## APPRAISAL CHECKLIST

**MICROFINANCE BANKS & FINANCE COMPANIES**

Name of PFI………………………………………………………………………………………………

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

<table>
<thead>
<tr>
<th>REQUIRED DOCUMENTS</th>
<th>Yes</th>
<th>No</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>1. Completed Application Form</td>
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<tr>
<td>2. Viable Business Plan (For Grant application)</td>
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<td>3. Board resolution or Trustee consent to access the Fund</td>
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<td>4. List of prospective borrowers, activities, loan amount, addresses/telephone numbers</td>
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<td>5. Evidence of submission of names of borrowers to licensed Credit Bureaux</td>
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<td>6. Audited/Management accounts for the last 2 years</td>
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<td>7. Latest CBN/ NDIC examination report</td>
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<td>8. Risk Management Framework</td>
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<td>9. Corporate Governance Structure</td>
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<td>10. Evidence of Membership of Apex association and up-to-date payment of annual subscription</td>
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<td>11. Evidence of compliance with up-to-date and timely rendition of monthly returns to the CBN</td>
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<td>12. Banking License</td>
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<td>13. Certificate of Incorporation or Registration</td>
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<td>14. Letter authorizing CBN to debit PFI’s account with correspondent bank in case of default</td>
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<td>15. Collateral (Financial Assets)</td>
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