

## APPLICATION FOR AN ALTERNATE FINANCIAL FACILITY

### CORPORATE

#### GENERAL INFORMATION AND BACKGROUND

Name of Entity																									
Date of Incorporation/Registration	D	D	M	M	Y	Y	Y	Y																	
Incorporation/Business Registration No.																									
VAT Registration No.																									
Related Company or Business																									
Industry													Type of Business												
Registered Address as per the Registration, the Grama Niladhari Division and Divisional Secretariat																									
Business Address	Tick here if same as above																								

#### CONTACT INFORMATION

Contact Person												
Mobile No.												
Office:												
Residence:												
Fax No.:												
Email Address												
Country of Residence	Sri Lanka				Other							

#### TYPE OF ORGANIZATION (Please tick)

Sole Proprietorship	
Partnership	
Limited Liability	
Public Listed Company (PLC)	
Others (Please Specify).....	

#### PARTICULARS OF DIRECTOR(S) / PARTNERS / PROPRIETOR / BENEFICIAL OWNERS\*\*

Name	NIC Number / Passport no.	Permanent Address&citizenship	Designation	I'm a Beneficial Owner of this business due to 1=Equity holder (indicate %), 2=having Effective Control, 3=Person on Whose Behalf Account is Operated)	Is a PEP* (Y/N)

\*PEP – Politically exposed person

\*\*beneficial owners are natural person who ultimately owns or exercises ultimate effective control over the Corporate entity.

#### INCOME AND FINANCIAL DETAILS

Type of establishment	Self-started	Inherited	Period in Business	M	M	Y	Y	Number of Employees		
Monthly Average Turnover from Business in Rs.										
Monthly Net Profit Rs.										
Other Income Rs. (Please Specify).....										
Monthly Total Income Rs.										

#### EXISTING FINANCIAL FACILITIES

Name of Company	Agreement No	Branch	Facility Type	Amount (Rs.)	Term of Facility	Monthly Repayment	Balance Outstanding	Asset Financed

## FACILITY DETAILS

<b>Type of Facility Required</b>	IJARAH <input type="checkbox"/>	MURABAHA <input type="checkbox"/>	(Please tick - ✓)	
Type of Asset Purchase / Security Offered	DM <input type="checkbox"/>	WAKALAH <input type="checkbox"/>	Others (Please Specify)..... <input type="checkbox"/>	
			(Please tick - ✓)	<input type="checkbox"/> N B/New <input type="checkbox"/> R Re-con <input type="checkbox"/> S Second Hand

Description of Asset / Security Offered	Amount Required (Rs.)	Supplier	N	R	S	Period (in months)

Market value of the Asset/Security as per Valuation - Rs.

Asset/s / Vehicle/s will be Used for	Personal <input type="checkbox"/>	Official <input type="checkbox"/>	Hiring <input type="checkbox"/>	Rent <input type="checkbox"/>
Purpose of the facility	Asset Purchase <input type="checkbox"/>	Working Capital <input type="checkbox"/>		
Expected Mode of Transaction	Cash <input type="checkbox"/>	Pay Order <input type="checkbox"/>	Cheque <input type="checkbox"/>	Standing Order <input type="checkbox"/>
	Savings <input type="checkbox"/>	Online <input type="checkbox"/>	Other <input type="checkbox"/>	.....

Is the company subject to the Foreign Account Tax Compliance Act (FATCA) of the US?    Yes ☐    No ☐

I/We hereby consent to LOLC FINANCE PLC entering into a Supply Agreement for the purchase and supply of the above items, which forms the subject matter of the facility applied by me/us.

.....  
Signature

Insurance Policy connected hereto

The Claim under the said policy to a sum of Rupees One Million (Rs.1,000,000/-) shall be paid to the nominee Mr/Mrs/Miss.....  
 ..... holder of NIC No/Passport No. .... of  
 ..... subject to the terms and conditions thereof.

## GUARANTOR/S PROPOSED

Name with Initials and NIC No.	Permanent Address with the Grama Niladhari Division & Divisional Secretariat	Contact Number

## DOCUMENTS TO BE SUBMITTED WITH APPLICATION FORM

Please refer the annexure for the documents that should be submitted along with this Application.

### DECLARATION (I)

I/We wish to declare and confirm that all the money that I/we use for the purpose of this facility /deposit is earned or received by me/us through legitimate sources and is not derived or realized, directly or indirectly, from any unlawful activity or from the proceeds of any unlawful activity or any act that constitutes an offence. I/We also wish to declare and confirm that any money that I/we will be using in the future to make any payments in terms of this agreement including the rentals, capital and/or markup shall be money earned or received by me/us through legitimate sourced and shall not be money derived or realized, directly or indirectly, from any unlawful activity or from the proceeds of any unlawful activity or any act that constitutes an offence. I/We also wish to confirm that any money received or earned by me/us in terms of this agreement shall only be used for legitimate purposes and shall not be used for any unlawful activity or any act that constitutes an offence. (The words "unlawful activity" shall have the same meaning as defined in the Prevention of money Laundering Act, No.5 of 2006, and the word "Offence" shall have the meaning as defined in the Convention on the Suppression of Terrorist Financing Act, No. 25 of 2005).

