**List of Documentation and Commercial Banks**

The List of Documentation and Commercial Banks relates to the documentation necessary for the processing of applications under the following HBOR’s loan programmes:

 **Youth, Female and Start-Up Entrepreneurship**

 **Private Sector Investment**

 **Special SME Segments Investment under NRRP**

**Public Sector Investment**

 **EU Projects**

 **Working Capital**

 **Pre-Export Finance**

 **Financial Restructuring**

Necessary documentation depends on the manner of implementation, the loan programme, the type of investment, the type and size of client as well as the purpose and amount of requested loan.

Loan application and other standardised forms and templates of HBOR are published on HBOR’s web pages [www.hbor.hr](http://www.hbor.hr) or are available at HBOR on request. Loan applications that are not documented by mandatory prescribed documentation will not be considered.

**I. List of documentation for direct lending**

* 1. **Standardised documentation (HBOR’s forms)**
* Loan application
* Client Eligibility Statement
* Statement on connected clients
* Statement on aid, except for loans under the Pre-Export Finance loan programme
* Tables of client
	+ For loans exceeding EUR 400,000[[1]](#footnote-2), except for ULRGs and institutions and agencies majority-owned by ULRGs or the Republic of Croatia
* Tables of investment
	+ For loans exceeding EUR 400,0001
	+ For ULRGs and institutions and agencies majority-owned by ULRGs or the Republic of Croatia irrespective of loan amount
	1. **Status and financial documentation**
	2. **ULRGs –** **Units of local or regional government / Institutions and agencies majority-owned by ULRGs or the Republic of Croatia**
* Questionnaire for legal entities (HBOR’s form)
* Incorporation documents(by-laws or document of incorporation, latest consolidated version)
* Identification document of appointed authorised person –photocopy of identity card or passport (with visible OIB (PIN) or Confirmation on OIB (PIN) if it is not stated in identification document)
* Annual financial statements for the past two years:

Balance sheet, Statement of income and expenditure, receipts and expenses

* The annual budget plan for the next year
* Consent of the Government of the Republic of Croatia for the respective borrowing
	1. **Companies / Cooperatives / Institutions and agencies in majority private ownership**
* Questionnaire for legal entities, Data on beneficial owners of client with Attachment: Table of ownership (HBOR’s forms)
* For politically exposed persons: Questionnaire for politically exposed persons, Statement on origin of assets and funds (HBOR’s forms)
* Incorporation documents (by-laws, articles of association, statement of incorporation or document of incorporation, latest consolidated version)
* Identification document of authorised person/persons -photocopy of identity card or passport (with visible OIB (PIN) or Confirmation on OIB (PIN) if it is not stated in identification document)
* CVs of persons in the management structure – if CV is not a part of the investment study/business plan
* Notice on the classification of business entity in accordance with the National Classification of Activities (NKD)
* Document evidencing registration– if not available in public registers (e.g. for farmers: excerpt from the Register of Farmers)
* Financial statements:[[2]](#footnote-3)
* Annual Financial Statements for previous two years of operations - Balance Sheet, Profit and Loss Account, Additional Data, Notes to the Financial Statements, Gross Balance Sheet, including the confirmation that the financial statements have been submitted to FINA
* For middle and large entrepreneurs in accordance with the Accounting Act: Statement on Cash Flows as well
* For entities subject to consolidation: Consolidated Statements as well
* For entities subject to audit: Audited Statements accompanied by Auditor’s Report as well
* Quarterly Financial Statements as at the last day of the previous quarter with a presentation of comparative data for the same period previous year
* Reports on Indebtedness and Due Fulfilment of Repayment Obligations – statements of creditors issued not more than 30 days before the date of loan application submission
* Data on solvency – BON2/SOL2 issued not more than 30 days before the date of loan application submission
* Certificate of Tax Administration on the balance of liabilities towards the state - issued not more than 30 days before the date of loan application submission; if there is a regulated debt of the applicant towards the state, it is necessary to provide the Certificate of Tax Administration on repayment of tax arrears in instalments(hereinafter together: Certificate of the Tax Administration)

Certificate of the Tax Administration is submitted for:

