

No of Employees:

## CO-OPERATIVE LEASING COMPANY LIMITED

"Ceyesta House", No.327/3/1, Galle Road, Colombo-03, Sri Lanka Tel: 0112573743/44, Fax: 0112573744,E-mail:info@clcl.lk

Hotline: 0117 869 569, Web: www.clcl.lk

## MICRO FINANCE & SME LOAN FACILITY APPLICATION FORM

I/We the undersigned desire to enter into a facility upon terms and conditions of your Micro Finance & SME Loan Facility. I/We give below the true information required by you to consider our proposal.

Please complete this application in full. Insufficient information may cause delay in processing your application.

\*Facility Amount Rs. \*Tenor / Repayment Periods 1.0 Applicant's Details Title Mr ☐ Mrs ☐ Miss ☐ Ms. ☐ Name in Full: NIC No/Passport No: Date of Birth: Residential Address: Current Residential Status: Owned Rented Living with parents Provided by Employer Other Number of years at present address: Permanent Address: (If same as above, write "AS ABOVE") \* attach copy of utility bill. Telephone No Residence Telephone No Mobile E-mail address (If Any): Education: Primary Secondary Graduate Post Graduate Professional Single ☐ Married ☐ Widowed ☐ Divorced ☐ Total Number of Dependents Spouse Name: Spouse's NIC No: 1.1 Applicant's Business / Employment Details \*attach BR Certificate Profession: Name of Business / Employer (If Any): Business Registration Details (If Any) | Registration No: Date of Reg: Office / Business Address: Rented Number of years at present address: Status: Owned Nature of Business/ Primary Business Activity: Industry / Segment:

<b>1.2 Particulars of bank accounts</b> *attach savings / current account transaction reports of recent 3 months					
Type of Accounts	Name of Bank	Branch	Account No		

Savings
Current
Fixed Deposit

MICRO - SME.

