



## Application for finance Development Bank of Namibia Application guide

### Eligibility

- Viable start-up of a business with potential for sustainability.
- Expansion of an existing business.
- Management buy-in or buy-outs.
- Project finance.
- Asset finance (as part of a business proposal).
- Tender (contract) based finance.
- Franchise financing.
- 51% Namibian shareholding is preferred unless the project is of a strategic nature.
- Enterprises with a turnover or projected turnover of less than N\$10 million, annually qualify for SME finance.

### Criteria for possible qualification

- The business must be in Namibia and/or may expand into the SADC region.
- The business must create or retain employment for Namibian citizens.
- Owners' equity contribution of between 10% and 30% may be required depending on project specifics and risks.
- Owners' collateral may be required depending on project specifics and risks.
- Expansion may be financed with up to 100% debt.

### Loan pricing

- Loan pricing is related to DBN's base rate, is determined by DBN and depends mainly on cost of funds and project risk.

### Financial Intelligence Act (FIA) compliance

- DBN complies with the Financial Intelligence Act, Act No. 13 of 2012 (FIA) as well as the Financial Intelligence Regulations of 28 January 2015.
- DBN will not be held liable for any damages or losses, as a result of any intervention from the Regulator, the Bank of Namibia and/or the Financial Intelligence Centre.
- Please read the DBN KYC Compliance booklet for more details.

### Loan application procedures

1. Please complete the application and submit all supporting documentation.
2. Upon acceptance of a complete application, an acknowledgment letter will be issued with a reference number.
3. Applicants may be requested to submit additional information during the submission or appraisal phase and a return period will be specified. If information is not provided in the return period the application will be closed.
4. Applicants may be asked to make a formal presentation as part of the appraisal.
5. DBN will review the application in accordance with stipulated criteria and will inform an applicant of one of the following outcomes:
  - Application approved.
  - Application referred for further development in collaboration with the applicant.
  - Application declined.
6. Approval, decline, or referral is entirely at the discretion of DBN.
7. Please refer to the to the DBN Document Checklist for required documentation. A business plan guide is available on request.
8. In the event of tender based financing, please attach a certified copy of the award letter and/or contract and/or purchase order(s) with clear details of the entity awarding the tender and of contact persons.

### Acceptance of applications and delivery

- All applications must be complete prior to acceptance, and must be provided with certified copies of all relevant documents. Incomplete applications will not be accepted.
- Faxed, e-mailed documents or copies of certified copies will not be accepted.
- Applications must be delivered to offices of the Development Bank of Namibia in Windhoek or Walvis Bay or Ongwediva.
- If not be delivered in person, applications can be couriered.



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- Once a complete application is received, the Bank will notify the applicant in writing (in 48 hours) that it has received the application and will provide details of the Business Analyst/Portfolio Manager working on the application. This enables smooth communication between the applicant and the relevant Bank officials.
- Applicants are advised to discuss turnaround times of their loan applications with the Business Analyst/Portfolio Manager indicated in the loan application notification letters they receive from the Bank.
- If submitting by courier or post, please send certified black and white copies of all documents. If documents have multiple pages, all pages must be certified.
- Please retain original documents. DBN cannot be held responsible for original documents.
- Files pertaining to applications will be destroyed following fulfillment of conditions in term sheets and/or ending of statutory periods.
- Once the application is received, it will become property of DBN, and will not be returned to applicants.

### Assessment procedure

- On completion of the assessment, the application will be tabled to the relevant Committee for approval. Depending on the amount of the loan, an application may need be referred to various committees, i.e. the Management Credit and Investment Committee (MCIC), the Board Credit and Investment Committee (BCIC) or the Board of Directors.
- No individual Bank official or director has the power to approve a loan. Loans are approved by committees comprising of several individuals.

### Certification and responsibility for original documents

- Submit original documents and black and white copies to be certified by a DBN Commissioner of Oaths, if possible.

### Time to process the application

- The application can be delayed if additional documentation required is not provided.
- The application will be assessed by Bank experts, including staff members in Lending, and Credit and Risk departments, after which it will be submitted to the relevant committees for a final decision, depending on the loan amount.
- The time to process the application will be:
  - 14 working days or less for applications less than N\$15 m.
  - 21 working days for applications of between N\$15 m and N\$60 m.
  - 30 working days for applications greater than N\$60 m.



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### Contact numbers for application assistance

Head Office  
061 290 8000

Walvis Bay Office  
064 220 924 / 221 857

Ongwediva Office  
065 230 129 / 230 130

[www.dbn.com.na](http://www.dbn.com.na)