

**KENYA INDUSTRIAL ESTATES LIMITED
LOAN APPLICATION FORM**

A. PERSONAL DETAILS OF APPLICANT

01 NAME MR. Last Initial Middle

Mrs.

Ms.

02 MAILING ADDRESS :

**(P.O BOX NO. Town, Location, District) AREA CODE & TELEPHONE
NO**

**03 RESIDENCE ADDRESS: AREA & TELEPHONE
NO.**

**04 DISTRICT OF BIRTH : DATE OF BIRTH (mm/dd/yy) : AGE
: REGION**

**05 CIVIL STATUS :SINGLE...MARRIED
WIDOWED...SEPARATED...NO. OF DEPENDANTS**

**06 SPOUSES OCCUPATION : FATHER'S OCCUPATION : MOTHER'S
OCCUPATION**

**07 EDUCATION AND TRAINING *Provide full details in chronological
order. Exclude primary and secondary education if applicant is
university degree holder***

**FROM TO : INSTITUTION :
CERTIFICATE/DEGREE : MAIN FILED
Mo/Yr : Name & Location : EARNED : OF
STUDY**

**08 WORK EXPERIENCE List positions held, starting from most
recent ones.**

TITLE OF PRESENT OR MOST RECENT POST-----

08.1 FROM : TO : Name & Address of Employer

:
:

Description of Duties and Responsibilities

08.2 TITLE OF NEXT MOST RECENT POST _____

From: : To : Name & Address of Employer

:

Description of Duties and Responsibilities

08.3 OTHER RELEVANT POST

From : To : Name & Address of Employer

Description of Duties and Responsibilities

09. SPECIAL QUALIFICATIONS *Hours, membership in professional societies, special licenses, special skills and other relevant qualifications not previously mentioned*

10. SIBLING POSITION IN THE FAMILY.....Eldest..... Youngest.....
Others, specify rank order

11. ECONOMIC POSITION OF PARENTS

.....Low IncomeLower Middle MiddleUpper Middle
.....Upper Income

12. NAMES AND OCCUPATION OF THREE VERY GOOD FRIENDS.

- 12.1
- 12.2
- 12.3

13. **DID THE APPLICANT HAVE A CHANCE TO WORK WITH PARENTS/RELATIVES/FRIENDS IN RUNNING A BUSINESS?**
.....YESNO

If yes, in what kind of business was it?
In what capacity did the applicant work?

14. **AGE WHEN APPLICANT FIRST THOUGHT OF GOING INTO BUSINESS**

15. **LIST ALL BUSINESS PROJECTS THE APPLICANT HAS THOUGHT OF GOING INTO AS FAR AS HE COULD REMEMBER**

16. **HAD THE APPLICANT ACTUALLY TRIED GOING INTO BUSINESS?**
....YESNO

If yes, when? With whom: How much did the applicant invest:
Kshs. 6,000/=

What happened to the business? Successful Not successful Why

17. **WILLING TO UNDERGO ENTREPRENEURSHIP TRAINING TO BE ORGANISED BY KIE ...YES ...NO**

18. **DETAILS OF PERSONAL ASSETS AND LIABILITIES**

18.1 **ASSETS**

18.2 **LIABILITIES**

Cash in hand

Current Liabilities

Cash in banks

Name of bank(s)

