



DELTA STATE GOVERNMENT

GUIDELINES ON ACCESS TO CREDIT

S/ N	CREDIT FACILITY	FINANCIAL INSTITUTION	ELIGIBLE BENEFICIARIES/SECTORS	APPLICATION PROCESS & REQUIREMENTS	CONTACT
BANK OF INDUSTRY (BOI)					
1.	Micro Credit	Bank of Industry (BOI)	Any resident or business operating in Delta State. Must be a small scale business. The customer must have an operational account for more than 6 months. All business sectors	<ol style="list-style-type: none"> 1. Active savings or business account, With BVN. 2. CAC registration documents 3. Duly filled application form 4. Submission of Business plan 5. Provision of two (2) credible guarantors 	<p>Bank of Industry, Delta State Office. No 64 summit road opp Ministry of Works, Asaba Delta State. 08035417190 BOI Delta State Branch</p> <p>Delta State Micro Small Medium Enterprise Development Agency Olorogun Felix Ibru Secretariat Annex Asaba Delta State. https://demsmeda,deltastate.gov.ug 07032489513</p>
BANK OF INDUSTRY (BOI)					
1.	Small holder Farmer Cluster Financing (Up to ₦7B)	Bank of Industry (BOI)	This loan is accessible to both aggregators and manufacturers in the agric sector.	<ol style="list-style-type: none"> 1. Formal loan application letter to BOI 2. CAC Registration documents (Certificate of Incorporation, CAC07, MEMART) 3. Audited Accounts and last Management Account for the last 2 years 	<p>Bank of Industry, Delta State Office. No 64 summit road opp Ministry of Works, Asaba Delta State. 08035417190 Or BOI House, Plot 256, A.O Off Herbert Macaulay Way, Central Business</p>

				<ol style="list-style-type: none"> 4. Company profile (Brief profile of shareholders, directors and management staff 5. Evidence of Availability of Loan security 6. Guaranteed offtake agreement 7. 12 months bank account statements (minimum of two banks) 8. Input cost per hectare 9. Any documents as may be required by BOI 	District Abuja +2348073990022
2.	Cottage Agro-Processing Fund (10m and above)	Bank of Industry (BOI)	Small and medium scale agro-processing industries of major cash crops (palm oil cassava, maize, yam, rice, groundnut and cotton etc)	<ol style="list-style-type: none"> 1. Formal Application 2. Photocopy of Certificate of Registration (Form CAC/BN/A1) 3. Business Plan 4. Valuation Report on existing assets prepared by an accredited BOI valuer. 5. Value of equipment to be purchased from a BOI accredited supplier (including invoices). 6. Source(s) and value of raw materials to be purchased expressed in units 7. Two (2) passport photographs of the Promoter (business owner) 	Bank of Industry, Delta State Office No 64 summit road opp Ministry of Works, Asaba Delta State. 08035417190 Or BOI House, Plot 256, A.O Off Herbert Macaulay Way, Central Business District Abuja +2348073990022

				<ol style="list-style-type: none">8. Photocopy of current Tax Clearance Certificate of the proprietor.9. Means of identification of the proprietor10. Bank Statement of the Business Enterprise for six(6) months11. Declaration of outstanding liabilities to other Banks and individuals.12. Reference letter from a recognized traditional ruler or authorized Local Government Official13. Provision of minimum of two (2) External Guarantors to guarantee the loan (either of the 3; senior civil servant not below level of Assistant Director, Bankers, not below level of Branch Manager with minimum of 5 years in service with current employer, lawyer (SAN)	
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3.	Micro Enterprises	Bank of Industry (BOI)	Small Enterprises or Companies registered in Nigeria	<ol style="list-style-type: none"> 1. Formal application 2. Business Plan 3. CAC Registration documents (Registration certificate, CAC/BN/A1) 4. Quotation for supply of items of equipment from two (2) different suppliers 	<p>Bank of Industry, Delta State Office No 64 summit road opp Ministry of Works, Asaba Delta State. 08035417190</p> <p>Or BOI House, Plot 256, A.O Off Herbert Macaulay Way,</p>
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				<ol style="list-style-type: none"> 5. Source of raw materials from atleast two (2) different suppliers. 6. Evidence of ownership/lease of factory 7. Tax Identification Number (TIN) 8. One year (1) most recent Bank Statement of the promoter 9. External Guarntor's: <ul style="list-style-type: none"> • Letter of intent to Guarantee • Guarantor's profile/CV • Means of Identification • Four (4) recent passport photographs • Notarized statement of Net worth with affixed passport photograph • Evidence of stated Net Worth (photocopies of land/building/vehicle documents) 10. Letter of Declaration of Outstanding Liabilities to other institutions and any/or individual if any 11. Letter containing the BVN of all shareholders 	<p>District Abuja +2348073990022</p>
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				<p>12. Photocopies of Means of Identification (International Passport or Driver’s License) of all directors.</p> <p>13. Detailed profiles of the director(s) and Management staff (preferably CV)</p> <p>14. Four (4) Passport photographs of the Director (s)</p> <p>15. Completed BOI Questionnaire, KYC</p>	
4.	Small and Medium Enterprises (SME) Credits	Bank of Industry (BOI)	Small and Medium Business registered in Nigeria	<p>1. Formal Application Letter</p> <p>2. Feasibility Study</p> <p>3. CAC Registration documents (Certificate of Incorporatio, CAC7, CAC2.1, CAC 2, MEMART)</p> <p>4. Quotation for supply of items of equipment from two (3) different suppliers</p> <p>5. Source of raw materials from atleast two (2) different suppliers.</p> <p>6. Recent Tax Clearance Certificate of the Company</p> <p>7. Recent Tax Clearance Certificate of two (2) directors</p> <p>8. Company’s Statement of Affairs (if a startup)</p>	<p>Bank of Industry, Delta State Office No 64 summit road opp Ministry of Works, Asaba Delta State. 08035417190 Or BOI House, Plot 256, A.O Off Herbert Macaulay Way, Central Business District Abuja +2348073990022</p>

