

# BUSINESS FINANCE APPLICATION FORM



Level 9, Kina Bank Haus  
Douglas Street PO Box 1141  
Port Moresby NCD 121  
PAPUA NEW GUINEA

Commercial  Chattel Finance  Investment Property  Leasing  Insurance Premium Funding

## BUSINESS DETAILS

Applicant's name (show name of company/firm/sole trader/business group):

Type of business:

Company  Partnership  Sole Trader  Business Group  Other

Business registration date:

IPA registration no:

Company incorporation no:

Business registration no:

National ownership: % Postal address:

No. of employees:

Business locality: (section, allotment, suburb details):

Business telephone no:

Business facsimile no:

Business email address 1:

Business email address 2:

Contact person and correspondence:

Name:

Telephone no:

Address:

Accountant who prepares your financial statements/tax returns:

Name:

Telephone no:

Address:

Lawyer who provides legal services on your behalf:

Name:

Telephone no:

Address:

Please explain the nature/occupation of your business:

What do you think makes or will make the business successful? (comment on competition and product as the case may be)

Does the business or any Shareholders/Directors conduct an account with a commercial bank?  Yes  No

If yes; which bank/branch/account no:

## SHAREHOLDERS/DIRECTORS/COMMITTEES

Full Names	Citizen or Non-citizen	Position or title in the business	Age	% of ownership





Total	K	Total	K
Gross profit	K		
Net profit before tax	K		
Tax paid	K		
Dividend paid	K		

3. Cash flow projection/budget: from \_\_\_\_\_ to \_\_\_\_\_

Projected sales K

Projected expenses K

Projected operating profit K

Please explain assumptions used \_\_\_\_\_

4. Please also answer the following questions:

a) Does your business provide credit terms to customers?  Yes  No

If no - proceed on to question b (on page 4)

If yes - what is currently owed to you from customers/debtors K

Indicate the aged debtors profiling amounts in order of terms:

due within 30 days K

over 30 days K

over 60 days K

over 90 days K

Are there any provisions for bad/doubtful debts?  Yes  No

Please list the names of your largest customers/debtors and amounts owed: \_\_\_\_\_

b) Does your business currently owe money to suppliers/creditors  Yes  No

If no - proceed on to section g.

If yes - what is currently owed to you by your business to your suppliers/creditors K

Indicate the aged debtors profiling amounts in order of terms:

due within 30 days K

over 30 days K

over 60 days K

over 90 days K

Please list the names of your largest suppliers/creditors and amounts owing: \_\_\_\_\_

Any creditors pressing for payment. If yes, please list: \_\_\_\_\_

## DECLARATION

I/we have read and understood the particulars given in this request and declare them to be true and complete.

The representations have been made to Kina Bank to enable it to determine whether or not to grant a loan to me/us or to induce Kina to offer me/us a loan.

I/we further hereby consent to release any information held by Kina Bank to a Credit Bureau Agency and also authorise Kina Bank to enquire with the credit bureau in relation to my credit facility.

This request does not constitute an offer or acceptance of credit.

The representations made by me/us in this request will not constitute part of any contract for a loan that may come into existence between Kina Bank and me/us. Kina Bank shall be entitled to pass on and to receive any such information to or from my/our accountant and lawyer and any person authorised to act on behalf of my/our accountant or lawyer.

This authority is not intended to restrict Kina Bank's ability to give or pass on banker's opinions;

I/we declare that the loan sought herein is wholly or predominantly for business purposes and not for personal, domestic or household purposes.

I/We hereby further irrevocably:

i) Consent to the release of any information held by Kina Bank to a credit bureau agency;

ii) Authorise Kina Bank to enquire with the credit bureau in relation to my/our credit facility;

iii) Authorise Kina Bank to communicate/deal with my/our nominated supplier/dealer/agent/vendor whichever is applicable and any other entity mentioned in the application form related to my/our loan application; and

iv) Authorise the release of loan proceeds accordingly upon completion of loan documentation to the supplier/dealer/agent/vendor, whichever is applicable.

Name:

Name:

Signature:

Signature:

Date:

Date:

Name:

Name:

Signature:

Signature:

Date:

Date:

Authorised signatories of:

Shareholders  Proprietors  Guarantors  Directors  Chairpersons  Mortgagors

## DOCUMENTS TO BE FORWARDED WITH THIS FORM:

### EXISTING CUSTOMER

1) Primary Supporting Documents (Please tick if enclosed):

- Annual return (Form 22, if any);
- Latest three (3) years financial reports (with explanatory notes);
- Latest Cash flow projections/budget (with assumptions);
- Ageing reports - Debtors and creditors;
- Updated list of borrowings (i.e. Banks, facility amount, monthly commitment, outstanding
- Updated list of contracts and/or source of revenue;
- Six (6) months bank statements; and
- Financing/loan statement(s) with other institution

2) Other Supporting Documents

- Quotation from Dealer/Supplier;
- IRC Annual Returns
- Updated business plans, if any;
- Other\*

\*If Other (please specify):

### NEW CUSTOMER

1) Primary Supporting Documents (Please tick if enclosed):

- Certificate of incorporation;
- IPA registration certificate;
- Two (2) types of photo identity of director(s)/ guarantor(s)/authorised personnel; (i.e. driving licence, passport);
- Company Profile;
- Personal Profile for each director/proprietor/ guarantor;
- Latest three (3) years financial reports (with explanatory notes);
- Cash flow projections/budget (with assumptions);
- Ageing reports - Debtors and creditors;
- List of borrowings (i.e. Banks, facility amount, monthly commitment, outstandingly);
- List of contracts and/or source of revenue;
- Six (6) months bank statements;
- Financing/loan statement(s) with other institution, and
- Land title(s)

