

## LEASE / LOAN APPLICATION FORM

### A. PERSONAL DETAILS FOR ALL APPLICANT

(1) Name (Block Letter) : \_\_\_\_\_

(2) Father's Name : \_\_\_\_\_

(3) Mother's Name : \_\_\_\_\_

(4) Spouse's Name : \_\_\_\_\_

(5) Date of Birth : \_\_\_\_\_ (6) Age : \_\_\_\_\_ (years) (7) Place of Birth : \_\_\_\_\_

(8) Nationality : \_\_\_\_\_

(9) Educational / Technical Qualification : Passing Year : \_\_\_\_\_, Degree : \_\_\_\_\_, Institute : \_\_\_\_\_

(10) Lease / Loan Applied in the Name of : \_\_\_\_\_

(11) Permanent Address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(12) Present Address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(13) Address at Home District : \_\_\_\_\_

(14) National ID Number (Copy enclosed) : \_\_\_\_\_  
 Yes  No

(15) Phone/Mobile/Fax/E-mail : \_\_\_\_\_

(16) T.J.N. (Individual) : \_\_\_\_\_

(17) Official Address (if any) : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(17) Business Address (if any) : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### B. BUSINESS EXPERIENCE, IF ANY

	<b>REFERRED BY:</b> Name: _____ Department: _____ Branch: _____ Employee ID No.: _____ Signature: _____ Date: _____
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### C. FOR COMPANY / FIRM

(1) Show Room/Factory Address: \_\_\_\_\_

(2) Phone(es) Land Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

(3) LEGAL STATUS :  Proprietorship  Partnership  Private Limited  Public Limited  
 (Please tick the appropriate box)  Professional  Others (Specify) \_\_\_\_\_

(4) DATE OF INCORPORATION : \_\_\_\_\_

(5) DATE OF COMMENCEMENT OF OPERATION : \_\_\_\_\_

(6) T.J.N. / B.J.N. (COMPANY / FIRM) : \_\_\_\_\_

(7) TRADE LICENSE NUMBER (COMPANY / FIRM) : \_\_\_\_\_  
 Date of Renewal: \_\_\_\_\_ Validity: \_\_\_\_\_

(8) UTILITY BILL OF FACTORY / SHOWROOM PAID UPTO THE MONTH OF : \_\_\_\_\_  
 (Supporting Paper Attached)  Yes  No

### C. FOR LIMITED COMPANY

**CAPITAL STRUCTURE**

(1) AUTHORIZED CAPITAL :Tk. \_\_\_\_\_

(2) PAID-UP CAPITAL :Tk. \_\_\_\_\_

(3) CERTIFICATE OF INCORPORATION (Copy Enclosed) : \_\_\_\_\_  
 Yes  No

(4) MEMORANDUM & ARTICLE OF ASSOCIATION OF THE COMPANY ALONG WITH BOARD RESOLUTION TO AVAIL LEASE / LEASE FACILITY FROM FLFIL (Copy Enclosed)  Yes  No

(5) FORM X & XII (Copy Enclosed)  Yes  No

(6) AUDITED / UNAUDITED FINANCIAL STATEMENTS FOR THE LAST 3 (THREE) YEARS ENCLOSED  Yes  No

(7) SISTER CONCERN OF THE APPLICANT (if any)

NAME & ADDRESS	NATURE OF BUSINESS	MONTHLY SALES	NET EARNING PER MONTH

(8) SPONSER DIRECTOR(S) / PARTNERS / PROPRIETOR OF THE COMPANY (Please attach additional sheets if necessary)

NAME	DESIGNATION	SHAREHOLDING STRUCTURE %	TAKA

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### (9) MEMBERS OF THE BOARD OF DIRECTORS :

(Please Attach Additional Sheet, if Necessary)

NAME	DESIGNATURE	SHAREHOLDING STRUCTURE

### E. LEASE FINANCE / LOAN WITH FLFIL (IF APPLICABLE)

HAVE YOU OR ANY OF YOUR SISTER CONCERN TAKEN LEASE / LOAN FROM FLFIL BEFORE? IF YES, PLEASE FILL IN THE FOLLOWING SECTION

