

SME BUSINESS LOAN APPLICATION FORM



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

SME Unsecured Business Loan SME Secured Business Loan

SME DETAILS

Borrower Name:

Business registration date:

Company incorporation number:

Business registration number:

TIN

Postal address:

Business locality (section, allotment, suburb details):

Number of employees:

Email address:

Business number:

Date business commenced:

Contact person and correspondence

Name:

Telephone number:

Address:

BORROWING REQUIREMENTS

Purchase inventory/stock K

Pay creditors K

Acquire plant/equipment (details):
K

Refinancing of loan (current lender):
K

Purchase property K

Buy another business: K

Other details: K

Further details on purpose of loan (if required):

Total cost: K

Source of your contribution? Own cash

Less: contribution by applicant: K

Other finance (specify):

Finance required: K

Other:

OUTSTANDING LIABILITIES

Name of lender	Type of loan/ funding	Credit limit	Outstanding balance	Monthly repayment amount (actual)	Final repayment day	Interest rate %	Type of security pledged and estimated value
		K	K	K			
		K	K	K			
		K	K	K			
		K	K	K			

SECURITY FOR THIS LOAN (held/proposed)

Type of security offered a) Mortgage over land, shares/company assets (If land, indicate whether freehold title or leasehold title) b) Guarantees c) Security over deposits, bill of sale, others	Title in name of owner	Estimated market value
		K
		K
		K
		K
		K

FINANCIAL INFORMATION

Some of the information requested below may not relate or apply to your particular business because of the very nature of the way the business operates. Note: Do not complete section 1,2,3 if you are enclosing the following documents:

- Balance sheets with relative explanation notes.
- Profit and loss accounts.
- Cash flow projections/budget with relative assumptions.

1. Balance Sheet: latest year ended: _____ (*Interims _____ months to _____)

Assets		Liabilities		
Cash/investments	K	Bank overdraft	K	
Debtors (trade debtors)	K	Creditors (trade creditors)	K	
Stock/wip	K	Other loans	K	
Fixed assets	K	Lease liabilities	K	
Others	K	Others	K	
Total	K	Total	K	Surplus Ks

2. Profit and loss account: latest year ended: _____ (*Interims _____ months to _____)

Revenue		Expenses	
Sales/income	K	Depreciation	K
Rental income	K	Interest paid	K
Other (i)	K	Others	K
Other (ii)	K	Total	K
Others	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:

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:

Date:

Signature:

Date:

Name:

Name:

Signature:

Date:

Signature:

Date:

Shareholders Proprietors Guarantors Directors Chairpersons Mortgagors

DOCUMENTS TO BE FORWARDED WITH FORM

Existing Customer

1) Primary supporting documents (please tick if enclosed):

- Latest two (2) years financial reports (with explanatory notes);
- 12 month Cash flow projections/budget (with assumptions);
- Updated list of contracts and/or source of revenue;
- Financing/loan statement(s) with other institution

2) Other supporting documents

- Quotation from Dealer/Supplier;
- IRC Annual Tax Returns

New Customer

1) Primary supporting documents (please tick if enclosed):

- IPA Certificate of Incorporation
- Two (2) types of photo identity of director(s)/guarantors/authorised personnel; (i.e. driving licence, passport);
- Company Profile;
- Latest two (2) years financial reports (with explanatory notes);
- 12 month cash flow projections/budget (with assumptions);
- List of contracts and/or source of revenue;
- Twelve (12) months bank statements;
- Financing/loan statement(s) with other institution, and
- Land title(s) if applicable

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 Tax Returns
- Other*

*If other (please specify):

PERSONAL PROFILE FORM (TO SUPPORT SME FINANCE APPLICATION)



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

PERSONAL DETAILS

Applicants surname: _____ Date of birth: _____

Applicants given names: _____ Driver licence number: _____

Postal address: _____ Telephone (Work): _____

Residential address: _____ Telephone (Home): _____

Email address 1: _____ Mobile (BMobile): _____

Email address 2: _____ Mobile (Digicel): _____

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 name: _____ Spouse's occupation: _____

Spouse's employer (if applicable): _____

Marital status: Married Single Divorced Other Number of dependents: _____

Experience/qualification: 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:

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
Totals	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
Other loan repayments	K	K
Totals	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 the nearest thousand kina. Fill only where applicable.

Liabilities					
a) Mortgage loan lender	Interest rate	Original term	Remaining term	Outstanding balance K	Kina use only
b) Other mortgage lender	Interest rate	Original term	Remaining term	Outstanding balance K	
c) Overdraft lender	Interest rate	Original 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	

Credit card type	Issuer	Outstanding balance K	Kina use only

Other liabilities owing to name of parties

(i)	(ii)	(iii)	Outstanding balance K	Kina use only

Taxation owed	Year ending	Outstanding balance K	Kina use only

Other liabilities details	Outstanding balance K	Kina use only

	Kina use only
Total liabilities	

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

d) Bank accounts (including term deposit accounts)

(i) Bank	Type	Number	Estimate of value K	Kina use only
(ii) Bank	Type	Number	Estimate of value K	
(iii) Bank	Type	Number	Estimate of value K	

e) Motor vehicles

Make	Year made	Make	Year made	Estimate of value	Kina use only

f) Furniture and other personal effects (list major items)

(i)	(ii)	(iii)	Estimate of value K	Kina use only

Other assets details	Estimate of value K	Kina use only

		Kina use only
Total assets		

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:

Date:

Signature:

Date: