

ANNEX III: REQUIRED DOCUMENTS CHECKLIST

The list below includes all the required documents to be submitted with the application to be considered for the grant. Additional documents might be asked for during the committee review phase.

Documents Needed for Pre-Screening

Applicants should meet all the criteria in the table below to be considered eligible for the grant:

Commercial Registration Document (إذاعة تجارية)	Required
MoF certificate of Registration (شهادة تسجيل وزارة المالية أو شهادة مباشرة العمل)	Required
Income Statement (بيان الدخل)	Required
Audited Financial Statements	If Available
Pictures of the production factory entrance, production area, warehouses, or factory space.	Required
Pictures of the end-product produced, clearly showing packaging and labelling of the product	Required

Documents Needed for Grading

Production Facility Hygiene and environmental Measures		
Pictures of the production factory entrance, production area, warehouses, or factory space.	Required	Yes/No
Pictures of the end-product produced, clearly showing packaging and labelling of the product	Required	Yes/No
Women Engagement in the Business		
Company Bylaws or any other legal document showing a breakdown of ownership distribution	Required	Yes/No
Economic and Social Impact of the Business		
NSSF Registration Document	If Available	Yes/No
Employees contracts/Payslips (Signed by business and employee)	Required	Yes/No
ID/Passport/Ikhraj Kaid for all employees mentioned in the application	Required	Yes/No
Any proof of engagement with women or vulnerable groups in the supply chain	Required	Yes/No
Company's Ability to Sustain the Grant Usage		
Financial Statements for 2023 and 2024	Required	Yes/No
MoF Declaration Documents	If Available	Yes/No
Certifications and Sustainability Practices		
Any certification of green practices, production quality, ISO Certification, etc.	If Available	Yes/No
Pictures of Solar Energy or any energy efficient practices	If Available	Yes/No
Industrial Permit	If Available	Yes/No

Documents Needed for the Selected Activities

Required Documents based on Activities Selected		
Equipment/Machinery: Description of the equipment/machine to be purchased	Required only if applicable	Yes/No
Equipment/Machinery: Quotation or proforma invoice	Required only if applicable	Yes/No
Infrastructure enhancement: A detailed description of the enhancement to be done including the standards applied on the infrastructure aligned with the GMP and GHP requirements.	Required only if applicable	Yes/No
Infrastructure enhancement: Quotations or Proforma Invoices	Required only if applicable	Yes/No
Energy Efficient Equipment: Quotations or Proforma Invoices	Required only if applicable	Yes/No
Energy Efficient Equipment: Detailed technical specifications or product descriptions of the proposed energy-efficient equipment	Required only if applicable	Yes/No
Energy Efficient Equipment: Documentation verifying the presence and condition of existing energy systems (if applying for upgrades for existing energy systems).	Required only if applicable	Yes/No
Ecommerce or Marketing: Cost estimates and proposals / quotations from vendors for e-commerce platforms, and/or listing fees Digital Solutions: Cost estimates and quotation from vendors	Required only if applicable	Yes/No
Access to Local Markets: Proposals from vendors for listing fees or design and rebranding.	Required only if applicable	Yes/No
Any Additional Document		
Any additional document that might support the application	Optional	Yes/No

