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| **Internal use only**  Date received:  Received by:  Initial contact date: |

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| **Loan Information Form** | | | | | | |
| This form is a tool to help you introduce your business to Mango Fund. Please fill in each response as fully as possible and email it to [info@mangofund.org](mailto:info@mangofund.org) or drop in at our office located on Spring road plot 69, Bugolobi, Kampala. | | | | | | |
| **1. Name of the contact person:** |  | | | | | |
|  |  | | | | | |
| **2. Telephone contact number:** |  | | | **3. Alternative number:** |  | |
|  |  | | | | | |
| **4. E-mail address:** |  | | | | | |
| **5. Registered name of the business:** | |  | **6. Location of the business:** | | | |
|  | |  |  | | | |
| **7. Date business was established:** | |  | **8. Date business was registered:** | | | |
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| **9. Total Revenue (Sales) for the last financial year:** | |  | **10. Total Revenue (Sales) for the last month:** | | | |
|  | |  |  | | | |
| **11. Total Profit (Revenue - Expenses) for the last financial year:** | |  | **12. Total Profit (Revenue - Expenses) for the last month:** | | | |
|  | |  |  | | | |
| **12. Number of full-time staff currently employed:** | |  | **14. Number of part-time staff currently employed:** | | | |
|  | |  |  | | | |
| **15. Describe the nature of the business (what do you do?):** | | | | | | |
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| **16. How financial records are kept for the business?** | | | | | | |
| Maintain soft copy electronic records in Excel  Maintain soft copy electronic records in accounting software such as Quickbooks, Tally, etc. | | Maintain hard copy records:  Sales book  Expenditure book | | | | Cash book  Receipt book |
| **17. How much money you are hoping to take as a loan and for how long?** | | | | | | |
|  | | | | | | |
| **18. Briefly describe how you plan to use that money and what effect it will have on the business:** | | | | | | |
|  | | | | | | |
| **19. Do you have any loan obligations with other lenders and if yes, how much is the outstanding amount?** | | | | | | |
|  | | | | | | |
| **20. How did you learn about Mango Fund?** | | | | | | |
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