AGRIBANK
OF NAMIBIA
Your all Season Bank

BIOMASS APPLICATION

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CHECKLIST AND APPLICATION GUIDELINES

BIOMASS

1. Administration Fee

Non-Refundable Administration Fee:

Application Type	N$
Salary-Backed Agri-loan & Post Settlement Scheme	150
Communal	450
Commercial	800

2. Valuation Fee

Should your loan be approved, you will be notified to pay valuation fees. Valuation fees can be paid via two options:

1) Paid by the applicant
Proof of payment must be submitted before your application can proceed to finalization. Banking details are on the Valuation Consent Form that is part of the application pack (page 8).

2) Added to the loan amount
The applicant must give consent to have the valuation fee added to the loan amount. To do so, select this option on the Valuation Consent Form, complete the form, and sign it accordingly.

Please note: For both options, the Valuation Consent Form must be fully completed, signed and submitted with the application documentation.

Valuation fees (payable upon approval only):

Class of Property	Valuation Fee (N$)	Revaluation Fee (N$)	Progress Inspection Fee (N$)
Residential Property & Vacant Urban erf/plot	2,000	2,000	2,000
Agricultural Property (Farms & Plots)	5000	5000	5000
Commercial Properties (Industrial, Offices, Shops, Malls, Warehouses etc.)	3500	3500	3500

3. Credit Life Cover

Please note that credit life cover is required for communal and commercial clients. The applicant has two options:

1) Take up Agribank life cover (your customized payment schedule will be shared with you during consultation).

2) Furnish proof of your own existing life cover.

4. Important notice:

Please note that no other fees other than the ones listed above should be paid throughout the process of your application, kindly report any deviation from the fees listed above through our website: **https://agribank.com.na/page/blow-the-whistle** or email: **sales@agribank.com.na** or call: 061 207 4356.

5. Required Documents

The documentation listed must accompany the application. Please note that incomplete applications will not be accepted.

Biomass Checklist		
1	Application form	
2	Provide the applicable permit and/or certification. a. Harvesting permit b. Export permits c. Environmental Clearance Certificate d. EUDR or FSC Certification	
3	Credit-life cover	
4	Off-take agreement(s)	
5	Proof of land ownership/leasing: a. If harvesting biomass on own farm: *certified copy of Title Deed.* b. If harvesting biomass on leased farm: *lease agreement clearly stating the leasing period.*	
6	Prospects / plans: a. Business Plan b. Environmental Impact Assessment c. Environmental Social Management Plan for the operation	
7	Quotations - *all relevant quotations for the loan application e.g.machinery/ vehicles/ infrastructure/ labourers' housing etc.* a. *Short term insurance is a prerequisite for tractors & vehicles, including fire insurance*	
8	Latest Municipal Account or valuation certificate of the property (If applicable).	
9	All personal documents as listed below: a. ID – *Copy of Namibian ID of Applicant and Co -Applicant Spouse* b. Lasted 6-month bank statements c. Antenuptial Contract – *certified copy of contract* d. Pay slip (if employed) or proof of any other income – *Salary slips or financial statements of Business* e. Marriage certificate – *certified copy of marriage certificate*	
10	Company Registration Documents as listed below: a. CC - *Founding Statement* b. Co-operative - *By Law* c. Pty Ltd - *Article of Association* d. Family Trust - *Deed of Trustees* e. Partnership - *Agreement*	
11	Directors' Identification documentation should be submitted – *certified copies*	
12	If a company with limited liability; please submit resolution enabling obtaining of loans.	
13	Latest Audited Financial Statements – *audited for companies and certified by the Accounting Officer if CC.* a. Signed Management Accounts if financial statements are older than 6 months for the financial year ended.	
14	Statement of Bonds (If applicable) – *statement of amount owing under Bond (s) registered against town property(ties) offered as security.*	
To be provided by Agribank		
15	KYC Form – attached, to be completed and signed by Applicant(s)	
16	Authorization Request - Form V18 - *attached, to be completed and signed by Applicant(s)*	
17	ICT Report – *to be provided by Agribank, no action required from Applicant(s)*	