

# QUESTIONNAIRE FOR COVID-19 SPECIAL FINANCE TO SUPPORT SME

1. Company name:

2. Company account number with ABK (if existing customer):

3. Do you currently have credit facilities with ABK? Yes  No  Amount (if yes):

4. Do you have any credit facilities with other financial institutions? Yes  No

List the financial institutions and details of the individual credit facility:

5. Do you have funding with Kuwait National Fund for SME? Yes  No

Amount (if yes):

6. What is the industry you operate in?  
(Please mention details of sector and sub-sector)

7. What is the total number of staff employed by the company?  
(As per the Public Authority of Manpower file)

8. How many staff employed at your company are Kuwaiti?

9. What is your company's Kuwaitization percentage required?  
(As per the Public Authority of Manpower)

10. What is the total monthly amount paid to your staff for salaries and benefits?

11. What is the total monthly rent payments? (Include number of outlets, stores, offices, and/or labor accommodation. Copy of contracts to be attached.)

## CRISIS EFFECT ON COMPANY OPERATION

12. What is the effect of the economy shutdown on your company's operations? What is the current cash flow from sales and other sources and collections per month, compared with the same prior to the crisis?

13. How did the crisis affect collections? What were the original collection days and what is the current collection days?

14. Who are your clients and what amounts are due from them?

15. Are you still purchasing inventory or raw materials? If yes, how is it being financed? What is the Inventory in hand?

16. Are you still making payments to suppliers? Have any major suppliers changed their terms? If yes, what are the new terms?

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17. Does the company have any overdue obligation toward suppliers /service providers? Details and proof to be provided.

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18. What are the total financing requirements of the company between 31/03/2020 to 31/12/2020?

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19. What is your company's survival strategy during the crisis, and do you have any out of the box ideas, to lower the effect on cash flow? (i.e online business, selling raw materials, or renting equipment).

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20. Please mention the required repayment plan, number of installments and frequency?

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Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

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AUTHORIZED SIGNATORIES

## REQUIREMENTS CHECKLIST

- 1. 3 years Audited Financials
- 2. In-house Interim Financials for 2019 and Q1 2020
- 3. Request Letter – Details on request and deficit cash flow to be highlighted
- 4. Cash flow analysis/projection for the loan tenor and repayment plan
- 5. Payroll list for the last 3 months
- 6. Number of employees - certificate from Public Authority of Manpower
- 7. Copy of all rent contracts (signed by the authorized signatory of the company and the property owner)
- 8. Proof of last 3 rent payments (transfer voucher, copy of cheque, rent voucher)
- 9. Ci-Net authorization form to be signed. Find form below
- 10. Copy of facility contracts with Kuwait National Fund for SME
- 11. Civil IDs for all partners and authorized signatories
- 12. Certificate from PACI confirming the civil ID number of Owner/Director/ Partner
- 13. Commercial Licenses
- 14. Commercial registration certificate/s
- 15. Article of Association, along with all its amendments
- 16. Authorized signatories list issued by the Ministry of Social Affairs