* Loan applicant, and:
* If the applicant is micro entrepreneur in accordance with the Accounting Act: for natural persons – owners of the applicant and connected clients of the applicant as well
* If the applicant is start-up entrepreneur with no previous operations: for owners of the applicant as well
	1. **Crafts businesses / Family farms / Sole traders and freelancers**
* Questionnaire for natural persons (HBOR’s form)
* For politically exposed persons: Questionnaire for politically exposed persons, Statement on origin of assets and funds (HBOR’s forms)
* Identification document of authorised person/persons–photocopy of identity card or passport (with visible OIB (PIN) or Confirmation on OIB (PIN) if it is not stated in identification document)
* CV of the owner/economic operator–if CV is not a part of the business plan/investment study
* Document evidencing registration– if not available in public registers (e.g. for family farms: excerpt from the Register of Family Farms)
* **Financial statements:2**

**For taxpayers subject to income tax:**

* Annual Financial Statements for previous two years of operations – Filing of income tax return / Income tax decision with attachments (Records of revenues and expenditures, List of permanent assets)
* Quarterly Financial Statements as at the last day of the previous quarter – Recapitulation of revenues and expenditures
* Records of accounts receivable and liabilities, issued not more than 30 days before the date of loan application submission

**For taxpayers subject to profit tax, or entrepreneurs keeping their business records in accordance with the Accounting Act (ZoR), respectively***:*

* + Annual Financial Statements for previous two years of operations - Balance Sheet, Profit and Loss Account, Additional Data, Notes to the Financial Statements, Gross Balance Sheet, including the confirmation that the financial statements have been submitted to FINA
* For middle and large entrepreneurs in accordance with the Accounting Act: Statement on Cash Flow as well
	+ Quarterly Financial Statements as at the last day of the previous quarter with a presentation of comparative data for the same period previous year
* Reports on Indebtedness and Due Fulfilment of Repayment Obligations – statements of creditors on debt balance and due fulfilment of repayment obligations issued not more than 30 days before the date of loan application submission
* Data on solvency –BON2/SOL2 issued not more than 30 days before the date of loan application submission
* Certificate of Tax Administration on the balance of liabilities towards the state – issued not more than 30 days before the date of loan application submission; if there is a regulated debt of the applicant towards the state, it is necessary to provide the Certificate of Tax Administration on repayment of tax arrears in instalments (hereinafter together: Certificate of the Tax Administration)

Certificate of the Tax Administration is submitted for:

* Loan applicant, and:
* If the applicant is taxpayer subject to income tax or micro entrepreneur in accordance with the Accounting Act: for natural persons - owners of the applicant that are possibly not included by the Certificate of the Tax Administration and for connected clients of the applicant as well
	1. **Investment Documentation**
	2. **For loan programmes: Youth, Female and Start-Up Entrepreneurship****/ Special SME Segments Investment under NRRP / Private Sector Investment / Public Sector Investment / EU Projects**
* For loans of up to EUR 400,000
	+ Business Plan[[3]](#footnote-4) (HBOR’s template)
* For loans exceeding EUR 400,000
	+ Investment Study[[4]](#footnote-5)
* For investments of ULRGs or investments of public interest, only PROJECT DESCRIPTION can be submitted
* Documentation on business relationship with buyers– letters of intent, orders and/or (preliminary) contracts with buyers, if the documents on business relationship with the buyers are not a constituent part of the business plan or investment study
* **Technical documentation:**
* Environmental Protection Questionnaire (HBOR’s form) or

in the case of an application in accordance with the Operational Programmes under the National Recovery and Resilience Plan (NRRP): Self-Assessment Questionnaire - Identification of climate, environmental and social risks and accompanying Schedule 2 Legal Compliance to Verify the Sustainability of Investments under NRRP (HBOR’s forms)

**and the following documentation, if applicable**:

* + Building/occupancy permit; or another document of the competent construction authority that replaces the building/occupancy permit
	+ If the project is carried out/works are performed in accordance with the Ordinance on Simple and Other Buildings and Works
* either the statement of the competent construction authority confirming that the building / works under the main design (specified Zoning Plan codes / design no.) can be built / performed in accordance with the Ordinance
* or the statement of the competent design engineer under substantive and criminal liability confirming that the building / works under the main design (specified Zoning Plan codes / design no.) can be built / performed in accordance with the Ordinance
	+ Main design
	+ Contracts/offers/proforma invoices, list of expenses for works and equipment – valid at the time of loan application submission or, if they do not contain a validity period, generally issued not more than 3 months before the date of loan application submission
	+ Purchase (preliminary) contract for immovable / movable properties (purchased from loan proceeds)
	+ In the case of an investment in immovable properties not owned by the loan applicant (except in the case of diffuse and integrated hotels):
* land and/or building lease contracts, for the period longer than the loan repayment period or
* land and/or building concession contracts, for the period longer than the loan repayment period
	+ Environmental protection study or environmental impact assessment study and accompanying decisions on the evaluation and/or eligibility of the project
	+ Technological project