NAME COMPANY / INDIVIDUAL	LEASE / LOAN AGREEMENT NO. & DATE	LEASE / LOAN AMOUNT (TK.)	PRESENT STATUS	DETAIL OF EXISTING SECURITY

### F. BACKGROUND OF THE APPLICANT (APPLICABLE FOR ALL APPLICANT FROM F - K)

#### EMPLOYMENT DETAILS (IN CASE OF INDIVIDUAL, OCCUPATION):

SERVICE

(i) POST / DESIGNATION : \_\_\_\_\_

(ii) EMPLOYER'S NAME & ADDRESS : \_\_\_\_\_

(iii) NO. OF YEARS WITH THE ORGANIZATION : \_\_\_\_\_

(iv) NATURE OF BUSINESS OF ORGANIZATION : \_\_\_\_\_

(v) GROSS SALARY PER MONTH (TK.) : \_\_\_\_\_  
 (Supporting papers attached)  Yes  No

(vi) OTHER INCOME PER MONTH (TK.) : \_\_\_\_\_  
 (Supporting papers attached)  Yes  No

(vii) NUMBER OF DEPENDENT : \_\_\_\_\_

(viii) RESIDENTIAL HOUSE / FLAT  Own  Rented  Monthly Rent / Liability Pay (Tk.) \_\_\_\_\_

(ix) NET SAVINGS PER MONTH (TK.) : \_\_\_\_\_

(x) BILL OF UTILITY SERVICE OF RESIDENCE PAID UP TO THE MONTH OF : \_\_\_\_\_  
 (Supporting papers attached)  Yes  No

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#### SELF EMPLOYED

(i) Nature of Profession / Business : \_\_\_\_\_

(ii) Number of Years in Profession / Business : \_\_\_\_\_

(iii) Name of Business Concern : \_\_\_\_\_

(iv) Amount of Stock (Till Date) : \_\_\_\_\_

(v) Monthly Sale of Goods / Products (Tk.) : \_\_\_\_\_

(vi) Monthly Income / Drawing From Business / Profession (Tk.) : \_\_\_\_\_

(vii) Other Sources of Income (Tk.) : \_\_\_\_\_  
 (Supporting papers attached)  Yes  No

(viii) Total Income Per Month (Tk.) : \_\_\_\_\_

(ix) Number of Dependent : \_\_\_\_\_

(x) Residential House / Flat  Own  Rented  Monthly Rent / Liability Pay (Tk.) \_\_\_\_\_

(xi) Expenditures Per Month (Tk.) : \_\_\_\_\_

(xii) Net Savings Per Month (Tk.) : \_\_\_\_\_

(xiii) Bill of Utility Service of Office / Godown / Factory Paid up to the Month of : \_\_\_\_\_  
 (Supporting papers attached)  Yes  No

### G. NATURE OF LEASE ITEM(S) / LOAN

(i) NATURE OF CREDIT FACILITY (Please tick the appropriate box):  
 Lease Finance  Housing Loan  Loan Against TDR  Loan Against Work Order  SME Loan  Loan Against Share  
 Factoring Finance  Home Loan Refinance Scheme (B.B.)  Others (specify): \_\_\_\_\_

(ii) PURPOSE OF LEASE / LOAN FINANCE:

Item for Official Use	
Personal Use	
Professional Use	
Commercial Use	
Working Capital	
Work Order Finance	
By Back of Machinery(s)	
Others	

(iii) DESCRIPTION OF THE ITEM(S) FOR LEASE / LOAN:

Description	Unit(s)	Unit Price	Total Price	Country of Origin

(iv) NATURE OF PROCUREMENT: (Please tick the appropriate box)

<input type="checkbox"/> Procurement from Abroad	<input type="checkbox"/> Local Procurement	<input type="checkbox"/> Brand New	<input type="checkbox"/> Reconditioned	<input type="checkbox"/> Second Handed

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### (v) MANUFACTURER & DETAILS OF THE LEASED ITEM(S):

(vi) NAME, ADDRESS & CONTACT OF THE SUPPLIER OF THE LEASED ITEM(S): \_\_\_\_\_  
 \_\_\_\_\_

(vii) PROPOSED LEASE / LOAN TERM: (Please tick the appropriate box)

