



Prime Bank

P U T T I N G Y O U F I R S T

NAME OF APPLICANT: _____

ACCOUNT NUMBER: _____

With _____ **Branch**

Credit Facilities Application Form

Business check list (of the following documents)

- Business Registration Form
- Certificate of Incorporation and Memorandum and Articles of Association (Companies)
- Certified list of Directors and Shareholders from Company Secretary
- Company /Business and Directors'/Partners'/Sole Proprietor's PIN
- Latest Annual Return and Income Tax Returns for the past three years
- Latest six months Bank statements
- Audited Accounts for the last 3 years and latest Management accounts
- Cash Flow Projections for the next 12 months
- Copy of Title Deed proposed as security (where applicable)
- Copy of latest land rent and rates payment receipts (where applicable)
- List of shares (where applicable)
- Latest Stock List (where applicable)
- Latest Debtors List with Agewise Analysis (where applicable)
- Copy of any other securities proposed as security
- NEMA Certificate (where applicable)
- Project Report
- Copy of Electricity / Telephone / Water Bill (incase of HP)

Please submit the items ticked

BUSINESS DETAIL

Business / Account name _____

Business Postal address _____ Postal code _____

Telephone No. _____ Fax No. _____

Registered office /Physical address, Town _____

Street _____ Building _____ Plot No. _____

Residential Telephone No. _____

Nature of business (products/services offered) _____

Type of ownership Individual Sole Proprietor Partnership Limited Company

Date of Incorporation / registration _____ Registration number _____

ID No. _____ (in case of individual)

PIN No. _____

Partners / Directors / Shareholders of the Business

| Name | Position | PIN | % shares | Nationality |
|-------|----------|-------|----------|-------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

FOR LIMITED COMPANIES -

1. Borrowing powers of the Company: _____
2. Borrowing powers of the Directors: _____
3. Details of the charges registered with registrar of companies _____

BUSINESS PERFORMANCE

| | Previous Year (year end) | Last 12 Months (year end) | Current Year (from year end to date) |
|--------------------|-----------------------------|------------------------------|---|
| Capital / Reserves | _____ | _____ | _____ |
| Sales | _____ | _____ | _____ |
| Net profit | _____ | _____ | _____ |
| No. of employees | _____ | _____ | _____ |

In case of Individual:-

Age: _____

Annual Income: _____

Source of income: _____

OTHER BUSINESS DETAILS (details of other allied firms/companies etc)

FACILITIES WITH OTHER BANKS AND FINANCIAL INSTITUTIONS (if any)

| Name of Bank | Type of borrowing (loan, overdraft etc) | Original Amount Borrowed | Monthly Repayment | Balance | Expiry Date | Security held with other banks |
|--------------|--|-----------------------------|----------------------|---------|----------------|-----------------------------------|
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |

FACILITIES WITH PRIME BANK (if any)

| Type of borrowing (loan, overdraft etc) | Original Amount Borrowed | Monthly Repayment | Balance Outstanding | Expiry Date | Security held with the bank |
|--|-----------------------------|----------------------|------------------------|----------------|--------------------------------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

DETAILS OF FACILITY REQUIRED

| No. | Type of Facility | Amount (Kshs/other) | Purpose of facility | Security | Period |
|-----|------------------------------|---------------------|---------------------|----------|--------|
| 1. | Loan | _____ | _____ | _____ | _____ |
| 2. | Overdraft | _____ | _____ | _____ | _____ |
| 3. | Bills Discount | _____ | _____ | _____ | _____ |
| 4. | Letter of Credit | _____ | _____ | _____ | _____ |
| 5. | Import Loan | _____ | _____ | _____ | _____ |
| 6. | Bank Guarantee | _____ | _____ | _____ | _____ |
| 7. | Hire Purchase | _____ | _____ | _____ | _____ |
| 8. | Insurance Premium Finance | _____ | _____ | _____ | _____ |
| 9. | Others (specify) | _____ | _____ | _____ | _____ |

REPAYMENT PERIOD

Monthly Instalment Payable in case of Loan

DETAILS OF SECURITY OFFERED

Type of security (Please check list)

- Property LR. No. _____ Registered Owner _____
Estimated Value _____ (Please attach copy of title deed)
- Debenture _____
- Shares quoted in Nairobi Stock Exchange _____
(please attach list from stock broker / CDS Statement)
- Fixed Deposit _____
- Others (please specify) _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

BORROWER'S DECLARATION

I/We authorise you to obtain any information you may require relating to this application from any source to which you may apply, each source being hereby authorised by me/us to provide you with such information.

I/We authorise you to share any information given herein with any bank, financial institution, credit reference bureau or any other party as you consider necessary.

I/We undertake to notify the bank immediately of any situation which materially changes the representation of this application.

I/We authorise the bank to disclose any and all information in respect of my/our account to the guarantors as long as the guarantors' liability under the proposed facility is outstanding.

I/We confirm that we have read the terms and conditions which are binding on Me/Us

1st Authorised signature _____ Date _____

2nd Authorised signature _____ Date _____

For and behalf of (Business Name and Rubber Stamp)