

Loan checklist

Required documentation for personal loans

> All clients (including co-applicants)

- Two (2) of the following valid forms of photo identification: Passport, National Identification Card or Driver's License. Where applicable, name changes must be evidenced by Marriage License, Affidavits, Deed Poll, etc
- Proof of permanent address* (not older than 3 months) e.g. Utility Bill, current Bank Statement from another Financial Institution
- Supporting evidence of loan purpose - (e.g. Estimate/Pro forma invoice/Certified copy)
- Please complete RBC Royal Bank internal forms prior to appointment (where applicable)

* Proof must be n/o borrower. If not, written confirmation by owner of property verifying borrower's living status and copy of owner's ID

> All salaried clients (including co-applicants)

- Proof of occupational income to include job letter (not older than 3 months) and most recent pay slips, covering a period of no less than 1 month
- Bank reference letter for non-nationals only

> Self-Employed clients

- Evidence of income for three (3) consecutive years (i.e. Audited or Management accounts**)
- Comprehensive Profit & Loss Statement and deposit activity to support Profit & Loss

** These are accounts not audited and used primarily by sole traders or small businesses for their internal use only. When presenting to the bank, they should include a Profit and Loss statement, Balance sheet and Cash flow statements prepared internally by an employee/owner of the business.

Required documentation for Mortgages

> New clients

- Two (2) of the following valid forms of photo identification: Passport, National Identification card or Driver's License. Where applicable, name changes must be evidenced by Marriage License, Affidavits, Deed poll etc...
- Proof of permanent address (not older than 1 year) e.g. Utility bill, Tax assessment
- Proof of occupational income (where applicable) e.g. Job letter stating employment (not older than 3 months) ad last pay slip
- Bank reference letter for non-residents only

Required documentation for Mortgages (cont'd)

> Supporting evidence of mortgage

- Deed for property to be purchased or Mortgage purchase agreement
- Land & building taxes receipt and WASA bill (up to date)
- WASA clearance certificate (issued within the last 3 months)
- Current valuation report - see panel of valuers below (where applicable)
- Approved building plans; Copy of builder's / Contractor's estimates (where applicable)
- Two (2) reference for the Builder/Contractor
- Quantity surveyor's report

> All existing salaried clients

- To ensure that your personal information is updated on our records, please provide the following:
- Valid photo Identification
 - Proof of permanent address (not older than 1 year)
 - Proof of current occupational income (where applicable)

> All existing Self-employed clients

- Two (2) of the following valid forms of photo identification: Passport, National Identification card or Driver's License. Where applicable, name changes must be evidenced by Marriage License, Affidavits, Deed Poll etc...
- Financial statements for the last three (3) years supported by bank statements.
- Cash flow projection for the next twelve (12) months

> Additional Documents

Company

- Audited financial statements for the last three years
- Cash flow projection for the next twelve (12) months
- Certificate of Incorporation or Continuance
- Annual returns
- Company profile

Townhouse/ Condominium/ Apartment

- Property Management Company - Article of association, Bylaws and Certificate of Continuance
- Copy of owner's Share Certificate.

For Construction or Renovation, in addition to the above, the following is required

- Approved building plans
- Copy of Builder's / Contractor's estimates (where applicable)
- Two (2) references for the Builder/Contractor
- Quantity Surveyor's Report from an approved Quantity Surveyor