

## NATURAL PERSONS

### List of Documents for the Credit Assessment of NATURAL Persons

**Client Name:**

**Customer Service Unit:**

A.	Employees of Private or Public Sector	Note "√" if provided	Comments
1	Copy of salary slips for the last three (3) months.		
2	Documents supporting any other type of steady/stable income (i.e. alimony, interest, rentals from immovable property, welfare benefits).		

B.	Self-employed and Freelancers	Note "√" if provided	Comments
1	Confirmation of income by the applicant's accountant or auditor, or Copy of Social Insurance statement for the last two (2) years. <i>Both documents can be requested, if considered necessary, especially for cases of new customers.</i>		
2	Copy of Tax Declaration for the last two (2) years.		
3	Copy of VAT statements submitted since last audited balance sheet date (if registered for VAT).		
4	Documents supporting any other type of steady/stable income (i.e. alimony, interest, rentals from immovable property, welfare benefits).		

C.	If deemed necessary, the Bank may additionally request the following: (Discretionary documents)	Note "√" if provided	Comments
1	Copy of immovable property title deeds from the Land Registry, based on customer's/guarantor's identity, covering all regions.		
2	Copy of the customer's current account statement for the last six (6) months, which he maintains with another credit institution (CI) and where his salary is being deposited.		

## LEGAL ENTITIES

### List of Documents for the Credit Assessment of LEGAL Entities

**Client Name:**

**Customer Service Unit:**

A.	Legal Entities	Note "√" if provided	Comments
1	Audited financial accounts for the last three (3) financial years. In case the applicant has no audited financial accounts for the last financial year, then unaudited financial accounts must be provided for that year.		
2	The financial accounts as at the end of the relevant quarter of the current year for listed legal entities, or the interim financial accounts for those legal entities that are not obliged to submit them frequently.		
3	The management accounts, as at the end of the relevant quarter of the current year for non-listed legal entities.		
4	Where applicable, details of projected income to be generated by the use of the requested Loan, supporting that this Loan will add to the profitability and enhance the cash flow of the business; for example, if borrowing will be used for the purchase of a new site or a new piece of equipment or raw materials.		
5	Copy of income tax clearance for the last two (2) years available.  If the above are older, then the customer has to provide us with the necessary justifications and at the same time to present his outstanding balances (or debt?) to the Income Tax (if exist).		
6	Copy of VAT statements since the last audited balance sheet date (if submitted).		
7	A business plan with budgeted cash flows for the life of the project financed, if applicable, and at least for the next two (2) years for other cases, in all cases based on reasonable assumptions, including likely and stress scenarios, verified by accountants / auditors.		
8	In case of newly established legal entities, all the above mentioned documents must be requested for the years that are available. In these cases, the assessment must be mainly based on the business plan and on the budgeted cash flows of the customer.		

B.	If deemed necessary, the Bank may additionally request the following: (Discretionary documents)	Note "√" if provided	Comments
1	Copy of immovable property title deeds from the Land Registry, based on customer's/guarantor's identity, covering all regions.		
2	Copy of the customer's current account statement for the last six (6) months, which he maintains with another credit institution (CI) and where his gross salary is being deposited.		

## NATURAL AND LEGAL ENTITIES

### List of Supplementary Documents for the Credit Assessment of NATURAL / LEGAL Entities

Client Name:
Customer Service Unit:

		Note "√" if provided
(a)	<b>In relation to a borrower that is GROUP MEMBER and consists a single credit risk:</b>	
1	Group Structure: the structure of the group irrespective of the fact that some members may not have any credit facilities with the Bank.	
(b)	<b>In relation to the TYPE of CREDIT FACILITY: (for personal/consuming loan for car purchase, or business loan for equipment acquisition)</b>	
1	Documents that substantiate the Loan purpose, as (b) above. For example, written offer, proforma invoices, purchase agreement contract, invoices, payment receipts, etc.  <b>Note:</b> It is clarified that for <b>personal loans up to €15,000</b> , the provision of any financial information in order to specify the purpose of lending, is not necessary.	
(c)	<b>In relation to CREDIT FACILITY for WORKING CAPITAL purposes (Overdraft Limit):</b>	
1	The requested working capital needs must be justified by the budgeted cash flows of the legal entity.	
(d)	<b>In relation to the FINANCED IMMOVABLE PROPERTY: Depending on the case, it may be requested from the customer to submit the following documents:</b>	
1	Building permit (copy)	
2	Planning permit (copy)	
3	Architectural Designs/Plans and Technical Specifications by the customer's architect ( <b>optional</b> )	
4	Contract with the contractor and <b>Works Execution Program</b> by the contractor with the major stages of the project as well as their time plan	
5	Title deed of current owner or Purchase agreement contract of the immovable property in case there is no separate title deed	
6	Invoices and payment receipts must be submitted by the applicant, in case of renovation or repairs for estimated total costs that do not exceed €75,000 where a quantity surveyor or other qualified professional is not employed	
7	Letter of release of mortgage ("waiver") by current owner and consent of mortgagee Credit Institution, if applicable	
8	Copy of Permit issued by the <b>District Administration concerned</b> to foreigners (non-EU and non European Economic Area) to buy immovable property in Cyprus	
9	Detailed cost analysis of the project by a qualified professional appointed by the customer (i.e. architect, quantity surveyor, civil engineer)	
10	Letter by the architect of the project regarding the total construction period of it and for each main stage until completion. (In that case, a confirmation is additionally needed for the above by a Quantity Surveyor appointed by the Bank)	
11	Timeframe of sales in case of selling the units of the project and the selling price per unit (price list) (For the selling price, a confirmation is additionally needed by a Property Valuer appointed by the Bank)	
(e)	<b>In relation to the FINANCE OF IMMOVABLE PROPERTY that belongs to a LARGE PROJECT (i.e. malls, marinas, golfs, factories etc) in addition to the above:</b>	
1	<b>Feasibility study of the project finance</b> which will be prepared by qualified professionals as appropriate, and must include as a minimum:  (a) Profitability study of the project, (b) Business plan, (c) Future forecast with analysis of the assumptions, (d) Cost analysis by a quantity surveyor appointed by the applicant, and (e) Sensitivity and worst case scenario analysis with respect to both cost and income.	