

Instructions for Completion of the Application

General Instructions:

1. Photocopies of all the documents requested in the application should be certified as true copies by a Justice of Peace/ authorized government officer with an official seal.
2. Please note that any inconvenience during the loan disbursement process can be avoided by applying only entrepreneurs who can provide two personal guarantors acceptable by the bank for this loan.
 - 01 to 07 should be completed by the applicant and
 - 8.1 should be completed by the Grama Niladhari of the division where the entrepreneur resides and
 - if necessary, 8.2 should be completed by the relevant Divisional Secretary.

01. Basic Information

- 1.1 Name: Mention as stated in the National Identity Card
- 1.4 National Identity Card Number : Please attach a certified copy
- 1.7 Personal Email address (if any) : Should be a valid email address
- 1.8 Highest vocational qualification relevant to the enterprise (NVQ or other acceptable qualifications) :
(Attach a certified copy)

02. Basic information about the enterprise

- 2.1 Name of the Enterprise : as stated in Business Registration Certificate mentioned at the registration of the enterprise (Attach a certified copy of the Business Registration Certificate)
- 2.3 Enterprise Ownership : as stated in Business Registration Certificate
- 2.4 If a partnership enterprise, the names of the owners as per National Identity Card (attach certified copies of National Identity Cards.)
- 2.5 Institute where the business is registered : Should be a one of following Institutions
 - a) Department of the Registrar of Companies
 - b) Department of Provincial Business Name Registration of Western Province
 - c) A department or an Authority belong to the Western Provincial Council
 - d) National Aquaculture Development Authority
 - e) Any other government or semi-government institution whose approval is required for the operation of the enterprise

- 3.1 The field to which the Enterprise belongs: state one from the below mentioned
- Agro based products or value added products
 - Value added products related to animal products
 - Ornamental fish cultivation and enterprises associated to it
 - Small scale apparel based products
 - Small scale leather and leather based products
 - Products related to traditional industries
 - Value added products related to local spices
 - Production of decorative items
 - Soap and detergent products
 - Cement related products
 - Products related to Ayurveda
 - Light industries
 - Food production utilizing local ingredients
 - Enterprises based on recycling of non-biodegradable waste
 - Enterprises based on vehicle repairs
 - Export-oriented products using local raw materials
 - Production enterprises targeting local and foreign tourists
- 3.2 Products and services provided by the enterprise : Mention all your products
For eg: if the enterprise belongs to the of small-scale leather-related products, mention the products as footwear, bags etc.
- 3.3.1 Local sales/ service areas : Please indicate by Divisional Secretariat Division/
District
- 3.3.3 Are the products sold to an exporter? If the answer is “Yes”, please provide the name and address of the relevant exporter.
- 3.4 Does the enterprise use locally supplied ingredients? Yes / No
- If the answer to above question is “yes”, please mention the ingredients used.
Mention the quantities of the ingredients used monthly.
- 3.5.3 Attach a certified copy of the certificate which states that the enterprise has been registered in the Employees Provident Fund.

04. Initial investment made for the enterprise

Accession No.	Basic Investments	Quantity/ Number	Value (Rs.)
I	Land	Indicate in acres/roods/perches	
II	Buildings	Indicate in square feet or square meters.	
III	Machinery/ Equipment	Indicate the name of each machine and the number of machines used	
IV	Vehicles (relevant to the enterprise)	Indicate the vehicle type	
V	Working capital		
VI	Other (specify)		
Total			

05. Monthly income summary for 6 months from 01 January to 30th June, 2026: Mention the receipt of income of the enterprise as per the example.

Accession No.	Product or Service	Production / Sales Units (for 06 months)	Selling price per unit (Rs.) (for 06 months)	Total Income (Rs) (for 06 months)
I	Baby clothes	3000	450.00	1,350,000.00
II	Baby shoes	2400	300.00	720,000.00
III				
Total				2,070,000.00

7.1 Requests made to construct buildings : Loan facilities will be provided for the buildings necessary to carry out productions related to enterprises. Submit a gross plan along with the loan application.

7.2 Details related to loan requirement

Loan Requirement		Name of the machine/equipment proposed to be purchased	Market value (Rs.)	Specifications of the proposed machine or equipment
1	Purchase of machinery and equipment	Ex – Dehydrating machine		Power, disk size, voltage, quantity (kg) that can be dehydrated at one time etc.
		1.1		
		1.2		
Loan Requirement		Nature of the Requirement	Unit price Rs.	Total value Rs.
3	Constructing /Renovation/Expansion of buildings	Ex - Addition of a part	20*30	

7.7 The desired status to be achieved by obtaining financial facilities for the above-mentioned task/tasks: The future goals of your enterprise should be stated under this.

Accession No.	Product Type	Expected Production Unit Quantity (Annual)		
		2027	2028	2029
	Eg : Baby Clothes	No of Baby Clothes		
	Vehicle Repair	(Number of vehicles targeted for repair)		

08. Certifying Entrepreneur's Residence :

8.1 All applicants must certify residency.

8.2 When the enterprise and the residence are established in the same Divisional Secretariat, it is not necessary to fill in the information related to Accession No. 8.2.