



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

APPLICATION FOR REVOLVING CREDIT FACILITY (QUICK DRAFT)

I/We the undersigned desire to enter into a facility upon terms and conditions of your revolving credit facility for the vehicle described in the schedule No. 2.0 to this application form. 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.
(Requested)

*Tenor/Repayment Period
(Requested)

Client Type: Public Limited Private Limited Partnership Sole Proprietorship Other.....

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
Telephone No Mobile

Contact Person
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

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

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:
3.02 Address: <input style="width:400px; height:25px;" type="text"/>
T.P : <input style="width:50px; height:15px;" type="text"/>

4.0 Securities and Collaterals

Additional Security / Collaterals(If any): Details:

5.0 Guarantors

5.1 Personal Details of Guarantor 01	Personal Details of 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"/> <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"/> <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"/> <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"/> <input style="width:20px;" type="text"/>
E-mail address:	E-mail address:
5.2 Employment Details of Guarantors	
Profession:	Profession:
Name of Employer :	Name of Employer :
Business/Office Address :	Business/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"/> <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"/> <input style="width:20px;" type="text"/>
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?

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

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