

APPRAISAL CHECKLIST

NGO - MICROFINANCE INSTITUTIONS & FINANCIAL COOPERATIVES

Name of PFI.....

Loan Amount Requested.....Amount Approved.....

		Yes	No	Remarks
REQUIRED DOCUMENTS				
1.	Completed Application Form			
2.	Viable Business Plan (For Grant Application)			
3.	Corporate, Trustee and Management profile			
4.	List of prospective borrowers, activities, loan amount, addresses and telephone numbers			
5.	Evidence of submission of names of borrowers to licensed Credit Bureaux			
6.	Audited/Management accounts for the last 2 years			
7.	Six(6) months statement of account			
8.	Risk Management Framework			
9.	Corporate Governance Structure			
10.	Evidence of Membership of apex association and up-to-date payment of annual subscription			
11.	Compliance with up-to-date and timely rendition of monthly returns to the CBN as stipulated in the Revised Microfinance Policy, Regulatory and Supervisory Framework for Nigeria			
12.	Certificate of registration with Corporate Affairs Commission or Appropriate Ministries, Departments and Agencies (MDAs) of States/FCT.			
13.	Letter authorizing CBN to debit PFIs account with correspondent bank in case of default			
14.	Collateral (Third party Guarantee)			