

1.3 Associate / Subsidiary Companies

Name of the Business	Address	Nature of Business	Interst / 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 Asset to be leased / Hire Purchase

Amount Requested: Rs.		Repayment Period Requested:	
2.01 Type of the asset :	Vehicle <input type="checkbox"/>	Equipment <input type="checkbox"/>	Machinery <input type="checkbox"/>
2.02 Condition:	Brand New <input type="checkbox"/>	Reconditioned <input type="checkbox"/>	Used <input type="checkbox"/>
2.03 Reg No <input style="width:100px;" type="text"/>	Chassis No. <input style="width:150px;" type="text"/>	Engine No <input style="width:100px;" type="text"/>	
2.04 Present Market Value of the Vehicle According to the Valuation (Rs).....			
2.05 Name of the Valuer:			
2.06 Purpose for which the vehicle is used: Hiring <input type="checkbox"/> Private <input type="checkbox"/> Commercial <input type="checkbox"/>			
If Hiring or Commercial, give details:.....			
.....			
.....			
2.07 Address of Vehicle/Asset will be located:	<input style="width:100%; height:20px;" type="text"/>		
2.08 Nearest Post Office & Police Station:	<input style="width:100%; height:20px;" type="text"/>		

3.0 Supplier / Vendor Information

3.01 Name of the Supplier of Vehicle/Asset:
3.01 Address: <input style="width:400px;" type="text"/> T.P : <input style="width:50px;" type="text"/>

4.0 Securities and Collaterals

Additional Security / Collaterals: Details:

5.0 Guarantors

5.1 Guarantor 01	5.2 Guarantor 02
Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Other	Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Other
Name in Full :	Name in Full :
NIC No/Passport No: <input style="width:100px;" type="text"/>	NIC No/Passport No: <input style="width:100px;" type="text"/>
*Attach a copy of NIC	*Attach a copy of NIC
Date of Birth: <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/>	Date of Birth: <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/>
Permanent Address: * attach copy of utility bill.	Permanent Address: * attach copy of utility bill.
Telephone No Residence <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/>	Telephone No Residence <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/>
Telephone No Mobile <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/>	Telephone No Mobile <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/>
E-mail address:	E-mail address:

5.3 Employment Details

Profession:	Profession:
Name of Employer :	Name of Employer :
Office Address :	Office Address :
Telephone Number. : <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/>	Telephone Number. : <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/>
Nature of Business :	Nature of Business :
Present Position (Designation) :	Present Position (Designation) :
How long have been in the above Job?	How long have been in the above Job?

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

<p>Guarantor 01</p> <p><u>Earnings</u></p> <p>Employment (Net Income)</p> <p>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>Net Income </p>	<p>Guarantor 02</p> <p><u>Earnings</u></p> <p>Employment (Net Income)</p> <p>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>Net Income </p>
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5.5 Financial Relationship *attach savings / current account transaction reports of recent 3 months

<p>Guarantor 01</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:33%;">Type of Accounts</th> <th style="width:33%;">Bank & Branch</th> <th style="width:33%;">Account No</th> </tr> <tr> <td>Savings</td> <td></td> <td></td> </tr> <tr> <td>Current (Personal)</td> <td></td> <td></td> </tr> <tr> <td>Current (Business)</td> <td></td> <td></td> </tr> <tr> <td>Fixed Deposit</td> <td></td> <td></td> </tr> </table>	Type of Accounts	Bank & Branch	Account No	Savings			Current (Personal)			Current (Business)			Fixed Deposit			<p>Guarantor 02</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:33%;">Type of Accounts</th> <th style="width:33%;">Bank & Branch</th> <th style="width:33%;">Account No</th> </tr> <tr> <td>Savings</td> <td></td> <td></td> </tr> <tr> <td>Current (Personal)</td> <td></td> <td></td> </tr> <tr> <td>Current (Business)</td> <td></td> <td></td> </tr> <tr> <td>Fixed Deposit</td> <td></td> <td></td> </tr> </table>	Type of Accounts	Bank & Branch	Account No	Savings			Current (Personal)			Current (Business)			Fixed Deposit		
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5.6 Financial Liabilities

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5.7 Assets (Properties / Vehicles / Shares / Life Policies)

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5.8 Income Tax for the past 03 years

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*Attach Assessment Notices and Receipts in support

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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
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Authorized Signature for Processing forward the Application

..... Signature Date
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