



# CO-OPERATIVE LEASING COMPANY LIMITED

"Ceyesta House", No.327/3/1, Galle Road, Colombo-03, Sri Lanka

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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.  Other .....

Name in Full :

NIC No/Passport No:

Date of Birth:

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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 :

Status: Owned  Rented  Number of years at present address:

Nature of Business/ Primary Business Activity:

Industry / Segment:

No of Employees:

### 1.2 Particulars of bank accounts \*attach savings / current account transaction reports of recent 3 months

Type of Accounts	Name of Bank	Branch	Account No
Savings			
Current			
Fixed Deposit			

**1.3 Financial obligations**

Institution	CLCL			
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:.....				

**1.5 Income Expenditure Structure**

	Month (.....)	Month (.....)	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:

**3.0 Guarantors**

**3.1 Personal Details of guarantor 01**

Title Mr  Mrs  Miss  Ms.  Other .....

Name in Full :

NIC No/Passport No:

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Date of Birth:

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Permanent Address: \* attach copy of utility bill.

Telephone No Residence

Telephone No Mobile

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E-mail address:

**Personal Details of guarantor 02**

Title Mr  Mrs  Miss  Ms.  Other .....

Name in Full :

NIC No/Passport No:

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Date of Birth:

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Permanent Address: \* attach copy of utility bill.

Telephone No Residence

Telephone No Mobile

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E-mail address:

3.2 Employment Details of Guarantors	
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) : How long have been in the above Job? .....	Present Position (Designation) : How long have been in the above Job? .....

**3.3 Income Expenditure Details - \* Attach pay slips / salary confirmation from employer**

Guarantor 01		Guarantor 02	
<b><u>Earnings</u></b>		<b><u>Earnings</u></b>	
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 .....	
<b><u>Expenses</u></b>		<b><u>Expenses</u></b>	
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 .....	
<b>Surplus</b> <input type="text"/>		<b>Surplus</b> <input type="text"/>	

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 our 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 ..... Day of ..... Year.....

.....  
Applicant's Signature  
(Authorized Signature on Rubber Stamp where applicable)

.....  
Signature of Guarantor 01      Date      Signature of Guarantor 02      Date

<b>Check List (For Office Use Only)</b>				
<b>Applicant</b>		<b>Guarantors</b>	<b>01</b>	<b>02</b>
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				

<b>Marketing Officer's Comments</b>	
..... <b>Signature</b>	..... <b>Date</b>
<b>Authorized Signature</b> for Processing forward the Application	
..... <b>Signature</b>	..... <b>Date</b>