



Ministry of Agriculture and Livestock
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CCRF

CCRF APPLICATION FORM

APPLICATION FORM FOR COCOA & COCONUT REVOLVING FUND (CCRF)

Purpose

This application form is for both large and small cocoa and copra buyers, traders; driers owners, and farmers who are involved in the cocoa and coconut value chain and seeking financial support through the Cocoa & Coconut Revolving Fund (CCRF).

The CCRF provides funding in two categories:

Large: \$100,000–\$400,000 (for registered cocoa/coconut buyers)

Small: \$20,000–\$99,000 (for rural cocoa/coconut traders, dryer owners, and farmers)

Eligible Uses of Funds

Funds may be utilized for:

- Purchasing cocoa (bean) and coconut (copra)
- Covering operational costs related to cocoa/coconut buying and export (e.g., freight, fuel, logistics)
- Maintaining and upgrading fermenter boxes, dryers, and other tools to enhance cocoa quality

1. Applicants Information

Applicant Name: _____

Contact Person: _____

Position/Title: _____

Phone Number: _____; Email address: _____

Location: Province _____ Constituency: _____ Ward: _____

Business/Farmers Address: _____

2. Business Details

For Large Category Applicants

- Type of Business (e.g., Cocoa Buyer, Trader): _____
- Tax Identification Number (TIN): _____
- Year Business Established: _____
- Business License Number: _____
(Attach a copy of the valid business license)
- Previous Year's Cocoa Trading Volume (in Metric Tons): _____
- Markets Served: Domestic / International: _____

For Small Category Applicants

- Type of Business (Cocoa Buyer; Dryer owner,) _____
- Year business established _____
- Cocoa/Coconut Purchase Agreements (if any)
- Record of cocoa/coconut purchases over the past three years
- Verification Letter from Chief Field Officer confirming involvement in the cocoa/coconut value chain

3. Funding Request Details

Funding Category:

- Large (\$100,000–\$400,000)
- Small (\$20,000–\$99,000)

Requested Fund Amount (SBD): _____

Work Plan & Budget

Attach a detailed work plan outlining fund utilization, including timelines, specific activities, and a comprehensive budget.

Repayment Plan

A minimal principle rate of 1.0% will be applied to ensure fund sustainability. Provide details on how the principle rate will be repaid upon receiving income from cocoa sales.

Cash Flow Projection

A cash flow projection for five years (using amount requested as basis)

4. Supporting Documents

For Large Category (Registered Cocoa/Coconut Buyers/Exporters):

- Copy of Business Registration Certificate
- Valid Business License
- National Provident Fund (NPF) Registration Proof
- Audited Financial Statements (last three years, if available)
- Detailed Work Plan and Budget

- Cash flow budget for (5) years

For Small Category (Traders, Dryer Owners, and Farmers):

- Cocoa Purchase Agreements (if any)
- Record of cocoa/coconut purchases over the last three years
- Verification Letter from Chief Field Officer confirming involvement in the cocoa/coconut value chain
- Detail workplan and budget
- Cash flow budget for 5 years

Proper Maintenance of records and acquittals of use of funds received

- Proper true and accurate document records of the use the fund received be kept for eventual acquittals
- These documents are made available for CCRF staff to access on request

5. Declaration

I, the undersigned, declare that the information provided in this application is accurate to the best of my knowledge. I understand that providing false or misleading information may result in the rejection of this application or the withdrawal of approved funds. I agree to comply with the terms and conditions of the Cocoa & Coconut Revolving Fund.

Name of Authorized Representative: _____

Position: _____

Signature: _____

Date: _____

6. Terms and Conditions

- All applications will be reviewed by the Cocoa/Coconut Revolving Fund Oversight Committee (CCRFOC).
- Decisions will be based on applicant compliance with stated criteria and fund availability.
- Additional information or clarifications may be requested during the review process.