12 Months	24 Months	36 Months	48 Months	60 Months	Others (Specify)	Moratorium Period

### H. BANK(S) / FINANCIAL INSTITUTION(S) INFORMATION

(i) BANK(S) / FINANCIAL INSTITUTION(S) you or any of your related business have taken any short / long term loan or enjoy any credit facility (including Lease Financing / Hire Purchase, etc.) with any Bank(s) or Financial Institution(s). Please give details (attach additional sheet, if necessary)

Name of Bank / Financial Institution with Branch(es) and Address	Name of the Business Concern with Address	Nature of Credit / Finance

Purpose of Credit / Finance	Amount Approved (Tk.)	Present outstanding (in Tk.) as of

Repayment Schedule	Expiry Date	Security	Present Status

(viii) PLEASE GIVE DETAILS OF THE BANK(S) OR ANY OTHER FINANCIAL INSTITUTION(S) WHERE YOU MAINTAIN YOUR ALL KINDS OF ACCOUNTS. (Please attach additional sheets, if necessary):

Name of Banker / FI & Address	Type of Account	Account Number	Average Deposited Balance, Statement of Account enclosed
			<input type="checkbox"/> Yes <input type="checkbox"/> No

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### I. ASSETS

PARTICULARS OF ASSETS OF THE APPLICANT (Please attach additional sheet, if necessary)

Particulars of Assets	Location / Description	Value in Tk.	Details of Loan Liabilities	Encumbered / Unencumbered
Land & Building				
Machinery(es)				
Stock / Shares				
Bank Deposit Cash / FDR				
Others (Specify)				

### J. NET-WORTH POSITION (in Tk.)

(A) ASSETS		(B) LIABILITIES	
Current Assets	:Tk. _____	Current Liabilities	:Tk. _____
Fixed Assets	:Tk. _____	Term Liabilities	:Tk. _____
Total Assets	:Tk. _____	Encumbrances, if any	:Tk. _____
		Total Assets	:Tk. _____

**TOTAL NET-WORTH = (A) - (B) = Tk.**

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### K. SECURITY(ES) OFFERED

(i) DETAILS OF THE SECURITY(ES) TO BE OFFERED:

Nature of Security	Details	Remarks, if any
Primary Security		
<b>COLLATERAL SECURITY</b>		
Advance Rental / Possession Deed of Agreement of Shop / Office/ Warehouse, etc.		
Registered Mortgage of Land / Building / Flat		
Personal Guarantee, Letter of Continuity, Undertaking, Demand Promissory Note		
Corporate Guarantee		
Lien on FDR / TDR		
Share Certificate		
PSP / ICB / Bonus Certificate		
Bank Guarantee / Insurance Guarantee		
Work Order		

(ii) TOTAL VALUE OF SECURITY IN TAKA : \_\_\_\_\_

(iii) JOINT SURETY:

Name	Relationship with applicant	Residence Address with telephone no.	Residence Address with telephone no.	Reason for Joint Surety

I / We do hereby apply for lease / loan of Tk. \_\_\_\_\_ (in words: Taka \_\_\_\_\_) against proposed security and do hereby declare that all information given above in support of lease / loan are true and accurate and FLFIL or its representation to obtain further information pertaining to this application from any source to which it may apply.

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## Joint Surety Form

(Attach separate sheet, if necessary)

Affix Photograph(s) Here

I intend to stand as the Joint Security against the lease / loan facility to be extended by the First Finance Ltd. (FFL) in favor of \_\_\_\_\_ and furnish below the particulars of my assets and liabilities position. I certify that the following particulars are true to the best of my knowledge.

(1) Name : \_\_\_\_\_

(2) Father's Name : \_\_\_\_\_

(3) Mother's Name : \_\_\_\_\_

(4) Spouse's Name : \_\_\_\_\_

(5) Phone / Mobile / Fax / E-Mail : \_\_\_\_\_

(6) Address: (a) Present : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (b) Permanent : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (c) Business / Official : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(7) National Identification No. : \_\_\_\_\_ (8) T.J.N. / B.J.N. : \_\_\_\_\_

(9) PROPERTY AND ASSETS

(a) Land:

Location	Particulars (Plot No., Mouza No., etc.)	Market Value Taka in '000'	Encumbrances (if any)

(b) Building

Location	Covered Area	Market Value Taka in '000'	Year of Construction	Encumbrances (if any)

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