I/We wish to also confirm that all my/our sources of income are generated through activity which are conducted in compliance with the environmental laws, rules and regulations which are in force in the country and will ensure that all payments that I/we make including rentals, capital, mark-up, fees or any deposits made in terms of this agreement as well as in the future shall be from income generated through sources which are in compliance with the applicable laws, rules and regulations in force and implemented to combat Money Laundering and Terrorist Financing.

I declare that the shareholders / Directors of the company are not a politically exposed person/s (PEP) and are not a family member or a close associate of a PEP

## AUTHORISATION / DECLARATION (II)

I/We hereby declare that above information is true and correct and that this application remains your property regardless of whether the facility is granted or not, and you reserve the right to reject the application at your sole discretion without stating any reason therefore. LOLC FINANCE PLC is hereby authorized to prepare formal documents as per the applicable terms and conditions for the respective facility and to insert serial and other identification numbers of the equipment as and when available.

We authorize LOLC FINANCE PLC to obtain references on the credit worthiness / standing and details of all credit facilities from the Credit Information Bureau of Sri Lanka (CRIB) / Financial / Lending Institutions and / or any other institution or individuals and to verify the business registration details from the Registrar of Companies and the National Identity Card details from the Department for Registration of Persons as the case may be, of the Company, the Directors and the Guarantors.

### Privacy Notice & Consent

By submitting this application, I consent to the **collection, use, processing, and storage** of my personal data for your business operations including fulfilling contracts, providing services, contacting me regarding updates, managing requests, and sending relevant offers unless I opt out. Also, you are hereby authorised to **use** my personal data with your service providers and business partners as required for your operational, legal, and business needs. Further, you are hereby authorised to use my personal data for **analytics, business transfers, and compliance with legal requirements**.

As advised by you, I will review your **privacy policy** at [www.lolcfinance.com] or contact LOLC FINANCE on +94 115 715 555 for more details on how I can protect my personal data and my rights.

Authorized Signatory and Company Rubber stamp.

.....  
Signature of Applicant/s

...../...../.....  
Date

Declaration of the Authorized Officer

I have carefully examined the above information together with the relevant documents submitted by the customer and satisfied myself that the said information and documents are in conformity with the Financial Transaction Reporting ACT No. 6 of 2006, No. 1 of 2016 Financial Institutions (Customer Due Diligence) Rules and the Internal Policies & circulars of the company.

Date	<input style="width: 90%;" type="text"/>	EMP No	<input style="width: 90%;" type="text"/>	Signature	<input style="width: 90%;" type="text"/>
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## PLEASE RETAIN THIS PAGE OF THE APPLICATION FOR YOUR REFERENCE

We wish to thank you for the interest shown in our Company and trust that we could offer you a facility to suit your requirements. For your information and guidance, we give below the general procedure our company adopts in processing an Application for an Alternate Financial facility.

Section 1,2 & 3 below are in respect of all types of financial facilities. In addition, Section 4 is in respect of the facilities for Motor Vehicles, Section 5 in respect of leasing Machinery/Equipment, Section 6 in respect of the facilities for import of Machinery/Equipment and Section 7 in respect of Real Estate Property offered as a Security.

### 1. APPLYING FOR A FACILITY

Initially, you are requested to complete our form, "Application for an Alternate Financial Facility" and submit it to us with the requested documents.

While generally, a correctly filled application, along with the required documents would contain sufficient information to process the application, depending on the nature of the facility, our Marketing Staff may request you to forward additional information or documents.

Your co-operation in submitting these documents promptly will ensure speedy processing of the application.

Please feel free at this stage to obtain a quotation and discuss the terms and conditions of the facility such as the monthly rental, number of down payments, term, security, etc. These terms and conditions could, however be varied by the Management at the time of formal approval of your application.

### 2. PROCEDURE AFTER APPROVAL

- a) Upon approval, our Management Staff will inform you of the terms and conditions on which the facility has been approved. Please convey your acceptance of the facility to the Marketing Executive promptly to enable finalization of the documentation. It is obligatory that National Identity Card to be produced to establish the identity of the Person's signing documents.

Please note that the Company will not execute a new facility until all amounts overdue on any previous facilities of the customer and of associate companies and subsidiaries of the customer are regularised with payments made up to date.

