



**1.3 Business Details**

Name of Business (If Any): \_\_\_\_\_

Business Registration Details ( If Any)	Registration No:	Date of Reg:
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Office / Business Address : \_\_\_\_\_

Status: Owned  Rented  Number of years at present address:

Nature of Business/ Primary Business Activity: \_\_\_\_\_

Industry / Segment: \_\_\_\_\_

No of Employees: \_\_\_\_\_

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

<p><u>Primary Applicant</u></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>Total Earnings .....</p> <p><u>Expenses</u></p> <p>Household Expenses .....</p> <p>Loan / Lease Repayments .....</p> <p>Other Expenses (Specify) .....</p> <p>1) .....</p> <p>2) .....</p> <p>Total Expenditure .....</p> <p><b>Surplus</b> <input style="width:50px" type="text"/></p>	<p><u>Joint Applicant</u></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>Total Earnings .....</p> <p><u>Expenses</u></p> <p>Household Expenses .....</p> <p>Loan / Lease Repayments .....</p> <p>Other Expenses (Specify) .....</p> <p>1) .....</p> <p>2) .....</p> <p>Total Expenditure .....</p> <p><b>Surplus</b> <input style="width:50px" type="text"/></p>
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**1.5 Financial Relationship**

<p><u>Primary Applicant</u></p> <table border="1" style="width:100%"> <tr> <th>Type of Accounts</th> <th>Bank</th> <th>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	Account No	Savings			Current (Personal)			Current (Business)			Fixed Deposit			<p><u>Joint Applicant</u></p> <table border="1" style="width:100%"> <tr> <th>Type of Accounts</th> <th>Bank</th> <th>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	Account No	Savings			Current (Personal)			Current (Business)			Fixed Deposit		
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**1.6 Financial Liabilities**

<p><u>Primary Applicant</u></p> <table border="1" style="width:100%"> <tr> <td>Institution</td> <td></td> <td></td> </tr> <tr> <td>Type of Facility</td> <td></td> <td></td> </tr> <tr> <td>Credit Limit</td> <td></td> <td></td> </tr> <tr> <td>Monthly Installment</td> <td></td> <td></td> </tr> <tr> <td>Outstanding Balance</td> <td></td> <td></td> </tr> </table>	Institution			Type of Facility			Credit Limit			Monthly Installment			Outstanding Balance			<p><u>Joint Applicant</u></p> <table border="1" style="width:100%"> <tr> <td>Institution</td> <td></td> <td></td> </tr> <tr> <td>Type of Facility</td> <td></td> <td></td> </tr> <tr> <td>Credit Limit</td> <td></td> <td></td> </tr> <tr> <td>Monthly Installment</td> <td></td> <td></td> </tr> <tr> <td>Outstanding Balance</td> <td></td> <td></td> </tr> </table>	Institution			Type of Facility			Credit Limit			Monthly Installment			Outstanding Balance		
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**1.7 Assets (Properties / Vehicles / Shares / Life Policies)**

<p><u>Primary Applicant</u></p> <table border="1" style="width:100%"> <tr> <td>Type of Asset</td> <td></td> <td></td> </tr> <tr> <td>Deed/ Reg. No</td> <td></td> <td></td> </tr> <tr> <td>Purchase Value</td> <td></td> <td></td> </tr> <tr> <td>Market Value</td> <td></td> <td></td> </tr> <tr> <td>Free Hold/ Mortgage/ Lease Hold</td> <td></td> <td></td> </tr> </table>	Type of Asset			Deed/ Reg. No			Purchase Value			Market Value			Free Hold/ Mortgage/ Lease Hold			<p><u>Joint Applicant</u></p> <table border="1" style="width:100%"> <tr> <td>Type of Asset</td> <td></td> <td></td> </tr> <tr> <td>Deed/ Reg. No</td> <td></td> <td></td> </tr> <tr> <td>Purchase Value</td> <td></td> <td></td> </tr> <tr> <td>Market Value</td> <td></td> <td></td> </tr> <tr> <td>Free Hold/ Mortgage/ Lease Hold</td> <td></td> <td></td> </tr> </table>	Type of Asset			Deed/ Reg. No			Purchase Value			Market Value			Free Hold/ Mortgage/ Lease Hold		
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**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:

Date of Birth:

Permanent Address: \* attach copy of utility bill.

Telephone No Residence   
Telephone No Mobile

E-mail address:

**Personal Details of guarantor 02**

Title Mr  Mrs  Miss  Ms.  Other .....  
Name in Full :

NIC No/Passport No:

Date of Birth:

Permanent Address: \* attach copy of utility bill.

Telephone No Residence   
Telephone No Mobile

E-mail address:

**3.2 Employment Details of Guarantors**

**Guarantor 01**

Profession:

Name of Employer :

Office Address :

Telephone Number. :

Nature of Business :

Present Position (Designation) :

How long have been in the above Job? .....

**Guarantor 02**

Profession:

Name of Employer :

Office Address :

Telephone Number. :

Nature of Business :

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**

Earnings

Employment (Net Income) .....

Business Income (If Available) .....

Other Income (Specify) .....

1) .....

2) .....

3) .....

Total Earnings .....

Expenses .....

Household Expenses .....

Rent / Mortgage Instalments .....

Loan / Lease Repayments .....

Other Expenses (Specify) .....

1) .....

Total Expenditure .....

**Surplus**

**Guarantor 02**

Earnings

Employment (Net Income) .....

Business Income (If Available) .....

Other Income (Specify) .....

1) .....

2) .....

3) .....

Total Earnings .....

Expenses .....

Household Expenses .....

Rent / Mortgage Instalments .....

Loan / Lease Repayments .....

Other Expenses (Specify) .....

1) .....

Total Expenditure .....

**Surplus**

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				

**Marketing Officer's Comments**

.....  
**Signature**

.....  
**Date**

**Authorized Signature** for Processing forward the Application

.....  
**Signature**

.....  
**Date**