Marketable securities

Other investments

Long term liabilities

Receivables

Immovable properties

Land

Building

Others, please specify

Other properties

TOTAL ASSETS

TOTAL LIABILITES

18.2 NET WORTH

19. LIST OF PROPERTIES ENCUMBERED

20. DETAILS OF ALL PREVIOUS AND CURRENT BORROWING OF THE APPLICANT

**Name of Creditor : Amount : Date : Repayment : Amount in :
Outstanding :**

**Security : Incurred : Period : Default : Balance
Furnished**

21. SOURCES OF INCOME

YEARLY GROSS AMOUNTS

21.1

21.2

21.3

22. LIST OF THE INCOME EARNING MEMBERS IN THE FAMILY

Name : Relationship : Estimated Annual income

23. LIST OF DEPENDENTS

Name : Relationship : Age

24. PROPOSED ARRANGEMENTS FOR RAISING APPLICANTS CONTRIBUTIONS IF LIQUID FUNDS ARE NOT READILY AVAILABLE

Source(s) : Amount : Terms and Conditions

25. LIST OF PROPERTIES TO BE USED AS COLLATERAL, IF REQUIRED

Description : Date of : Acquisition Cost : Appraised Value : Insurance Details

: Acquisition : Cost : : (Name of firm; coverage

26. WITHIN WHAT PERIOD AFTER LOAN APPROVAL CAN THE APPLICANT'S CONTRIBUTION BE DEPOSITED WITH KIE?

27. TYPE OF KIE ASSISTANCE NEEDED

.... Setting up new project Short term working capital Long term working capital

capital

..... Additional machineries Expansion

Modernizarion

28. PEOPLE YOU WOULD LIKELY APPROACH FOR EMERGENCY AND SHORT TERM FINANCE

Name : Address : Occupation : Relationship

29. DOES THE APPLICANT HAVE A CRIMINAL RECORT?

.....YES NO

IF YES PLEASE GIVE DETAILS

B. DETAILS ON PROPOSED PROJECT

MARKETING DATA

- 01. PRODUCT/SERVICE DESCRIPTION**
- 02. TARGET AREA OR REGION TO BE SERVICED**
- 03. TARGET MARKET SEGMENTS/CUSTOMERS**
- 04. ESTIMATE OF THE TOTAL DEMAND IN THE TARGET AREA PER PRODUCT OF SERVICE PRODUCT(S) OR SERVICE(S)**
TOTAL DEMAND
 - 04.1**
 - 04.2**
 - 04.3**
 - 04.4**
- 05. EXISTING ENTERPRISES PRESENTLY SERVICING THE AREA AND ESTIMATED CAPACITY NAME OF EXISTING ENTERPRISES ESTIMATED CAPACITIES**
 - 05.1**
 - 05.2**
 - 05.3**
 - 05.4**

06. PRESENT MARKETING PRACTICES OF EXISTING COMPETITORS

6.1 DISTRIBUTION PRACTICES

6.2 PROMOTING PRACTICES

6.3 PRICING PRACTICES

07. PROPOSED CHANNELS OF DISTRIBUTIONDirect to end users Retailers

.....Wholesalers

If direct, how? Own outlets Agents Others

(Pls specify)

If through retailers or wholesalers, what are the proposed terms?

..... Picked up Delivered

.... Consignment Cash on delivery Credit sales, how many days?

08. PROPOSED PROMOTIONAL PLANS

TYPES OF PROMOTION FREQUENCY/QUANTITY COST

08.1

08.2

90. PROPOSED PRICING SCHEME

10. PROJECTED SALES

ITEM :	YEAR 1	:	YEAR 2	:	YEAR 3
:	QTY: USP	:	AMT QTY : USP	:	AMT QTY : USP

: AMT

PRODUCTION DATA

11. TECHNICAL DESCRIPTION OF PRODUCTS AND THEIR USES

12. BRIEF DESCRIPTION OF PRODUCTION PROCESS

13. MACHINERIES AND EQUIPMENT REQUIRED (ATTACHE

SUPPLIES' QUOTATIONS)

NAME/TYPE: OF UNITS : ESTIMATED CAPACITY :

ESTIMATED COST : SUPPLIER

14. PRODUCTION CAPACITY

15. PRODUCTION SCHEDULE

ITEMS : QUANTITY TO SERVICE

PROJECTED SALES

: MINIMUM : OF FIRST TWELVE MONTHS

: INVENTORY :

: REQUIREMENT : 1 2 3 4 5 6 7 8 9 10 11 12

16. RAW MATERIALS

NAME/TYPE: QUANTITY : UNIT COST : TOTAL

COST : SUPPLIER: TERMS OF PURCHASE

17. PROPOSED LOCATION FACTORY

17.1 Where ?(obtain and attach location map)

17.2 Availability of necessary infrastructure

Piped Water.....Yes.....No.