**and the following documentation in case of an application in accordance with the Operational programmes under the National Recovery and Resilience Plan (NRRP) and if applicable**:

* + Technical specification of machinery/equipment with accompanying calculation of energy savings
	+ Other documentation not listed above, which confirms the Do No Significant Harm principle or is evidence of a significant contribution to environmental goals
* Documentation on other sources of finance (loan contracts, etc.)– if there are other sources of finance
* **Additionally for the EU Projects programme:** Confirmation on the receipt of the application for the award of a grant or Finance Contract relating to the award of a grant

**For loans intended for the purchase of a business share in a foreign company:**

* Client’s Business Plan that includes a description of existing business[[5]](#footnote-6) and investment for which financing is requested with business projections (Balance Sheet, Profit and Loss Account, Cash Flow) for the requested loan repayment period (including the preceding business year)
* Documentation on business relationship with buyers – letters of intent, orders and/or (preliminary) contracts with buyers
* Questionnaire for environmental and social verification and assessment (HBOR’s form)
* Documentation by which business shares are acquired (preliminary contract or contract on the purchase of business shares/transfer of business shares)
* Opinion of legal expert in relation to the documentation by which business shares are acquired
* Documentation on other sources of finance (loan contracts, etc.) – if there are other sources of finance
	1. **For loan programme Working Capital**
* For loans of up to EUR 400,000
* Business Plan (HBOR’s template)[[6]](#footnote-7)
* For loans exceeding EUR 400,000
* Client’s Business Plan that includes a description of existing business5 and investment for which financing is requested with business projections (Balance Sheet, Profit and Loss Account, Cash Flow) for the requested loan repayment period including the preceding business year
* Contracts that are the subject matter of refunding – in the case of an application for the settlement of existing obligations or for the refunding
	1. **For loan programme Pre-Export Finance**
* For loans of up to EUR 400,000
* Business Plan (HBOR’s template)
* For loans exceeding EUR 400,000
* Client’s Business Plan that includes a description of existing business5 and investment for which financing is requested with business projections (Balance Sheet, Profit and Loss Account, Cash Flow) for the requested loan repayment period (including the preceding business year)
* Contracts that are the subject matter of refunding – in the case of an application for the settlement of existing obligations or for the refunding
* Documentation on business relationship with buyers (invoices, orders and/or (preliminary) contracts with buyers, EUR 1 form and Croatian JCD if the export is outside the EU) and Basic creditworthiness information on operations of the partner/buyer (creditworthiness report) – in the case of an application for financing of an individual transaction
	1. **For loan programme Financial Restructuring**
* Client’s Restructuring and Business Plan that includes a description of existing business5 and business projections (Balance Sheet, Profit and Loss Account, Cash Flow) for the requested loan repayment period (including the preceding business year)
* Contracts that are the subject matter of refunding – in the case of an application for the settlement of existing obligations or for the refunding
	1. **Documentation on collateral**

**For immovable property:**

* Immovable property value assessment study[[7]](#footnote-8) made by a certified expert witness / assessor or authorised company – for residential buildings issued not more than 3 years beforehand, for commercial buildings not more than 1 year before the loan application submission
* Land register excerpt – issued not more than 30 days before the loan application submission date (if the land register excerpt contains encumbrance for a loan, a confirmation of the loan balance in repayment is required, or if active seals or notes are visible in the land register excerpt, for example referring to court proceedings, documentation showing what the active seals or notes relate to is required)
* Statement on the use of immovable property (HBOR’s form)

**For movable property***:*

* Movable property value assessment study6 made by a certified expert witness / assessor or authorised company and evidence of ownership or purchase (preliminary) contract or supplier’s invoice for new movable property

**For immovable and movable property*:***

* Purchase (preliminary) contract for immovable / movable property (that is offered as collateral, if any)

**For other collateral:**

* Documentation depending on the type of collateral
	1. **Other documentation**

Other documentation is submitted if necessary and/or at HBOR’s request.

