



COMMERCIAL LEASING & FINANCE PLC

No.68, Baudhaloka Mawatha, Bambalapitiya, Colombo 04

Tel: 011 4526526 Fax: 011 4526581 E-mail: info@clc.lk Web: www.clc.lk

APPLICATION FOR A LOAN FACILITY

FOR OFFICE USE ONLY

Reference No. :

Date :

Credit Officer :

APPLICANT DETAILS

Name :

Group :

Nature of Business :

Type of Business : Sole Proprietorship / Partnership / PLC / Public Quoted / Public Unquoted / Other (specify)

Business Registration No. : VAT Registration No. :

Date of Incorporation : Place of Incorporation :

Registered Address :

Postal Address :

Number of Employees :

Contact Person :

Mobile No. : Tel. : Ext :

Fax : E-mail :

PROPRIETOR / PARTNER(S) / DIRECTORS

Full Name	Residential Address	NIC No.	Ownership/ Shareholding	Years of Experience	Home Telephone No.

BANK DETAILS

Bank	Branch	Account Type	Account No.	Date A/C Opened

FINANCIAL LIABILITIES

Institution	Type of Loan	Credit Limit	Term	Monthly Repayment	Outstanding	Security if any

Head Office-011-4526526, Ambalangoda-091-4382435, Anuradhapura-025-4581176, Avissawella-036-4270707, Ampara-063-4925622, Baduraliya-034-4939825, Bakamoona-066-4927969, Batticaloa-065-4926510, Badulla-055-4929232, Dambulla-066-4928731, Galle-091-4937819, Gampaha-033-4934226, Jaffna-021-4922446, Kaduwela-011-4368272, Kalutara-034-4280970, Kandy-081-4472571, Kebithigollawa-025-4932263, Kelaniya-011-4820632, Kuliapitiya-037-4936597, Kurunegala-037-4692215, Kalawana-045-4928094, Kalmunai-067-4923990, Maharagama-011-4200128, Matara-041-4390152, Mathale-066-4928871, Medawachchiya-025-4928584, Negombo-031-4872313, Nochchiyagama-025-4932261, NuwaraEliya-052-4490019, Nugegoda-011-4380264, Parakkramapura-025-4927343, Pettah-011-4541542, Polonnaruwa-027-4599250, Pitigala-091-4943236, Puttlam-032-4865103, Rathnapura-045-4928103, Tissamahara-047-4931275, Trincomalee-026-4595354, Udugama-091-4937423, Vavuniya-024-4921533, Welimada-057-4926363, Warakapola-035-4928271, Wennappuwa-031-4640214, Embilipitiya-047-4934152, Monaragala-055-4929256, Avissawella-036-4926527, Kandy Factoring-081-4951607, Nelliadi-021-4920341, Matara Factoring-041-4935631, Killinochchi-021-4923463, Chilaw-032-4927800, Mannar-023-4920328,

ASSET BASE

Owner	Description of Asset	Extent	Market Value	Identification No.	Mortgage (If any)	Location

COLLATERAL OFFERED / DETAILS OF LOAN REQUESTED

(a) Facility amount (Requested) Period

Purpose of the facility

Mode of Re-payment - Cash / PD Cheques / Standing Order / Other (Specify)

(b) Description of collateral Offered

If Vehicle - Registration No.: Engine No.: Chassis No.:

If Property (Deed No's / Plan No's)

Present Market Value: Valuer:

Address at which the collateral is Located / Stationed

Present Owner (If any transfers to be done)

Insurance Covers required (If Vehicle / Machinery / Buildings)

Have you ever been a Borrower or Guarantor of Commercial Leasing & Finance Plc ? Yes / No
If yes, give Particulars as below

Agreement No.	Vehicle No.

I/We authorize Commercial Leasing & Finance Plc to obtain reference on my / our credit worthiness / standing and details of credit facilities from the Credit Information Bureau of Sri Lanka (CRIB) / Financial / Lending Institutions and / or any other individual.

.....
Date

.....
Signature of Applicant

Note: This form has to be duly completed and returned to Commercial Leasing & Finance Plc. Together with the documents as indicated below (Acceptance of this Application does not imply approval)

- ✘ Audited Financials for last three years.
- ✘ Income Tax Assessments of the lessee and guarantors for the last three years (In an Individual capacity).
- ✘ Draft Accounts upto the last available month.
- ✘ Bank statements of the last six month (Applicant / Guarantor(s)).
- ✘ Bank offer letters for facilities obtained by Applicant & Guarantor(s) / Saving Pass Book.
- ✘ Copy of Memorandum and Articles of Association, Partnership Agreement / Constitution (Whichever is applicable).
- ✘ Copy of the latest form 18 and form 20 issued by the Registrar of Companies.
- ✘ Copy of the Certificate of Incorporation / Registration (If applicable).
- ✘ VAT Registration Certificate (If applicable).
- ✘ Vehicle valuation report from a valuer registered with the Leasing Association of Sri Lanka (If Supplier is not an Authorised Agent) - If Applicable.
- ✘ In case of Equipment, valuation reports from Authorised Agent (If Supplier is not an Authorised Agent) - If applicable.
- ✘ National Identity Cards of Proprietor / Partners / Directors and Guarantors.
- ✘ Three Passport size photographs of Lessee (Director's / Partner's photographs for RMV purposes) - If applicable.
- ✘ Any other Document(s) to prove your Income / Asset base.

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GUARANTOR FORM

GUARANTORS DETAILS ()

Title : (Mr./Ms./Mrs./Rev./Dr./Ven.)

Name with initials :

Full Name :

(Underline the surname)

Date of Birth : Nationality :

NIC No. : Date of Issue :

Gender : Male / Female Occupation :

Civil Status : Single / Married / Divorced / Widow / Widower / Life partner

Educational Qualifications : Primary / Secondary / Tertiary / Diploma / Professional / Graduate / Post Graduate / Other (Specify)

Permanent Address :

Postal Address :

Home Telephone No. : Mobile No. : Office Tel. No. :

Fax : E-mail : Ext. :

Relationship to Applicant :

Name of Business or Employer:

Employment Type : Self employed / On contract / Government / Foreign employment / Part time / PLC / Retired / Other (Specify)

Business Telephone No. : Fax :

Position / Designation : E-mai :

Have you ever been a Borrower or Guarantor or Commercial Leasing & Finance Plc? Yes / No
If yes, give particulars as below.

Agreement No.	Vehicle No.

Income Details

Source	Amount
Monthly income (Basic Salary / Business Income)
Allowances per Month
Other income per month
.....
.....
TOTAL INCOME	

Bank Details

Bank	Branch	Account Type	Account No.	Date A/C Opened

I authorize Commercial Leasing & Finance Plc to obtain reference on my credit worthiness / standing and details of all credit facilities form the Credit Information Bureau of Sri Lanka (CRIB) / Financial / Lending Institutions and / or any other individual.

I agree to act as a guarantor to the loan facility to be obtained by the applicant named in Page 01 of this application.

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Signature of Guarantor

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