				<ol style="list-style-type: none">9. Three (3) years Audited Accounts of the Company by BOI accredited Auditors10. Recent Management Account of the Company11. Recent Bank Statement of the Company/ Directors for at least 1 year12. Security (collateral) in form of Certificate of Occupancy (C of O) or Deed of Assignment13. Valuation Report on the Property to be used as collateral by BOI accredited valuers.14. Tax Identification Number (TIN)15. Letter of intent to guarantee from any commercial bank16. Regulatory approval (NAFDAC,SON etc.)17. Letter of Declaration of Outstanding Liabilities to other institutions and or individual if any18. Letter containing the BVN of all shareholders19. Photocopies of Means of Identification (International Passport or Driver's License) of two directors and Company Secretary	
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				<ul style="list-style-type: none"> 20. Detailed profiles of the director(s) and Management staff (preferably CV) 21. Four (4) Passport photographs of the Director (s) 22. Copy of Draft Technical, Management, Machinery, Supply and or Joint Venture Agreement (where applicable) 23. Completed BOI Questionnaire 24. BOI KYC 	
5.	Large Enterprises (N 2 Billion and above)	Bank of Industry (BOI)	Large Enterprises registered in Nigeria	<ul style="list-style-type: none"> 1. Formal Application Letter 2. Feasibility Study 3. CAC Registration documents (Certificate of Incorporatio, CAC7, CAC2.1, CAC 2, MEMART) 4. Quotation for supply of items of equipment from two (3) different suppliers 5. Source of raw materials from atleast two (2) different suppliers. 6. Recent Tax Clearance Certificate of the Company 7. Recent Tax Clearance Certificate of two (2) directors 8. Company's Statement of Affairs (if a startup) 	<p>Bank of Industry, Delta State Office No 64 summit road opp Ministry of Works, Asaba Delta State. 08035417190</p> <p>Or BOI House, Plot 256, A.O Off Herbert Macaulay Way, Cemtral Business District Abuja +2348073990022</p>

9. Three (3) years Audited Accounts of the Company by BOI accredited Auditors
10. Recent Management Account of the Company
11. Recent Bank Statement of the Company/ Directors for at least 1 year
12. Security (collateral) in form of Certificate of Occupancy (C of O) or Deed of Assignment
13. Valuation Report on the Property to be used as collateral by BOI accredited valuers.
14. Tax Identification Number (TIN)
15. Letter of intent to guarantee from any commercial bank
16. Regulatory approval (NAFDAC,SON etc.)
17. Letter of Declaration of Outstanding Liabilities to other institutions and or individual if any
18. Letter containing the BVN of all shareholders
19. Photocopies of Means of Identification (International Passport or Driver's License) of two directors and

				<p>20. Detailed profiles of the director(s) and Management staff (preferably CV)</p> <p>21. Four (4) Passport photographs of the Director (s)</p> <p>22. Copy of Draft Technical, Management, Machinery, Supply and or Joint Venture Agreement (where applicable)</p> <p>23. Completed BOI Questionnaire</p> <p>24. BOI KYC</p>	
CENTRAL BANK OF NIGERIA (CBN)					
1.	Credit Support Scheme For The Healthcare Sector	Central Bank of Nigeria	Businesses operating in the healthcare sector (this include;medical facilities/ healthcare service providers,healthcare products manufacturers, pharmaceutical/medical products distribution and logistics in the healthcare.	Applications to CBN are routed through any participating commercial bank of the Applicant's choice for onward processing. Information on processes for applications can be	The Director, Development Finance Dept. Central Bank of Nigeria, Central Business District, Abuja. Telephone No: 234-094623860

2.	Real Sector Support Facility through Differentiated Cash Reserve requirement (RSSFDCRR)	Central Bank of Nigeria	Companies operating in the real sector Sector: Agriculture and manufacturing	<ol style="list-style-type: none"> 1. Formal Application of the fund through a PFI of their choice 2. Provision of required documents (including collateral); 3. The PFI appraises the application, approves the application and submits the 	<p>The Director, Development Finance Dept. Central Bank of Nigeria, Central Business District, Abuja. Telephone No: 234-094623860</p>
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request to CBN for release of funds