**If HBOR assesses the criterion of market competitiveness among clients in the tourism industry:**

* Statistical data on tourist arrivals and overnight stays for the preceding year – if HBOR assesses the criterion of market competitiveness among clients in the tourism industry

**For investments in agricultural activities**

* Certificate of economic size of the agricultural business (EVPG) issued by the Ministry of Agriculture

**For loans intended for the purchase of a business share in a foreign company:**

* Due-diligence analysis of the business entity whose shares are being purchased from the commercial, financial, technical and legal standpoints, prepared by an auditing / consulting firm that has experience in such transactions
* Excerpt from the Book of Business Shares of the business entity whose shares are being purchased – issued not more than 30 days before the date of loan application submission

**For all participants in the loan (guarantor payer, co-debtor, pledge debtor):**

* Identification document of appointed authorised person –photocopy of identity card or passport (with visible OIB (PIN) or Confirmation on OIB (PIN) if it is not stated in identification document)

**For participants in the loan that are legal entities (guarantor payer, co-debtor) and, if necessary, for other legal entities related to the loan applicant***:*

* Financial statements
* Annual Financial Statements for the previous two years of operations - Balance Sheet, Profit and Loss Account, Additional Data, Notes to the Financial Statements, Gross Balance Sheet, including the confirmation that the financial statements have been submitted to FINA
* For middle and large entrepreneurs in accordance with the Accounting Act: Statement on Cash Flows as well
* For entities subject to consolidation: Consolidated Statements as well
* For entities subject to audit: Audited Statements accompanied by Auditor’s Report as well
* Quarterly Financial Statements as at the last day of the previous quarter with a presentation of comparative data for the same period previous year
* Reports on Indebtedness and Due Fulfilment of Repayment Obligations – statements of creditors issued not more than 30 days before the date of loan application submission

**Other documentation for the purpose of loan application processing.**

**II. List of documentation for lending in cooperation with commercial banks[[8]](#footnote-9)**

For the purpose of processing a client’s loan application in a commercial bank, the necessary documentation is prescribed by the commercial bank to which the application is submitted, except for the documentation prescribed by HBOR and that is listed in the text to follow. The commercial banks submit the following documentation to HBOR depending on the manner of financing:

**II. A. On-lending via commercial banks**

* 1. **Standard documentation**
* Commercial bank’s loan application (HBOR’s form)
* Client Eligibility Statement (HBOR’s form)[[9]](#footnote-10)
* Statement on aid (HBOR’s form), except for loans under the Pre-Export Finance loan programme
* Tables of investment (HBOR’s form)[[10]](#footnote-11)
* Certificate of Tax Administration on the balance of liabilities towards the state – issued not more than 30 days before the date of loan application submission; except for ULRGs and institutions and agencies majority-owned by ULRGs

**and in the case of Application for Interest Subsidy from the NRRP funds[[11]](#footnote-12):**

* Specification accompanying the Application for Interest Subsidy from the NRRP funds (HBOR’s form)
* Loan repayment schedule calculated by applying the NRRP subsidy rate

**and in the case of Application for Interest Subsidy from the NRRP funds and/or with a NRRP guarantee:**

* Self-Assessment Questionnaire - Identification of climate, environmental and social risks and accompanying Schedule 2 Legal Compliance to Verify the Sustainability of Investments under NRRP (HBOR’s forms)

and the following documentation, if applicable:

* + Building / occupancy permit; or another document of the competent construction authority that replaces the building / occupancy permit
	+ If the project is carried out / works are performed in accordance with the Ordinance on Simple and Other Buildings and Works
* either the statement of the competent construction authority confirming that the building / works under the main design (specified Zoning Plan codes / design no.) can be built / performed in accordance with the Ordinance
* or the statement of the competent design engineer under substantive and criminal liability confirming that the building / works under the main design (specified Zoning Plan codes / design no.) can be built / performed in accordance with the Ordinance
	+ Main design
	+ In the case of an investment in immovable properties not owned by the loan applicant (except in the case of diffuse and integrated hotels):
* land and/or building lease contracts or
* land and/or building concession contracts
	+ Environmental protection study or environmental impact assessment study and accompanying decisions on the evaluation and/or eligibility of the project
	+ Technological project
	+ Technical specification of machinery / equipment with accompanying calculation of energy savings
	+ Other documentation not listed above, which confirms the Do No Significant Harm principle or is evidence of a significant contribution to environmental goals
	1. **Other documentation**