Institution	1.3 Financial obligatio	ns				
Type of Facility Credit Limit/Amount Security Offered Monthly Installment Outstanding Balance  1.4 Details of fixed & moveable assets owned by the applicant  Asset Type Details (Deed no/Reg No etc) Net Value Ownership Mortgaged (Yes/No) Land & Buildings Vehicles Equipment/ Machineries Other	Г	<u></u>				
Credit Limit/Amount   Security Offered   Security		CLCL				
Security Offered						
Monthly Installment Outstanding Balance    Asset Type	Credit Limit/Amount					
Dustanding Balance   Details of fixed & moveable assets owned by the applicant	Security Offered					
Asset Type	Monthly Installment					
Asset Type	Outstanding Balance					
Asset Type		<u> </u>		1	1	
Land & Buildings	1.4 Details of fixed & 1	moveable assets owned	by the a	pplicant		
Land & Buildings	Accet Tune	Datails (Dand no/Pag N	No ata	Not Volue	Oumarchin	Mortgaged (Vas/No)
Vehicles		Details (Deed 110/Reg 1	NO etc)	Net value	Ownership	Wiortgaged (Tes/No)
Equipment/ Machineries						
Diter						
Net Business Income						
Month (	Other					
Month (						
Net Business Income  Other Income ( If Any)  Spouse Income  (-) Living Expenses  (-) Loan / Lease Rentals  (-) Other Expenses ( If Any)  Surplus  2.0 Securities and Collaterals Proposed Security / Collaterals: Details:  3.1 Personal Details of guarantor 01  Title Mr	1.5 Income Expenditu	re Structure				
Other Income (If Any)  Spouse Income  (-) Living Expenses  (-) Loan / Lease Rentals  (-) Other Expenses (If Any)  Surplus  2.0 Securities and Collaterals Proposed Security / Collaterals: Details:  3.1 Personal Details of guarantor 01  Title Mr   Mrs   Miss   Ms.   Other Name in Full :  NIC No/Passport No:   NIC No/Passport No:   Date of Birth:   Permanent Address: * attach copy of utility bill.  Telephone No Residence   Telephone No Residence   Telephone No Mobile   Tele			Month (	()	Month ()	Month ()
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Collaterals						
Surplus   Surplus   Surplus   Surplus   Surplus   Surplus   Surplus   Surplus   Security   Collaterals   Proposed   Security   Collaterals: Details:   Details:   Surplus   Su	•					
2.0 Securities and Collaterals Proposed  Security / Collaterals: Details:  3.0 Guarantors  3.1 Personal Details of guarantor 01  Title Mr		• .				
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Security / Collaterals: Details:  3.0 Guarantors  3.1 Personal Details of guarantor 01  Title Mr	Surprus					
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NIC No/Passport No:  Date of Birth:  Date of Birth:  Date of Birth:  Permanent Address: * attach copy of utility bill.  Permanent Address: * attach copy of utility bill.  Telephone No Residence Telephone No Mobile  Telephone No Mobile			•••	Title Mr \( \begin{array}{ccccc} \text{Mrs} \( \begin{array}{ccccc} \text{Miss} \( \begin{array}{ccccc} \text{Ms.} \( \begin{array}{cccc} \text{Other} \\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \		
Date of Birth:  Date of Birth:  Date of Birth:  Permanent Address: * attach copy of utility bill.  Permanent Address: * attach copy of utility bill.  Telephone No Residence Telephone No Mobile  Telephone No Mobile	Name in Full:			Name in Full	:	
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3.2 Employment Details of C	<del>Suarantors</del>				
Guarantor 01		Guarantor 02			
Profession:		Profession:			
Name of Employer:		Name of Employer :			
Office Address :		Office Address :			
Telephone Number.:		Telephone Number. :			
Nature of Business:		Nature of Business :			
Present Position (Designation):		Present Position (Designation):			
How long have been in the above		How long have been in the above Job?			
3.3 Income Expenditure Det	<b>ails -</b> * Attach pay slips / sa				
Guarantor 01		Guarantor 02			
<u>Earnings</u>		<u>Earnings</u>			
Employment (Net Income)		Employment (Net Income)			
Business Income (If Available)		Business Income (If Available)			
Other Income (Specify)		Other Income (Specify)			
1)		1)			
2)		2)			
3)		3)			
Total Earnings		Total Earnings			
Expenses		Expenses			
Household Expenses		Household Expenses			
Rent / Mortgage Instalments		Rent / Mortgage Instalments			
Loan / Lease Repayments		Loan / Lease Repayments			
Other Expenses (Specify)		Other Expenses (Specify)			
1)		1)			
Total Expenditure		Total Expenditure			
Surplus		Surplus			
		Sur Prus			
I/We warrant that the answers give overleaf are in very respect true & accurate and that we have not with-held any information likely to effect the acceptance of this proposal and we agree that this proposal and declaration shall be the basis of the contract between us and that you are entitled to terminate the contract under Micro Finance & SME Loan Facility which may be entered in to upon this proposal at any time you find that there has been any material misstatement or material nondisclosure in this proposal.  I/we authorize Co-Operative Leasing Company Limited to obtain reference on my credit worthiness / standing and details of all credit facilities from the Credit Information Bureau of Sri Lanka (CRIB) / Financial/Lending Institution and / or any other individual.  I/We also do hereby declare that we fully understand the contents of this document which has been read and explained to us in or own language and the nature and scope of this transaction which we acknowledge is in every respect a lease / a hire purchase contract and not one such as would constitute money lending.  Placed their signatures on the					
Applicant's Signature (Authorized Signature on Rubber Stamp where applicable)					
Signature of Guarantor 01	Date	Signature of Guarantor 02	Date		

Check List (For Office Use Only)				
Applicant	Guarantors	01	02	
Completed Application	Photocopy of N.I.C/D.L/ P.P			
Photocopies of N.I.C/D.L/ P.P	Certificate of Residence /Billing proof			
Certificate of Residence / Billing proof	Bank Statement for the last 3 Months			
Bank Statement for the last 3 Months	Pay slips for the last 1, 2, 3 months			
Pay slips / Income proofs for the last 3 months	Deed & Other Documents of Land & Property Ownership			
Deed & Other Documents of Land & Property Ownership	Receipts of Paid Income Tax			
Completed and signed loan agreement				
General Investigation Report (GIR) with Road Map				
Photographs of the business				

Marketing Officer's Comments				
-				
Signature	Date			
Authorized Signature for Processing forward the Application				
••••••	•••••			
Signature	Date			