FINANCIAL PROJECTIONS

1. SALES PROGRAMME FOR THE EXPANSION

Please provide the following for each product that forms basis of your revenue;

Product	Qty at full capacity	Price	Total

2. WORKING CAPITAL ESTIMATE

Indicate the company's working cap. Policy as follows

Item	Days coverage of (No. of days)	Amount (N)
Cash at hand		
Stock of raw materials (Foreign)		
Stock of Raw Materials (Local)		
Work in Progress		
Stock of Finished Goods		
Account Receivables (Debtors)		
Account Payables (Creditors)		

SECTION 7 – SUCCESS FACTORS AND RISK ANALYSIS

7.1 CRITICAL SUCCESS FACTORS

Highlight the critical success factors for the project?

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7.2 RISK ANALYSIS

Highlight the major risks of the projects as follows:

PERCEIVED RISKS	CONSEQUENCES	MITIGATING FACTORS

7.3 GOVERNMENT INCENTIVES;

Provide any incentives being enjoyed by your company on the following;

- Raw materials
- Duty
- Tax
- Export Grant
- Etc.

7.4 SECURITY FOR THE LOAN

Provide the following details for the assets proposed as security for the loan
 Type _____ of _____ security

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Description

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Location

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Value

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Authorised Signature and Company Stamp

Name of Signatory-----

Position in the Organisation-----

Date-----

ANNEX I

BALANCE SHEET AS AT	Year ended	Year ended	Year ended	Year ended
	Year	Year	Year	Year
FIXED ASSETS				
CURRENT ASSETS				
Stock				
Debtors/Prepayments				
Cash & Bank Balances				
Others				
TOTAL CURRENT ASSETS				
CURRENT LIABILITIES				
Bank Overdraft				
Trade and Other Creditors				
Taxation				
TOTAL CURRENT LIABILITIES				
NET CURRENT LIABILITIES				
NET TOTAL ASSETS				
FINANCED BY				
Paid up capital				
Deposit for shares				
Directors Loan				
Profit and Loss Account				
TOTAL SHAREHOLDER'S FUND				
LONG TERM LIABILITIES				
Long Term Loan				
Other L/T Liab.				
TOTAL LONG TERM LIABILITIES				
EQUITY + L/T LIAB				
PROFIT AND LOSS ACCOUNT				
Revenue				
Cost of Revenue				
Gross Profit				
Selling & Distribution Expenses				
Admin Expenses				
Other Operating Income				
<i>Operating Profit</i>				
Operating Profit				
Interest Payable & Sundry Charges				
<i>Profit (Loss) Before Taxation</i>				
Taxation				
Profit After Tax				