- b) Prepaid rentals/Rentals paid in advance are required to be paid thereafter so as to enable us to enter into the Supply Agreement. Prepaid rentals/Rentals paid in advance should be paid either in Cash or Bank Draft. The date on which the Down Payment is made would determine the due date of the monthly rentals in the following manner.

<u>Period in which the Down Payment is made</u>	<u>Date of payment of Monthly Rental</u>
Between the 1 <sup>st</sup> and 9 <sup>th</sup> of the month	01 <sup>st</sup>
Between the 10 <sup>th</sup> and 19 <sup>th</sup> of the month	10 <sup>th</sup>
Between the 20 <sup>th</sup> and end of the month	20 <sup>th</sup>

- c) On receipt of the Prepaid rentals/Rentals paid in advance, the Supply Agreement will be finalized. Thereafter, you can then take delivery of the Vehicle/Commodity/Equipment.

### 3. INSURANCE

#### 3.1 Equipment and Machinery other than vehicles

Most types of plant, machinery and equipment will be insured by us for the full term of the facility and the rental/instalment includes the insurance premium as well. Asset will be insured by LOLC FINANCE PLC under a Takaful policy for the full term.

The lessee may undertake to pay the Takaful premium & arrange a comprehensive cover on specific instances, based on exceptional circumstances agreed by LOLC FINANCE PLC.

You are required to obtain an Open Cover with the insurance covering "all risk" which includes burglary, fire, strike, riot and civil commotion and assign in favour of LOLC FINANCE PLC.

The insurance must be for the facility amount. It is in your interest to enter into a separate insurance agreement with your insurer to cover any other special eventualities considered necessary.

It is mandatory to cover the Insurance risk through a Takaful option.

The machinery/equipment is insured for the values stated as "Stipulated Loss Value" in the Agreement and reduces each year of the lease term. It is in your interest to enter into a separate insurance agreement with your Insurer for the balance value as well as to cover any other special eventualities considered necessary.

### 3.2 Motor Vehicles

In the case of vehicles, you are required to obtain a comprehensive cover and assign in favour of LOLC FINANCE PLC. The cover should include Strike, Riot, Civil Commotion and Terrorism cover. This cover must be obtained before LOLC FINANCE PLC releases the Supply Agreement.

It is mandatory to cover the Insurance risk through a Takaful option.

It is your duty to ensure that renewal is effected at the end of each year.

## 4. REGISTRATION OF MOTOR VEHICLES

You should ensure that the vehicle forming the subject matter of the facility/offered as security is/are registered by Registrar of Motor Vehicles with LOLC FINANCE PLC as the Absolute Owner and yourself as the Registered Owner.

LOLC FINANCE PLC has a service for the Registration of Motor Vehicles which may be availed of by Customers

## 5. LEASING MECHINERY/EQUIPMENT

Full particulars about the machinery/equipment should be submitted including original Invoices and Shipping documents.

A Valuation Report by a valuer designated by LOLC FINANCE PLC is required giving particulars of year of manufacture, condition, make and value of machinery/equipment, Valuation Fee should be met by the client.

We will not usually finance the full cost of such machinery/equipment. Payment will be made for such machinery/equipment only after delivery, installation and commissioning.

Serial Numbers of the machinery/equipment should be conveyed in writing to LOLC FINANCE PLC as soon as it is delivered.

## 6. MECHINERY / EQUIPMENT TO BE IMPORTED

If you intend leasing any machinery/equipment to be imported, it is advisable that you obtain the approval of LOLC FINANCE PLC for a leasing facility prior to opening Letters of Credit.

After the facility is approved you may open L/C's on your own to import the machinery/equipment in utilizing your own margins with your Bankers. On receipt of Shipping Documents of Certified Copies, we will pay the value of the machinery/equipment up to the amount approved, directly to your Bank.

However, under special circumstances, we may consider opening Letters of Credit and importing the machinery/equipment on your behalf. In such instances you will be required to sign documents indemnifying LOLC FINANCE PLC against any loss or damage, in addition to the usual documents, prior to establishing the Letters of Credit.

Please note that under no circumstances, will LOLC FINANCE PLC agree to provide a guarantee to a Bank or any other third party, agreeing to purchase the machinery/equipment on arrival.

Serial Numbers of the items imported should be conveyed in writing to LOLC FINANCE PLC as soon as the consignment is cleared and installed.

## 7. REAL ESTATE PROPERTY OFFERED AS SECURITY

Applicant will be required to furnish a valuation of the property to be mortgaged as security for a facility.

Applicant will be required to submit a fresh valuation of the property offered as security at the end of the each 3rd year from the first date of the valuation during the facility period.

The valuation charges will have to be borne by the Applicant.

**LOLC FINANCE PLC**

Company Registration No: PB 244 PQ

No.100/1, Sri Jayawardenapura Mawatha, Rajagiriya, Sri Lanka.

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