For office use
R.

Western Provincial Council

Concessional Loan Scheme to Expand Micro and Small- Scale Enterprises within the Western Province – 2026

Application

(**In filling out this application, please provide information as per the guidelines given in the attached instruction sheet.)**

01. Basic Information

1.1 Full Name : ....
....

1.2 Gender : ....

1.3 Date of Birth : ....

1.4 National Identity Card No. : ....

1.5 Information Relating to Permanent Residence

District : ....

D.S. Division : ....

G. N. Area and No. : ....

Address : ....
....

1.6 Telephone Numbers

Mobile : ....

Home : ....

Whatsapp : ....

1.7 Personal Email Address (If any): ....

1.8 Highest vocational qualifications related to business (NVQ or other acceptable qualifications):
....

02. Basic Information about the Enterprise

2.1 Name of the Enterprise : ....

2.2 Location of the Enterprise

District : ....

D.S.Division : ....

G. N. Area and No. : ....

Address : ....
....

2.3 Entrepreneurial ownership : Single / Partnership / Limited
(Strike off irrelevant words)

2.4 If a Partnership Enterprise, Names of the Owners:

I. ....

II. ....

III. ....

2.5 The institution where the enterprise is registered :..

2.6 Year of enterprise registration and registered number : ....

03. Summary of the enterprise

3.1 The sector to which the enterprise belongs : ....

3.2 Products or services provided by the enterprise: ....

....

....

3.3 Areas where the product/service is currently sold

3.3.1 Areas where locally sold/ services provided : ....

....

3.3.2 If exported, exporting countries: ....

....

3.3.3 Are you selling products to an exporter? Yes / No

If the answer above is “Yes”, please provide details.

....

....

3.4 Do you use locally supplied raw materials for your enterprise? Yes / No
If the answer above is “Yes”, please specify the raw materials.
....
....
....

3.5 Are you the only one involved in this business? Yes/No : ....

3.5.1 If the answer is “No”, the number of workers employed (excluding the owner and family members)
No. of females .... No. of males ....

3.5.2 Number of employees who pay contributions to the Employees Provident Fund
No. of females .... No. of males ....

3.5.3 Employer’s Registration Number in Employees’ Provident Fund: ....

04. Initial investment made for the enterprise

Accession No.	Basic Investments	Amount / number	Value (Rs.)
I	Land		
II	Buildings		
III	Machinery / Equipment		
IV	Vehicles (Relating to the enterprise)		
V	Working Capital		
VI	Others (mention)		
Total			

05. Income Summary of 06 months starting from 01 January to 31 May of year 2026

Accession No.	Product or Service	Production/ Sales units (for 6 months)	Selling Price per Unit (Rs.) (for 6 months)	Monthly Income (Rs.) (for 6 months)
I				
II				
III				
IV				
V				
Total				

06. Expenditure Summary of o6 months from 01 January to 30 June 2026

Accession No.	**Source of Expenses**	**Monthly Expense (Rs.) (for a period of 6 months)**
I	Purchasing raw materials	
II	Water, Electricity, Telephone Bills	
III	Travelling Expenses	
IV	Employee Salaries	
V	Building Rent	
VI	Rates and Other Taxes	
VII	Bank Interest	
VIII	Other	
	Total	

07. Information on financial facilities required to improve the enterprise.

7.1 Task/tasks requiring financial assistance: (Please tick (√) in the appropriate box)

I. Purchasing machinery and equipment ☐

II. Obtaining quality certificates ☐

III. Constructing specific buildings for production purposes ☐

7.2 Fill only the sections in this table that relevant to the sub-numbers you have ticked in above 7.1

Requirement of the Loan		Name of the machinery/ equipment proposed to be purchased	Market Value (Rs.)	Specifications of the proposed machinery/ equipment
1	Purchasing machinery and equipment	1.1		
		1.2		
		1.3		
Requirement of the Loan		**Name of the required standard certificate**	**The cost Rs.**	**Receiving Institution**
2	Obtaining Standards Certificates	2.1		
		2.2		
Requirement of the Loan		**Nature**	**Quantity**	**Estimated Value Rs.**
3	Constructing specific buildings for production purposes	3.1		
		3.2		
		3.3		

7.3 Total amount required for the task/tasks stated in 7.2 above : Rs.........................

(Note - only 75% of the loan requirement will be offered as a concessionary loan and the remaining 25% has to be borne by the beneficiary)

7.4 Expected time to repay the loan (years) : ....

(Note - The maximum period allowed to repay the loan is in 84 monthly installments, including the grace period.)

