

(PRIVATE AND CONFIDENTIAL)

APPLICATION FORM



BIBBY FINANCIAL SERVICES (INDIA) PVT. LTD., FIRST FLOOR, 121, SECTOR 44,
GURGAON- 122003. PH. 91 124 4675300, FAX. 91 124 2570915

1. General Information :

Business Name & Address (including Trading Style & Trading Address) :		
City :	State:	Pin:
Email :	Phone No.	Fax No.
Established:		
Registration No.		
Registered Address:		
City:	State:	Pin:
Nature of Business:		

2. Directors/ Shareholders/ Partners:

1) Full Name:	Director Yes / No:	Shareholding % :
Home Address:		
2) Full Name:	Director Yes / No:	Shareholding % :
Home Address:		
3) Full Name:	Director Yes / No:	Shareholding % :
Home Address:		
4) Full Name:	Director Yes / No:	Shareholding % :
Home Address:		
5) Full Name:	Director Yes / No:	Shareholding % :
Home Address:		

3. Business Information:

Type of Business : (Tick Box)	Manufacturer <input type="checkbox"/>	Wholesaler <input type="checkbox"/>
	Exporter <input type="checkbox"/>	Other (specify):
Legal Structure: (Tick Box)	Private Limited <input type="checkbox"/>	Public Limited <input type="checkbox"/>
	Proprietorship <input type="checkbox"/>	Partnership <input type="checkbox"/>
Product(s):		
Group/Related Companies: (Please list Name and Activities of group /related Companies)		
1).		
2).		

4. Trading Information: (Last two financial years)

Period	Turnover	Net Profit	Export Sales	Domestic Sales	% of Credit Sales
Total amount owing to you at the end of last month					
Total number of customers owing money to you at the end of last month					
Number of invoices issued annually					
Countries sold: (for export only)					
Country		Standard Terms of Payment		Annual Export Sales Volume	
Bad Debt Experience : (please indicate below net bad debt losses and largest single loss)					
Sales returns (%):					
Sales distribution: (please indicate name and location of agents of your company and their authority)					
Receivables : (please describe the method(s) used for collecting domestic/export payments in general and the delayed payments in particular)					
Last Six Months Sales Ledger					
Month/Year	Gross Value of Invoices	Number of Invoices	Gross Value of Credit Notes	Number of Credit Notes	Closing Debtor Balance
Total					

5. Terms & Conditions of Sales:

Your payment terms are			
Details of any discounts and rebates offered			
List your customers that are also suppliers			
Do you obtain signed proof of delivery?			
Do you sell on any of the following basis?			
a) Consignment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	% of sales turnover:
b) Progress / stage claims	Yes <input type="checkbox"/>	No <input type="checkbox"/>	% of sales turnover:
c) Sale or return	Yes <input type="checkbox"/>	No <input type="checkbox"/>	% of sales turnover:

6. Customer References: (please detail top 5 debtors below)

Customer Name & Address	Contact Person & Phone No.	Product Sold	Monthly Turnover	Payment Terms	Order Book/Sales Estimates for next 12 months	Returns previous 12 months
1)						
2)						
3)						
4)						
5)						

7. Supplier References: (please detail 4 principal suppliers)

Supplier Name	Address	Contact Person	Phone/fax No.	Monthly Purchases
1)				
2)				
3)				
4)				

8. Financial Arrangements:

Facility	Limit	Current Balance	Bank/Financier	Address & Contact No.	Security
Overdraft					
Business Loans					
Other Loans					

(Please use additional sheets if required)

9. Documentation to accompany proposal: (Tick box if enclosed)

1. Aged debtor (sales) analysis as at last month end.	<input type="checkbox"/>
2. Aged creditors (purchases) analysis as at last month end	<input type="checkbox"/>
3. Copies of major suppliers' and customers' terms and conditions of sale.	<input type="checkbox"/>
4. Audited Balance Sheet and Profit and Loss Account for the past 3 financial years.	<input type="checkbox"/>
5. A copy of PAN card of the applicant company/firm.	<input type="checkbox"/>
6. A copy of any authentic document* evidencing address of the applicant company/firm (*BSNL/MTNL bill, Electricity /Water bill, Registered Lease deed etc.)	<input type="checkbox"/>
7. A copy of Certificate of incorporation & Memorandum and Articles of Association if the applicant is a Company.	<input type="checkbox"/>
8. A copy of Partnership Deed as also Registration Certificate if the applicant is a Partnership Firm.	<input type="checkbox"/>
9 A brief write up about the company, its share holding pattern, promoter/s and product details.	<input type="checkbox"/>
10. Sales Literature, sample of invoices and credit notes issued.	<input type="checkbox"/>
11. Letters of offer from Banks/ Financial Institutions for facilities obtained.	<input type="checkbox"/>
12. Copies of PAN cards, Passports/Voter ID cards & Income Tax/Wealth Tax returns of Directors/ Partners/Guarantors. Net worth statements of proposed guarantors.	<input type="checkbox"/>
13. Any further information you feel relevant to this application.	<input type="checkbox"/>

10. Declaration:

We declare that the information given above is correct and we are not aware of any circumstances which we have not disclosed to you which might influence your decision. We have no borrowing arrangement other than those mentioned herein; that no legal action has been/is taken against us; that there are no statutory overdues; that we shall furnish all other information that may be required by you in connection with our application; that this may also be exchanged by you with any agency you may deem fit; and that you, your representatives/representatives of your banks/institutions, Reserve Bank of India or any other agency as authorised by you, may at any time, inspect / verify our assets, books of accounts etc. in our factory and business premises.

Name:
Date:

Company's Stamp & Signature