Other documentation is submitted if necessary and/or at HBOR’s request:

* Documentation on offered collateral (for immovable property):
* Immovable property value assessment study made by a certified expert witness / assessor or authorised company – for residential buildings issued not more than 3 years beforehand, for commercial buildings not more than 1 year before the loan application submission
* Land register excerpt – issued not more than 30 days before the loan application submission date (if the land register excerpt contains encumbrance for a loan, a confirmation of the loan balance in repayment is required, or if active seals or notes are visible in the land register excerpt, for example referring to court proceedings, documentation showing what the active seals or notes relate to is required)
* Environmental protection questionnaire or Questionnaire for environmental and social verification and assessment (in case it is not the Application for Interest Subsidy from the NRRP funds or with a NRRP guarantee)
* Other documentation for the purpose of loan application processing
	1. **List of commercial banks for on-lending via commercial banks**

(commercial banks with a possibility of lending with interest subsidy from the NRRP funds are marked by “NRRP”)

|  |  |
| --- | --- |
| 1. Addiko Bank d.d., Zagreb | 10. Karlovačka banka d.d., Karlovac (NRRP .) |
| 2. Agram banka d.d., Zagreb (NRRP) | 11. KentBank d.d., Zagreb (NRRP)  |
| 3. Banka Kovanica d.d., Varaždin (NRRP) | 12. OTP BANKA d.d., Split (NRRP) |
| 4. BKS Bank AG, Glavna podružnica Hrvatska, Rijeka (NRRP) | 13. Partner banka d.d., Zagreb |
| 5. Croatia banka d.d., Zagreb (NRRP) | 14. Podravska banka d.d., Zagreb (NRRP) |
| 6. Erste&Steiermärkische banka d.d., Rijeka (NRRP) | 15. Privredna banka d.d., Zagreb (NRRP) |
| 7. Hrvatska poštanska banka d.d., Zagreb (NRRP) | 16. Raiffeisenbank Austria d.d., Zagreb (NRRP) |
| 8. Istarska kreditna banka Umag d.d., Umag (NRRP) | 17. Slatinska banka d.d., Slatina (NRRP) |
| 9. J&T banka d.d., Varaždin | 18. Zagrebačka banka d.d., Zagreb (NRRP) |
|  |  |

**II. B. Lending under the risk-sharing model**

* 1. **Documentation**
* Commercial bank’s loan application (Risk Sharing Model)
* Client Eligibility Statement (HBOR’s form)
* Statement on connected clients (HBOR’s form)
* Statement on aid (HBOR’s form), except for loans under the Pre-Export Finance loan programme
* Tables of client (HBOR’s form)[[12]](#footnote-13), except for ULRGs and institutions and agencies majority-owned by ULRGs or the Republic of Croatia
* Tables of investment (HBOR’s form)[[13]](#footnote-14)
* Certificate of Tax Administration on the balance of liabilities towards the state – issued not more than 30 days before the date of loan application submission; except for ULRGs and institutions and agencies majority-owned by ULRGs or the Republic of Croatia
* Data of commercial bank on client and project
* Other documentation as prescribed for direct lending:
* Status and financial documentation, except for AML/CTF Questionnaire and identification documents of authorised persons that are not necessary for the processing of loan application in HBOR
* Documentation on investment[[14]](#footnote-15)
* Documentation on collateral
* Other documentation if necessary and/or at HBOR’s request
* Decision of the commercial bank on conditional loan approval containing special contractual provisions. The commercial bank may submit this decision also during the loan processing, but not later than before loan approval in HBOR.

