



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

CONSUMER FINANCE/HP FACILITY APPLICATION FORM

I/We the undersigned desire to enter into a facility upon terms and conditions of your Consumer Finance /HP 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 Company Information

Name:

Business Registration No:

Date of Reg / Incorporation:

*attach copy of business registration certificate

Office Address :

Status: Owned Rented Number of years at present address :

Registered Address: (If same as above, write "AS ABOVE") * attach copy of utility bill.

Telephone No Office

Contact Person

Telephone No Mobile

Contact Person

E-mail address:

Website:

Nature of Business:

Industry / Segment:

1.1 Capital Structure

Authorized Capital

Rs.

Paid up Capital

Rs.

No of Share Issued

Value Per Share

Rs.

1.2 Details of the Partners/Directors or the Proprietor

Name with Initials	Personal Address	Designation	Ownership/Share %	Phone No
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1.3 Associate / Subsidiary Companies

Name of the Business	Address	Nature of Business	Interests / Ownership %

1.4 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			
Current			
Fixed Deposit			

1.5 Financial obligations

Institution	CLCL			
Type of Facility				
Credit Limit/Amount				
Security Offered				
Monthly Installment				
Outstanding Balance				

1.6 Details of fixed & moveable assets owned by the company

Asset	Details (Deed no/Reg No etc..)	Net Value	Mortgages / Charges
Land & Buildings			
Furniture & Fittings			
Equipment/ Machineries			
Vehicles			
Other:			

1.7 Company Financial Structure

	Year (.....)	Year (.....)	Year (.....)
Sales or Revenue			
Net Profit after tax			
NP Margin %			
Total Debts (Current + Non-Current Liabilities)			
Total Asset Value			

Names of Auditors:

*Please annex tax paid receipts, Certificate from Company auditors

2.0 Details of Assets/Items to be Finance

	Item Description	Price
1		
2		
3		
4		
5		
6		
7		
8		
9		
Total		
Client Contribution		
CLCL Contribution		

3.0 Supplier / Vendor Details

3.01 Name of the Supplier of Assets/Items:

3.02 Address: T.P : **4.0 Securities and Collaterals**Additional Security / Collaterals(If any):
Details:**5.0 Guarantors****5.1 Personal Details of Guarantor 01**Title Mr Mrs Miss Ms. Other

Name in Full :

NIC No/Passport No:
*Attach a copy of NICDate of Birth:

Permanent Address: * attach copy of utility bill.

Telephone No Residence
Telephone No Mobile

E-mail address:

Personal Details of Guarantor 02Title Mr Mrs Miss Ms. Other

Name in Full :

NIC No/Passport No:
*Attach a copy of NICDate of Birth:

Permanent Address: * attach copy of utility bill.

Telephone No Residence
Telephone No Mobile

E-mail address:

5.2 Employment Details of Guarantors

Profession:

Name of Employer :

Business/Office Address :

Telephone Number. :

Nature of Business :

Present Position (Designation) :
How long have been in the above Job?

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5.3 Financial Details - * Attach pay slips / salary confirmation from employer

<p>Guarantor 01</p> <p><u>Earnings</u></p> <p>Employment (Net Income)</p> <p>Net Business Income</p> <p>Other Income (Specify)</p> <p>1)</p> <p>2) _____</p> <p>3) _____</p> <p>Total Earnings _____</p> <p><u>Expenses</u></p> <p>Household Expenses</p> <p>Rent / Mortgage Instalments</p> <p>Loan / Lease Repayments</p> <p>Other Expenses (Specify)</p> <p>1) _____</p> <p>2) _____</p> <p>Total Expenditure _____</p> <p>Surplus </p>	<p>Guarantor 02</p> <p><u>Earnings</u></p> <p>Employment (Net Income)</p> <p>Net Business Income</p> <p>Other Income (Specify)</p> <p>1)</p> <p>2) _____</p> <p>3) _____</p> <p>Total Earnings _____</p> <p><u>Expenses</u></p> <p>Household Expenses</p> <p>Rent / Mortgage Instalments</p> <p>Loan / Lease Repayments</p> <p>Other Expenses (Specify)</p> <p>1) _____</p> <p>2) _____</p> <p>Total Expenditure _____</p> <p>Surplus </p>
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5.4 Financial Relationship *attach savings / current account transaction reports of recent 3 months

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5.5 Financial Liabilities

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5.6 Assets (Properties / Vehicles / Shares / Life Policies) (If Any)

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5.7 Income Tax for the past 03 years (If Any)

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*Attach Assessment Notices and Receipts in support

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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 which may be entered in to upon this proposal and call upon us to return the items/equipments and Accessories if 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 revolving credit facility contract and not one such as would constitute money lending.

Placed their signatures on the Day ofYear.....

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

.....
Signature of Guarantor 01 Date

.....
Signature of Guarantor 02 Date

DOCUMENTS & INFORMATION TO BE FORWARDED ALONG WITH THE APPLICATION

A. Memorandum & Articles of Association.	
B. Copy of Certificate of Business Registration / Incorporation	
C. Copy of latest Forms 1, 18 and 19 filed with the Registrar of Companies.	
D. Board Resolution for the proposed facility.	
E. Audited Financial Statements for the past three years.	
F. Last available draft accounts.	
G. Tax numbers & Turnover Taxpaying – in – slips for the past three quarters.	
H. A letter authorizing Cooperative Leasing Company Limited to obtain reference from your bankers	
I. Debtor's age analysis.	
J. Certificate of Borrowing.	
K. Particulars of bank account of the parties intend to incorporate as acceptors to the proposed facility	
L. Trade References.	
M. Project Report / Feasibility Study (if any)	

Check List (For Office Use Only)

Lessee / Hirer		Deed & Other Documents of Land & Property Ownership		
Completed Application		Receipts of Paid Income Tax		
Invoice		Certificate of Residence / Billing proof		
Valuation Report		Completed Lease / HP agreement		
CR of the Vehicle		General Investigation Report (GIR) with Road Map		
Valid Revenue License				
Tax Receipts of Diesel or Luxury, Semi Luxury (since 1995/1996)				
Insurance Card		Guarantors	01	02
Insurance Policy assignment Letter		Photocopy of N.I.C/D.L/ P.P		
3 No's of Passport size Photographs		Certificate of Residence /Billing proof		
Photocopies of N.I.C/D.L/ P.P(Applicant & Spouse)		Bank Statement for the last 3 Months		
Duplicate Key of the Vehicle		Pay slips for the last 1, 2, 3 months		
Duly signed Transfer Papers MTA 06, MTA08, and MTA03.		Deed & Other Documents of Land & Property Ownership		
Bank Statement for the last 3 Months		Receipts of Paid Income Tax		
Pay slips for the last 1, 2, 3 months				

Marketing Officer's Comments

.....

Signature

Date

Authorized Signature for Processing forward the Application

.....

Signature

Date