

## Required Documents to Lease Offices

- ✓ Copy of the identification document (personal identification card/for Jordanians, passport and personal identification number for foreigners/non-Jordanians).
- ✓ Official documents of the company.
- ✓ Copy of the rent contract for the current office.
- ✓ Financial statements of the company for the last two years, in addition to a trial balance to-date (if available).
- ✓ A list of facilities and loans granted by banks, and the guarantees offered to cover them, in addition to a schedule of maturities.
- ✓ A list of the most important clients and contracts signed, whether for tenders or others.
- ✓ A recent bank account statement for the last 6 months.
- ✓ Proof of any additional income (if any).
- ✓ A list of personal properties owned, with all supporting documents.
- ✓ Documents pertaining to the office intended to be purchased (registration deed, organizational map of the site, land survey).
- ✓ Valuation of the office by a real estate expert approved by us.
- ✓ Preliminary sale contract.

### Required documents if there is a guarantor:

- Copy of the identification document (personal identification card/for Jordanians, passport and personal identification number for foreigners/non-Jordanians).
- Proof of income.