4. SMEFO appraises/processes the application for

Management's approval;

5. CBN management approves for disbursement to the obligor through the PFI;

6. Offer Letter and funds are released to the PFI for on lending to the obligor;

7. Obligor's account shall be credited upon meeting conditions precedent to draw down;

8. The obligor accesses the funds at an "all-in" interest rate of 9.0% p.a. (to be shared- 7% to the PFI and 2% to CBN);

9. The Obligor repays the loan as and when due to the PFI plus accrued interest;

10. The PFI transfers principal and interest

repayments to the CBN on quarterly basis;

11. The CBN and PFI embark on periodic on-site project monitoring exercise to verify the project (inclusive of fund disbursement, fund utilization and status of the project) and report the outcome (including challenges and proposed recommendations) to Management.
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3.	Non-Oil Export Stimulation Facility (NESF)	Central Bank of Nigeria	Non-oil export such as agriculture, solid minerals etc. Non-oil sector	<p>Applications are channeled to CBN through a participating Financial Institution of the company's choice.</p> <ol style="list-style-type: none"> 1. Application letter to the PFI seeking funding under NESF 2. Duly completed application form 3. Company incorporation documents 4. Most recent three (3) tax clearance certificates 5. Audited Financial Statements for the last three (3) years 6. Feasibility Study/Business Plan of the project. 7. Relevant permits/licenses/approvals (where applicable) 8. Verifiable export order/contracts or other export agreement and arrangements. 9. Environmental Impact Assessment (EIA) Report (where applicable) 10. Draft offer Letter (by PFI) loan repayment schedule and credit risk report of the applicant. 	<p>The Director, Development Finance Dept. Central Bank of Nigeria, Central Business District, Abuja. Telephone No: 234-094623860</p>

Nigerian Export-Import Bank

1.	Export Development Fund (EDF	Nigerian Export-Import Bank (NEXIM Bank)	Companies in export business, MSME exporters Non-oil export sector	<ol style="list-style-type: none"> 1. A duly completed application form for EDF assistance (see http://eefp.ng/) 2. A detailed work plan of the project and a project document. 3. All applications for EDF must be channeled to EDF Secretariat at NEXIM Bank. 4. Submission of a draft proposed export activity must be done to the Secretariat in advance for approval by the Committee. 5. The Secretariat shall communicate to the company the amount of assistance that has been approved. 6. The company shall submit a detailed report of the activities undertaken, which should contain, amongst others, evidence of expenditure related to the export activities for which approval has been granted. 	
2.	Export Credit Facilities (NEXIM	Nigerian Export-Import Bank (NEXIM Bank)	Companies in export business, MSME exporters, All sectors	Details of application process/requirements can be sourced at www.neximbank.com.ng	Nigerian Export-Import Bank (NEXIM) Email: neximabj@neximbank.com.ng Call:(+234) 9 4603630 – 9

STEPS TO ACCESS MICRO CREDIT FACILITY BY DELTA STATE MICRO SMALL & MEDIUM ENTERPRISE DEVELOPMENT AGENCY

- STEP 1: APPLICANT \ MSME OPERATORS VISIT THE DELTA STATE MICRO, SMALL & MEDIUM SCALE ENTERPRISE DEVELOPMENT AGENCY AT OLOROGUN FELIX IBRU SECRETARIAT ANNEX MARIAM BABAGIDA WAY, ASABA DELTA STATE.
- STEP 2: THE DIRECTOR OF THE SMALL AND MEDIUM SCALE DEPARTMENT SHARES THE CREDIT APPLICATION PROCESS LINK WITH APPLICANT. <https://demsmeda.deltastate.gov.ng>
- STEP 3: APPLICANT VISIT THE SITE AND FOLLOWS ALL STATED STEPS.
- STEP 4: THE MSME DEPARTMENT OF THE AGENCY PROCESSES THE APPLICATION IN COLLABORATION WITH BANK OF THE INDUSTRY, THE BANK OF INDUSTRY VERIFIES ALL APPLICATION PROCESS AND SENDS DATA OF SUCCESSFUL APPLICANTS TO THE AGENCY
- STEP 5: THE AGENCY INFORM SUCCESSFUL APPLICANTS VIA EMAILS, SMS, AND WHATAPPS
- STEP 6: SUCCESSFUL APPLICANTS VISIT THE AGENCY FOR BIOMETRIC CAPTURE AFTER VALIDATION OF BANK ACCOUNT BY BANK OF INDUSTRY. THE BANK OF INDUSTRY THERE AFTER CREDIT SUCCESSFULL BANK ACCOUNT WITH THE NEEDED CREDIT FACILITY
- STEP 7: THE DELTA STATE MICRO SMALL MEDIUM ENTERPRISE DEVELOPMENT AGENCY, PERIODICALLY VISIT SUCCESSFUL APPLICANT TO MONITOR AND EVALUATE IMPACT OF CREDIT FACILITIES ON THEIR BUSINESSES