

# All Requirements for Loan Application



## Introductory:

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This document serves as a comprehensive guide outlining the necessary requirements to evaluate a loan application for a project costing less than one billion Saudi Riyals.

The primary purpose of these requirements is to clarify the project scope, justification, technical, marketing, legal, financial aspects, and ownership. This document targets current and prospective clients of the Saudi Industrial Development Fund (SIDF), and anyone wishing to apply for a loan.

### **The required documents must follow these guidelines:**

- **Clarity:** Each requirement or document should be clear, unambiguous, and easy to understand.
- **Completeness:** All required information and documents should be submitted fully.
- **Consistency:** All requirements must align with the objectives of the project under application.

### **Note:**

Providing complete information helps expedite the decision-making process regarding the loan application.

### **Disclaimer:**

Submitting the required information and documents does not necessarily guarantee loan approval. The evaluation will be based on the completeness of submissions, reducing the time required to decide on the application.

Submitting a feasibility study is mandatory.



## Preliminary Loan Application:

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### 1. Project Requirements:

- Valid primary commercial registration.
- Articles of association and amendments.
- Valid industrial license (if available).
- List of products.

### 2. Background of Individual Owners:

- Presence of a guarantor entity with financial solvency independent of the borrowing entity, covering at least the loan amount. This solvency may include assets such as real estate, stock portfolios, or other investments. Supporting documents must be attached, including audited financial statements for the last three years, updated internal or managerial financial statements, and legal documents such as commercial registration, articles of association, and shareholders register detailing ownership percentages.
- Audited financial statements of the borrower (last three years) – if available.
- No-objection letter signed by borrower, shareholders, and guarantors.

## Loan Application:

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### 1. Mandatory Documents:

- Feasibility study.
- Financial model.
- Overview of borrower/company.
- Background and experience of owners.

### 2. Supporting Documents (If any):

- CVs of senior management and key personnel such as general manager, financial manager, production manager, marketing and sales manager

## Technical Information Required:

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### 1. Mandatory Documents:

- Overall site layout.
- Contracts / price offers and technical specifications forms for selected machinery and equipment.
- Customs declaration / shipping bill for machinery and equipment (if arrived).
- Price offers / invoices for all raw materials.

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## 2. Supporting Documents (If any)

- If the land is outside the industrial city, a building/operation permit must be provided.
- If inside the industrial city, an operation permit must be provided.
- Environmental impact assessment certificate.
- Implementation schedule or progress report detailing construction and civil works status alongside machinery and equipment status, specifying the quarter/year expected for commercial production start.
- Complete set of construction and civil work drawings in AutoCAD format (architectural, structural, industrial, mechanical, fire protection system, electrical and plumbing, ventilation and air conditioning systems).
- Design and supervision contract.
- Competitive price offer (including selected offers or contracts) for each of the following items with details:
  - Cost of construction and civil works.
  - Cost of electrical and mechanical works.
  - Bill of Quantities (B.O.Q) with detailed pricing supporting the contract agreement.
  - Details of industrial safety systems and cost of equipment with price offers.
  - Competitive price offer / bid for main machinery and equipment with justification for supplier selection.
  - Machinery and equipment layout plan.
  - Knowledge transfer / technology / technical assistance agreements (if any).
  - Energy or raw material allocation (if any).

## Marketing Information Required:

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### 1. Supporting Documents:

- Please provide any additional documents that support the marketing/sales activities of the project (such as distribution and sales agreements).

## Legal Information Required (Signing Requirements):

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### • Loan Agreement Legal Documents:

- Authorized Signatory(ies) ID.
- Authorized Signatory(ies) mobile number (registered in Absher).
- Authorized Signatory(ies) email (registered in Absher).

## Legal Required Information (Signing Requirements):

### 2. Personal Guarantees Legal Documents:




- Guarantor(s) National Address.
- Guarantor(s) ID.
- Guarantor(s) mobile number (registered in Absher).
- Guarantor(s) email (registered in Absher).

### 3. Mortgage Legal Documents:

- No Objection Letter on mortgage from landlord.
- Authorized Signatory(ies) ID.
- Authorized Signatory(ies) mobile number (registered in Absher).
- Authorized Signatory(ies) email (registered in Absher).

### 4. Legal Authorization Forms:

- Article of Association
- Power of Attorney
- Board Resolution

Forms	Authorization Script
Article of Association	Reviewing [the Saudi Industrial Development Fund] regarding the signing of the loan agreement with SIDF – providing guarantors and entering into joint liability with them – signing before the notary public in matters related to the industrial mortgage – mortgaging all company assets – signing promissory notes – signing the debt restructuring agreement on behalf of the company and partners – signing the letter of credit financing agreement – signing agreements – mortgage – accepting the mortgage – releasing the mortgage – receiving the loan – waiving the loan – requesting a loan exemption – requesting a clearance of financial obligations – repaying the loan – receiving and handing over – following up with all relevant entities and completing all necessary procedures and signing where required – and he/she has the right to delegate others.
Forms	Templates
Power of Attorney	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">             نموذج وكالة شريك أو            عضو أجنبي لعقد قرض         </div> <div style="text-align: center;">             نموذج وكالة عقد            قرض جديد أو تعديل         </div> </div>
Forms	Templates
Board Resolution	<div style="text-align: center;">             نموذج قرار عقد قرض            جديد أو تعديل         </div>