

[Legal Notice No. 20]  
**THE CHOISEUL PROVINCE RURAL DEVELOPMENT FUND  
ORDINANCE 1995**

**RURAL DEVELOPMENT FUND REGULATIONS 1995**

Made by the Choiseul Provincial Executive on the first day of November 1995 and approved by the Choiseul Provincial Assembly.

**CLEMENT P. KENGAVA**  
Premier

IN exercise of the powers contained in section 10.5 and 11.2 of the Choiseul Province Rural Development Fund Ordinance 1995 the Choiseul Provincial Executive make these regulations.

**PART I  
PRELIMINARY**

1. These Regulations may be cited as the Choiseul Province Rural Development Fund Regulations 1995.
2. The purpose of these Regulations is to establish Project Selection Committees and the criteria for selection of business enterprises that will qualify for a loan.

**PART II  
PROJECT SELECTION COMMITTEES**

3. There shall be a Project Selection Committee ("the Committee") for each Area Council area to screen project applications from people resident within that area.
4. The membership of each Committee shall consist of:
  - (a) The Area Council President, who shall be the Vice Chairman;
  - (b) Up to 2 Area Council members selected by the Area Council;
  - (c) One member of the Provincial Executive appointed by the Premier, who shall be the Chairman;
  - (d) One community representative selected by the Executive.

The Provincial Treasurer, the Business Advisor and the Area Council Secretary shall attend and advise each meeting of the Committee but shall not be members of the Committee and shall not be entitled to vote.

5. The functions of the Committee shall be:
  - (a) to receive, consider and determine applications for loans from the Fund;
  - (b) to authorise interest free periods on such loans;
  - (c) to authorise the payment of approved loans;
  - (d) to consider reports on the progress of small businesses in receipt of loans;
  - (e) to authorise penalties and recovery action on overdue payments and defaulted loans;
  - (f) to take or authorise any other action necessary for the operation of the Fund.
  
6. The procedure of the Committees shall be as follows:
  - (a) the Committees shall meet as often as necessary to carry out their functions;
  - (b) the Area Council Secretary shall be the Secretary to the Committee;
  - (c) the Secretary shall prepare in consultation with the Provincial Treasurer an agenda for each meeting and shall circulate it to members of the Committee at least 2 days before the meeting if possible and failing this the agenda shall be read at the start of the meeting;
  - (d) the quorum shall be the Chairman and 2 other Committee members;
  - (e) the Secretary shall take minutes of the decisions of the Committee and maintain them in a file made for that purpose;
  - (f) applications for loans shall be sent to the Treasurer who shall forward a copy to the relevant Area Council Secretary immediately and who shall notify the applicant of the date when the relevant Committee will meet to consider the application.
  
7. A loan must be for a small business in at least 1 of the following categories:
  - (a) agriculture/farming;
  - (b) fisheries;
  - (c) agro forestry/milling/reforestation;

- (d) production/manufacturing;
  - (e) transport services;
  - (f) tourism;
  - (g) any other business which provides a useful service or product for the people of Solomon Islands.
8. The Committee shall not approve any application for a loan unless it is in the form specified in the schedule and includes a feasibility study in accordance with section 11.4 of the Ordinance.
9. Subject to the requirements of this part the Committee has absolute discretion to recommend which applicants shall receive a loan.

**SCHEDULE  
LOAN APPLICATION FORM**

- \* Read this form before filling it in.
- \* Ask for help if you do not understand this form.
- \* Fill in all the sections of the application form.

**SECTION I  
INFORMATION ABOUT YOU**

1. Are you an individual/community group/other organisation
2. Name of business.....
3. Address .....
4. Names and proposed jobs of everyone who will be involved in running the business:

Name:..... Job:.....

Name:..... Job:.....

Name:..... Job:.....

Please continue on another sheet if there is not enough space here for all the names.

5. Name and address of person to contact about this application:

Name:.....

Address: .....

**SECTION II  
INFORMATION ABOUT THE BUSINESS**

6. **What type of business is it (eg. agriculture, forestry, transport, fishing)?**
7. **Give a description of the business:.....**
8. **What technical, management and administration skills are available to run the business?**
9. **Explain the proposed marketing arrangements for the product or service:.....**  
.....  
.....
10. **Where do you want to sell the product/service and how far away is the proposed market?**  
.....  
.....
11. **What kind of transport will be used, if any and can the market be reached regularly?**  
.....
12. **How many people will be temporarily or permanently employed in the business?**  
**Temporary:.....**  
**Permanent:.....**
13. **How much land, if any, will be needed for the business?.....**
14. **Who owns the land, including reef and land covered by water? Does anyone else have any interest in the land?.....**
15. **Is the land currently free from disputes, customary or otherwise? Do you anticipate any disputes in the future? Please give details:.....**  
.....  
.....

**PART III  
PLAN FOR STARTING THE BUSINESS**

List the main steps needed to start the business, the materials and money you will need at each stage and the total time needed for each stage (ie construction of buildings, clearing of land). Give the names and functions of people and organisations involved in each step.

Stage	Work	Materials	Estimate completion	Personal and their functions
Stage 1.....				
Stage 2.....				
Stage 3.....				
Stage 4.....				
Stage 5.....				

**PART IV  
FINANCE AND CAPITAL**

16. What contributions in cash, labour, materials, tools etc has the business received from other sources and what contributions does it expect to receive?

.....  
 .....  
 .....  
 .....

17. What amount is requested from the Fund? \$.....

List detailed cost estimates for how this money will be used (eg. buying tools and materials, labour etc).

Item	Amount in \$
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
<u>Total</u>	<u>.....</u>

\*Note, the maximum for any loan is \$5,000. Submit pro-forma invoice where applicable.

I/We declare that to the best of our knowledge the information contained in this application is correct.

.....  
Name Signature

.....  
Name Signature

Send this application together with your feasibility study to the Provincial Treasurer P O Box 34 Taro, Choiseul Bay, Choiseul Province. He will send a copy to the Area Council Secretary and notify you of the date the Project Selection Committee will meet to decide your application.