

**ANNEXURE - I****APPLICATION FOR ESTABLISHING MICROFINANCE BANK UNDER MFIs ORDINANCE 2001**  
**(TO BE SUBMITTED BY SPONSORS / DIRECTORS)**

1. Name of the proposed Microfinance Bank \_\_\_\_\_
2. Category of License- Applied for \_\_\_\_\_  
(Country, Province, Region or District based) (Also Give the name of Province/District (s) if Provincial/Regional/ District bank)
3. Contact person's name, address, phone, cell & Fax numbers \_\_\_\_\_
4. Proposed place of Head Office/Registered Office \_\_\_\_\_
5. Proposed paid-up capital \_\_\_\_\_
6. Subscription by the Sponsor Directors and their personal Net Worth.

*Name with Both Parent's/Spouse's Name & Address	Relationship with other sponsor Directors	Occupation/ Profession/ Trade	**Subscription in thousand Rupees.	Subscription as % of Total paid up capital	***Personal Net Worth in thousand Rupees.	National Tax Number	Computerized National Identity Card Number & Passport #
1.	2.	3.	4.	5.	6.	7.	8.

- 1.
- 2.

**Total**

\_\_\_\_\_  
\_\_\_\_\_

**Total Subscription by Sponsor Directors as a % age of the total Paid - up Capital**

\_\_\_\_\_

\* Nominee Directors shall also give name & address of the institution to which they would represent

\*\* Nominee Directors to give amount subscribed by their institution

\*\*\* Wealth Statement/Auditor's certificate to be attached by individual/institutional sponsors

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7. Name of the proposed Chief Executive/President-Please attach his/her detailed CV along with references
8. Whether the commitment letters of Sponsor Directors and CEO to serve in their respective positions are attached? Yes/ No
9. Whether any of the Sponsor Directors and Chief Executive or their spouses has been associated with any illegal activity specially contravention of banking and corporate laws? Yes/ No  
(If yes please provide details)
10. (a) Exposure/Financial obligations of Sponsor Directors or their spouses or their firms to banks and other financial institutions along with due dates and maturity.
- (b) Please provide list of companies/firms and their bankers in which sponsor directors and their family members viz. spouses, children and parents serve(d) as Directors, Chief Executive, Partner, Proprietor, or major shareholders holding 5% or more shares:

Name of the Sponsor Director and his/her family members	Occupation / Profession / Trade	National Tax Numbers	C.N.I.C. & Passport Numbers	Name of Associated Company/Firm & % age of share- holding	Name of the financial institution along with the name of the branch with which sponsor Directors, their family members and firms/companies has had dealings	*Account Number
1.	2.	3.	4.	5.	6.	7.

\* Please attach report of each bank with which the sponsors etc. have had dealings.

11. (a) Has any of the Sponsor Directors or their spouses or firms defaulted in payment of taxes? Yes/No
- If Yes, please attach details.

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12. Information regarding Companies/Firms with which the Sponsor Directors and their spouses have been associated as Director, Partner, Chief Executive or major shareholder holding 5% or more shares.

Names of Sponsor	Names of Corporate Bodies	Position held & Shareholding in %	National Tax number of the Corporate Bodies	Nature of Business	Asset Base as reflected in the latest Audited Accounts of the Corporate Bodies	Dividend declared in the immediately preceding three years
1.	2.	3.	4.	5.	6.	7.

13. Please submit the following documents along with the application: -

- Detailed Feasibility Study based on the actual survey of the target market. The findings of survey should highlight the viability of MF banking proposal, design of products, and service delivery channels.
- The organization structure along with job description and detailed CVs and proforma information of the Chief Executive and proposed directors;
- Financial projections for 5 years based on assumptions which realistically reflect sponsors' capacity, sector's conditions, and future outlook
- Sponsors commitment to subscribe the prescribed capital along with commitment letters of the directors/CEO to serve in the respective positions
- Short term and long term business plans to support financial projections. The plan should highlight the salient features of the proposed business model, growth strategy, use of technology options, HR development, and MIS.
- The draft Memorandum and Articles of Association of the MFB and the proposed name

14. Please attach pay order or bank draft for Rs.1,000,000/- favoring State Bank of Pakistan as application processing fee (non-refundable)

### **NOTE:**

- Minimum subscription by Sponsor Directors – 51% of the total paid up capital.
- Prescribed personal Net Worth of each individual / institution – Not less than the subscribed amount of each person.
- Attach copy of the Wealth Statement or certificate of Net Worth and reputation.
- Not more 25% of the Sponsor Directors from the same family.

**Name(s) & Signature(s) of the Applicant:\_\_\_\_\_**