7.5 Is a grace period required for loan repayment? : Yes/ No

7.6 If "Yes" to 7.5, how many months are required? ....

(Note - The maximum grace period granted is 6 months.)

7.7 The status desired to be achieved for your enterprise by obtaining financial facilities for the above-mentioned (Complete only if your loan requirement is more than One Million Rupees)

Accession No.	**Category of the product**	**Expected Production Unit Quantity (Annual)**		
		2027	**2028**	**2029**
I.				
II.				
III.				

7.8 If your enterprise is a manufacturing enterprise, how do you expect to market this increased output: (tick the appropriate box)

I. Locally ☐
II. Internationally ☐
III. By providing to a supplier to send to the international market ☐
IV. Locally and internationally ☐

I do hereby certify that the above information are true. I further agree that if the information provided by me are found to be false before the loan is disbursed, I will be disqualified from availing the loan and if it is found that false information was provided after the loan is disbursed, I agree to pay interest on the loan obtained at the bank's normal interest rate instead of the concessional interest rate. I also agree to be subject to the bank's rules and regulations regarding loans in case of default.
……………….. (Name of the People's Bank branch) is the People's Bank branch where nearest to my residence/ convenient for dealing (strike out the option that is not applicable)

Signature of the Applicant : ....

Date : ....

08. Certifying the residence of the entrepreneur

8.1 Divisional Secretary

....

I certify that Mr./Mrs. ………………………………………………………., who has submitted this application, is a permanent resident of ……………………… Grama Niladhari Division.

This enterprise is operated only by family members / is not operated only by family members. (Delete the inapplicable statement.)

Signature : ....

Name : ....

Grama Niladari (Place the Official Stamp)

8.2. Chief Secretary

Western Province

I certify that Mr./Mrs. ………………………………………………………………., who has submitted this application, is a permanent resident of …………………………… Grama Niladhari Division in the …………………………… Divisional Secretary's Division.

Signature : ....

Name : ....

Divisional Secretary (Place the Official Stamp)

09. Recommendation on granting of the loan

9.1 Recommendation of the Field Officer who have inspected the enterprise

(This section should be completed by the Field Officers who inspected the enterprise as per the instructions of the Divisional Secretary of the Divisional Secretariat where the enterprise is established)

Divisional Secretary, ...

The above mentioned enterprise was observed by us on ………………… and the application submitted by the entrepreneur is acceptable.

This enterprise is operated only by family members / is not operated only by family members. (Delete the inapplicable statement.)

Signature :	Signature : ....
Name :	Name : ....
Designation :	Designation : ....
Date :	Date :

Recommendation of the Divisional Secretary: (Should be filled by the Divisional Secretary of the area in which the enterprise is established)

Chief Secretary

Western Province

I certify that Mr./Mrs. ……………………………………………………………, who has submitted this application, is/is not a resident of the …………………….. Divisional Secretariat Division and that his/her enterprise is being carried out in the …………………….. Divisional Secretariat Division.

As per the certification made by the field officers, I recommend that it is appropriate to provide the financial facilities of Rs. ….………………………………………. (in words) under the concessional loan scheme to the said entrepreneur.

Signature : ....

Name : ....

Divisional Secretary ....

(Place the Official Stamp)

10. Recommendation of the Credit Management Committee

General Manager

…………… Bank

After evaluating the application submitted by Mr./Mrs. ………………………………. ………………………………………., who runs his/her business at address ……………………………………………………., of the …………………………. Divisional Secretariat, the Loan Management Committee approved the provision of a loan of Rs. ………………………………………………... (in words) to him/her under the Provincial Council's concessional loan scheme.

Chairman/ Secretary of the Credit Management Committee

Western Province.