2) Other Supporting Documents

- Quotation from Dealer/Supplier;
- Business plans, if any;
- Valuation Reports (if applicable);
- Copy of insurance policy (for property/assets offered as security);
- Vehicle Registration (if applicable);
- IRC Annual Returns for directors/guarantors
- Other\*

\*If Other (please specify):

## PERSONAL DETAILS

Applicant surname: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
Applicants given names: \_\_\_\_\_ Driver licence no: \_\_\_\_\_  
Postal address: \_\_\_\_\_  
Residential address: \_\_\_\_\_  
Telephone number (work): \_\_\_\_\_ Telephone number (home): \_\_\_\_\_  
Mobile no. (BMobile): \_\_\_\_\_ Mobile no. (Digicel): \_\_\_\_\_  
Email address 1: \_\_\_\_\_  
Email address 2: \_\_\_\_\_  
Residential status:  Own home  Rented home  Company provided  Other (details): \_\_\_\_\_  
Occupation: \_\_\_\_\_ Current employer: \_\_\_\_\_ Years in current job: \_\_\_\_\_  
Previous Occupation: \_\_\_\_\_ Previous employer: \_\_\_\_\_ Years in previous job: \_\_\_\_\_  
Spouse's given names: \_\_\_\_\_ Spouse's occupation: \_\_\_\_\_  
Spouse's employer (if applicable): \_\_\_\_\_  
Martial status:  Married  Single  Divorced  Other Number of dependents: \_\_\_\_\_  
Experience/qualifications: please indicate details of level attained:  Tertiary  Trade  Other

If no formal education attained, please indicate details on number of years in this type of business/industry:

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## FINANCIAL STATEMENT (MONTHLY INCOME/FIXED COMMITMENTS)

Monthly income (actual figures)	Applicant	Spouse
Business income/drawings	K	K
Net rent received	K	K
Other income (interest/dividends	K	K
Other income (salary/wages)	K	K
<b>Totals</b>	K	K
Fixed monthly expenses/commitments	Applicant	Spouse
Mortgage repayments	K	K
Rent payments	K	K
Motor vehicle lease/loan repayments	K	K
Childcare/maintenance payments	K	K
<b>Totals</b>	K	K
Surplus income after fixed expenses/ commitments are deducted	K	K

## STATEMENT OF ASSETS AND LIABILITIES

Note: If ownership of assets and liabilities is shared with another person (e.g. wife, husband, partner, business associate) the records full name of all interested parties next to related asset/liability. Please round the amounts to nearest thousand Kina.

### LIABILITIES

a) Mortgage Loan Lender: Interest Rate: Original Term: Remaining Term: Outstanding balance K: **Kina use only:**

b) Other Loan Lender: Interest Rate: Original Term: Remaining Term: Outstanding balance K:

c) Overdraft Lender: Interest Rate: Term: Outstanding balance K:

d) Personal Loan Lender: Interest Rate: Original Term: Remaining Term: Outstanding balance K:

e) Lease Liability Lender: Interest Rate: Original Term: Remaining Term: Outstanding balance K:

f) Lease Liability Lender: Interest Rate: Original Term: Remaining Term: Outstanding balance K:

g) Credit card type: Issuer: Outstanding balance K:

h) Other liabilities owing to name of parties:  
(i): (ii): (iii): Outstanding balance K:

i) Taxation owed: Year ending: Outstanding balance K:

j) Other liabilities details: Outstanding balance K:

### TOTAL LIABILITIES

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### ASSETS

a) Real estate property address: Registered owner: Estimate of value K: **Kina use only:**

b) Real estate property address: Registered owner: Estimate of value K:

Superannuation/life policy name of company: Registered owner: Estimate of value K:

c) Bank accounts (including term deposit accounts):

(i) Bank: Type: Number: Estimate of value K:

(ii) Bank: Type: Number: Estimate of value K:

(iii) Bank: Type: Number: Estimate of value K:

d) Motor Vehicles:

Make: Year made: Make: Year made: Estimate value K:

e) Furniture and other personal effects (list major items):

(i): (ii): (iii): Estimate value K:

g) Other asset details:

Estimated value K:

TOTAL ASSETS

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## DECLARATION

We have read and understood the particulars, which have been completed in this form and declare that and represent that these particulars are true and complete in every particular. I/we acknowledge that the representations made by me/us in this form have been made to Kina Bank to enable it determine whether or not to grant a loan to me/us. I/we hereby authorise Kina Bank to make any other enquiries relative to this enquiry, which it considers necessary and for that purpose from any bank, details of my/our account. We also understand that this form does not constitute an offer or acceptance of credit in terms of any act or ordinance relating to the provision of credit. The representations made by me/us in this form do not and will not constitute part of any contract for a loan that maybe subsequently come into existence between Kina Bank and me/us. We acknowledge that I/we have made the representations constituted by completing this form in order to induce Kina Bank to offer to grant me/us a loan. I/we further hereby consent to release any information held by Kina Bank to a Credit Bureau Agency and also authorise Kina Bank to enquire with the credit bureau in relation to my credit facility. I/We hereby further irrevocably:

- i) Consent to the release of any information held by Kina Bank to a credit bureau agency;
- ii) Authorise Kina Bank to enquire with the credit bureau in relation to my/our credit facility;
- iii) Authorise Kina Bank to communicate/deal with my/our nominated supplier/dealer/agent/vendor whichever is applicable and any other entity mentioned in the application form related to my/our loan application; and
- iv) Authorise the release of loan proceeds accordingly upon completion of loan documentation to the supplier/dealer/agent/ vendor, whichever is applicable.

Name:

Name:

Signature:

Signature:

Date:

Date: