

## **Required Documents for Financing Offices**

- Copy of the identification document (personal identification card/for Jordanians, passport and personal identification number for foreigners/non-Jordanians).
- Official documents of the company.
- Copy of the rent contract for the current office.
- Financial statements of the company for the last two years, in addition to a trial balance to-date (if available).
- A list of facilities and loans granted by banks, and the guarantees offered to cover them, in addition to a schedule of maturities.
- A list of the most important clients and contracts signed, whether for tenders or others.
- A recent bank account statement for the last 6 months.
- Proof of any additional income (if any).
- A list of personal properties owned, with all supporting documents.
- Documents pertaining to the office intended to be purchased (registration deed, organizational map of the site, land survey).
- Valuation of the office by a real estate expert approved by us.
- Preliminary sale contract.

### **\*\* Documents required if there is a guarantor:**

- Copy of the identification document (personal identification card/for Jordanians, passport and personal identification number for foreigners/non-Jordanians).
- Proof of income.

