

S/No.	Tick to indicate execution	
1.	Opening of Current Account with ITMB	
2.	Application for Loan stating the sum purpose, tenor, and attaching photocopies of all necessary Documents including income statement/cash flow	
3	Security: Nature of Collateral (attach necessary copies)	
3.	Submission of Contract Award Letter/LPO	
4.	Submission of Programme Chart	
5.	Confirmation of Contract Award Letter/LPO	
6.	Valuation report if collateral is a landed property @ the expense of customer	
7.	Visitation report if collateral is a landed property	
8.	Legal Search report if collateral is a landed property @ the expense of customer	
9.	Monitoring/Report of progress of work by a staff of ITMB until project is fully executed	
10.	Credit Search Report	
11.	Copy of Office I.D	
12.	Submission of Letter of Introduction/Confirmation of Employment (Pensionable/ Contract) Staff from employer	
13.	Execution of insurance policy on the property to be pledged as collateral	