

Director (SREUP) and Project Director

Program to Support Safety Retrofits and Environmental Upgrades in the
Bangladeshi Ready-Made Garments (RMG) Sector Project (SREUP)

SREUP PMU

SME and Special Programmes Department

Bangladesh Bank, Head Office,

Motijheel, Dhaka- 1000.

Dear Sir,

Subject: Request for Pre-Finance Facility under SREUP in favor of (RMG Factory Name).

Please refer to the SMESPD Circular No.-1/2019 dated March 31, 2019 regarding the above.

We would like to inform you that (RMG Factory Name) is a good client of our (Branch Name) Branch. They have been banking with us for the last (number of years) years with satisfactory/excellent performance. (RMG Factory Name) is an Export oriented factory being in this business from the year (Year) currently located at (Factory Address) in its (Own/Rented) facility.

For your kind consideration, (RMG Factory name) has approached us with a loan application consistent with your project outreach amounted to (Loan Amount), which is approved by our management as well as the Board of (PFI name) in their (Meeting Number) th meeting held on (Meeting Date). Summary of the loan application is given below:

Name of client			
Branch Name			
Amount of Loan applied			
Owner's Equity (Amount and %)			
Project Status (New/Ongoing, if ongoing- mention date of inception)			
Application for (Safety remediation &/or Environmental Upgrades &/ or Social Upgrades)*	Safety remediation	Environmental Upgrades	Social Upgrades
Term (Months)			
Grace period (Months)			
Mode of repayment (Must be quarterly)	Quarterly		
Rate of interest (Interest on Interest will not be applied)			
Applicable service charges and fees	As per SMESPD Circular-01/2019		

Complying to SMESPD Circular-01/2019, we request for Pre-Finance facility under the SREUP Project against this approved loan of (Loan amount) in favor of (RMG Factory Name) and therefore enclose all the necessary documents with this letter. Focal person related to this application is Mr./Ms. (Phone) For your information, the client is not applying for/ enjoying any other concessional facilities similar to your project for any of the activities stated in this loan application.

With Regards,

(Managing Director's Name)

Managing Director

(PFI Name)

* Safety remediation works includes all the mandatory structural, electrical and safety (fire and /or other disaster related) works as recommended by the Accord/ Alliance standards or in line with the NTPA guidelines.

Environmental Upgrades includes works related to increase energy and environmental efficiency.

Social Upgrades includes works related to improve the work environment of the factory such as improving/setting up day care facility, medical center, canteen etc.

If Environmental and Social Up-gradation works are intended to be **done simultaneously** along with safety remediation works, **an undertaking** from the RMG factory is required stating that they will complete all works related to Environmental and/ or Social Up-Gradation simultaneously along with Safety Remediation works.

If loan application includes social up-gradation works (improving workplace environment and conditions), the Loan Application from entrepreneur (to PFIs) must declare that- **“Employees and Labor union’s representatives were consulted to plan and design these up-gradation works aimed at improving workplace environment and conditions”**.