SewerageYes.....No.

Electricity.....Single.....Three.....

None

.....Phase.....Phase

17.3 Kilometer distance from:
Main Road Town Proper.....Railway
Station.....
Port.....

18. ZONE CLASSIFICATION OF PROPOSED LOCATION?
Residential
Commercial.....Industrial.....

19. MINIMUM SPACE REQUIREMENT OF THE PROPOSED PROJECT?
.....Sq. Ft.

20. FACTORY BUILDING.....To be constructedTo be rented

If to be constructed,	If to be rented
Name of plot owner.....	Name of
Landlord.....	
Sq.Ft. Area Plot available.....	Plot
No.....	
Sq.Ft. Area of	
construction.....	Location.....
Estimated cost per sq. ft.....	Required
Deposit.....	

MANAGEMENT DATE

21. TYPE OF PROPOSED BUSINESS ORGANIZATION

.....Sole Proprietor
ship.....Partnership

.....Company Limited by
Guarantee.....Other, Please specify.

**22. IF PARTNERSHIP OR COMPANY, GIVE NAMES OF
SHAREHOLDERS AND THEIR RESPECTIVE NEW OR
ADDITIONAL HOLDINGS**

**NAME OF SHAREHOLDERS : ADDRESS : AMOUNT OF
SHARES**

**23. PROPOSED ORGANIZATION CHART (USE SEPARATE SHEET
IF NECESSARY)**

**24. DETAILS ON ALL INDIVIDUALS TO MANAGE AND/OR TO BE
HIRED FOR THE PROJECT (for existing projects please not all the
additional personnel required)**

**NAME: POSITION : QUALIFICATION/EXPERIENCE :
ANNUAL :**

:

**SALARY:
: BENEFIT TYPES &
: ANNUAL COST**

**25. OFFICE EQUIPMENT, FURNITURE AND FIXTURES
REQUIRED**

**NAME/TYPE: QIANITTY : TOTAL COST: SUPPLIER: TERMS
OF PURCHSE**

FINANCIAL DATE:

26. ESTIMATED TOTAL PROJECT COST

Fixed Assets.

Land **Kshs.**

Building

Machineries

Vehicles

Furniture & Fixture **Kshs.**

Pre-operating Expenses

Working Capital

(List details)

Estimated Total Project Cost.....Kshs.

27. FINANCING SOURCES

Equity Contribution

Cash **Kshs.**

Others, Please specify **Kshs.**

KIE LOAN

Total.....Kshs.

28. ESTIMATED PROJECT EARNINGS BEFORE INCOME TAXES

YEARS

AMOUNT

Year 1 **Kshs.**

Year 2

Year 3

ENVIRONMENTAL DATA

29. TYPE OF WASTES/DISCHARGES TO RESULTS FROM PROJECTS OPERATIONS

.....Discharges to the air.....Discharges to the water

.....Discharges to the soil.

30. PROPOSED ARRANGEMENTS FOR THE DISPOSAL OF THE PROJECTS WASTE/DISCHARGES.

31. NATURAL RESOURCES TO BE USED BY THE PROJECT, IF ANY

32. PERMITS/LICENCES/LEASEHOLDS OBTAINED FOR THE USE OF THESE NATURAL RESOURCES.

.....Logging Licence.....Civil or Local Government Licence

.....Fishing PermitMining /Quarrying

Leasehold.

Please describe.

33. PROPOSED ARRANGEMENTS FOR THE REPLENISHMENT/RESTORATION OF THESE NATURAL RESOURCES

C. DECLARATION

I/We declare that the information given in this application is to the best of my /our knowledge true and correct in all particulars. I/We fully understand that any false information given here will disqualify me/us from financial assistance from KIE.

I/We fully understand that the completion of this form does not in any way commit the Kenya Industrial Estates.

Signed:.....

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.....

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Date:.....

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