**and in the case of Application for Interest Subsidy from the NRRP funds[[15]](#footnote-16):**

* Specification accompanying the Application for Interest Subsidy from the NRRP funds (HBOR’s form)
* Loan repayment schedule calculated by applying the NRRP subsidy rate
	1. **List of commercial banks for lending under the risk-sharing model**

(commercial banks with a possibility of lending with interest subsidy from the NRRP funds are marked by “NRRP”)

|  |  |
| --- | --- |
| 1. Addiko Bank d.d., Zagreb | 8. OTP BANKA d.d., Split (NRRP) |
| 2. Agram banka d.d., Zagreb (NRRP) | 9. Partner banka d.d., Zagreb |
| 3. BKS Bank AG, Glavna podružnica Hrvatska, Rijeka (NRRP) | 10. Podravska banka d.d., Zagreb (NRRP) |
| 4. Erste&Steiermärkische banka d.d., Rijeka (NRRP) | 11. Privredna banka d.d., Zagreb (NRRP) |
| 5. Hrvatska poštanska banka d.d., Zagreb (NRRP) | 12. Raiffeisenbank Austria d.d., Zagreb (NRRP) |
| 6. Istarska kreditna banka Umag d.d., Umag (NRRP) | 13. Slatinska banka d.d., Slatina (NRRP) |
| 7. KentBank d.d., Zagreb (NRRP) | 14. Zagrebačka banka d.d., Zagreb (NRRP) |
|  |  |

1. As an exception, Tables of client and Tables of investment have to be submitted also for loans of up to EUR 400,000 if the Business Plan for loans of up to EUR 400,000 is not prepared on HBOR’s template. [↑](#footnote-ref-2)
2. Start-up entrepreneurs with no prior business operations do not submit the financial statements. [↑](#footnote-ref-3)
3. Until 1 May 2024, Business Plan not prepared on HBOR’s template shall be accepted. [↑](#footnote-ref-4)
4. The recommended content of the investment study is available at HBOR’s websites <https://www.hbor.hr/investicijska-studija/>. The investment study must contain the name or the name and surname of the author as well as the telephone and e-mail contacts of the author. [↑](#footnote-ref-5)
5. Description of existing business: description of activity, main product / service, history, market position and other key business data. [↑](#footnote-ref-6)
6. As an exception, the borrowers who invest in the recovery from the consequences of the earthquake or in the development of the economy in Sisak-Moslavina County can submit the Business Plan on HBOR’s template irrespective of loan amount. [↑](#footnote-ref-7)
7. When securing loans by immovable properties damaged in the earthquake or by movable properties, for the borrowers who invest in the recovery from the consequences of the earthquake and in the promotion of the economic development of Sisak-Moslavina County, there is a possibility that an application can be considered without an immovable/movable property value assessment study. [↑](#footnote-ref-8)
8. List of documentation for lending in cooperation with commercial banks relates to all programmes listed in the introduction except for the programme Special SME Segments Investment under NRRP. [↑](#footnote-ref-9)
9. There is no obligation to supply the client eligibility statement to HBOR, however, if necessary and depending on individual case, HBOR may request insight in either this or another appropriate statement of the client used by the commercial bank. [↑](#footnote-ref-10)
10. It is not mandatory to submit tables of investment if the investment breakdown and the disbursement dynamics have been submitted under the tables of client in accordance with the previously valid list of documentation. [↑](#footnote-ref-11)
11. For loans with interest subsidy from the NRRP funds under the loan programmes: Youth, Female and Start-Up Entrepreneurship; Private Sector Investment; Public Sector Investment; EU Projects. The application for Interest Subsidy from the NRRP funds can be found within the framework of the commercial bank’s Loan Application. [↑](#footnote-ref-12)
12. It is not mandatory to submit tables of client if the Business Plan has been prepared in accordance with HBOR’s template for loans as prescribed for direct lending. [↑](#footnote-ref-13)
13. It is not mandatory to submit tables of investment if the investment breakdown and the disbursement dynamics have been submitted under the tables of client in accordance with the previously valid list of documentation. [↑](#footnote-ref-14)
14. Business Plan can be prepared in accordance with HBOR’s template for loans as prescribed for direct lending. [↑](#footnote-ref-15)
15. For loans with interest subsidy from the NRRP funds under the loan programmes: Youth, Female and Start-Up Entrepreneurship; Private Sector Investment; Public Sector Investment; EU Projects. The application for Interest Subsidy from the NRRP funds can be found within the framework of the commercial bank’s Loan Application (Risk-Sharing Model). [↑](#footnote-ref-16)