

# CO-OPERATIVE LEASING COMPANY LIMITED

"Ceyesta House", No.327/3/1, Galle Road, Colombo-03, Sri Lanka  
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Hotline: 0115748491, Web: [www.cooplease.com](http://www.cooplease.com)

## APPLICATION FOR LEASE / HIRE PURCHASE FACILITY

*Please complete this application in full. Insufficient information may cause delay in processing the application.*

I/We hereby apply for a Lease Facility of LKR.....

1. NAME

2. ADDRESS  TELEPHONE NO.

3. PROPOSED FACILITY:  Period of lease (Months)

Type of Equipment	Nos	Cost of Equip:	Supplier
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(A Valuation report from a reputed valuer should be annexed)

### 4. BUSINESS

Sole Prop.	<input type="text"/>
Partnership	<input type="text"/>
Ltd. Liability	<input type="text"/>

### CAPITAL STRUCTURE

Authorized Cap.	<input type="text"/>
Isd./Pd up Cap.	<input type="text"/>
Value per share	<input type="text"/>

Registration No.

Date of Incorporation

5. NATURE OF BUSINESS

6. MANAGEMENT

Name & Address of Proprietor/ Partner (s) / Directors	Ownership/ Shareholding	Status Designation

7. ASSOCIATE / SUBSIDIARY COMPANIES

Name & Address	Nature of Business	Interest / Ownership

8. PARTICULARS OF BANK ACCOUNTS

Name of Bank	Branch	Type of A/c	Account No(s)

9. FINANCIAL OBLIGATIONS

Name of Institution	Purpose	Original Amount	Balance of Outstanding	Securities Offered

10. DETAILS OF INCOME

SOURCES

- |     |  |  |
|-----|--|--|
| (a) |  |  |
| (b) |  |  |
| (c) |  |  |
| (d) |  |  |

11. DETAILS OF FIXED & MOVEABLE ASSETS OWNED BY THE COMPANY

Details	Value	Mortgages / charges

13. SECURITIES PROPOSED FOR THE FACILITY. Please annex tax paid receipts, Certificate from Company auditors. (if the security is a property mortgage street line certificate assessment paid receipts, no – claim certificate, valuation report by a bank panel valuer should be annexed)

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14. DOCUMENTS & INFORMATION TO BE FORWARDED ALONG WITH THE APPLICATION

I/We enclose herewith the following documents:

	Memorandum & Articles of Association.
	Copy of Certificate of Business Registration / Incorporation
	A letter authorizing Cooperative Leasing Company Limited to obtain reference from your bankers.
	Copy of latest Forms 1, 18 and 19 filed with the Registrar of Companies.
	Audited Financial Statements for the past three years.
	Last available draft accounts.
	Tax numbers & Turnover Tax paying – in – slips for the past three quarters.
	Project Report / Feasibility Study (if any)
	Debtor’s age analysis.
	Certificate of Borrowing.
	Particulars of bank account of the parties intend to incorporate as acceptors to the proposed facility.
	Board Resolution for the proposed facility.
	Trade References.

I / We do hereby declare that the information furnished above in this application and in the attached annexure are true and correct.

Date :

.....

Applicant’s Signature  
(Authorized Signature on Rubber Stamp where applicable)

# 1<sup>st</sup> GUARANTOR STATEMENT

**TO**

**The General Manager,  
Cooperative Leasing Company Ltd.**

**1. NAME & ADDRESS OF APPLICANT FOR CREDIT:-**

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**I hereby agree to act as a guarantor for credit facilities to the above named with full knowledge of the liability to be assumed by me, knowing that you will rely on my statement in extending credit to the applicant.**

**2. Name in Full:-**

**3. Home Address:-**

**4. Tel:**

**5. NIC No:**

**6. Date of Birth:**

*Please attach a copy of the NIC*

**7. Name of Employer or Business:**

**8. Business Address:**

**9. kind of Business:**

**10. Your Position / Designation:**

**11. No of years in present position:**

**12. Office Tel:**

**13. Fax:**

**14. Basic Salary p.m =**  
**Allowances p.m =**  
**Other income p.m \* =**  
**Total =**  
**(\*State**

**Sources)** \_\_\_\_\_  
\_\_\_\_\_

**15. LAND & PROPERTY OWNED BY ME**

Postal Address	Extent & Description	Purchase Price	Estimated Value	Mortgage of any

**16. FINANCIAL RELATIONSHIPS**

ACCOUNT TYPE	ACCOUNT No.	NAME OF BANK	BRANCH

**17. Existing Debts owed by me / Guaranteed by me.**

NAME OF LENDER	ORIGINAL AMOUNT	AMOUNT NOW DUE	SECURITY GIVEN

**18. Income Tax for the past 03 years**

YEAR	ASSESSED INCOME	TAXABLE INCOME	TAX	WEALTH, LAND & PERSONAL TAX	BALANCE TO BE PAID OR IN APPEAL

*(Attach Assessment Notices and Receipts in support)*

**19. Have you ever had any Judgments, Writs, Actions, or other Legal proceedings against you?**

**YES / NO**

**I affirm that each of the statements given above is true and correct.**

\_\_\_\_\_  
**SIGNATURE**

**DATE:** \_\_\_\_\_

## 2<sup>nd</sup> GUARANTOR STATEMENT

TO

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Cooperative Leasing Company Ltd.

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11. No of years in present position:-

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12. Office Tel: -

13. Fax:-

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14. Basic Salary p.m	=
Allowances p.m	=
Other income p.m *	=
Total	=

(\*StateSources)\_\_\_\_\_

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**SIGNATURE**

**DATE:** \_\_\_\_\_