



SME Loan Application Form

Account Name _____ Account No _____ Branch _____

**A. PERSONAL DETAILS
Proprietor/ Lead Director**

Name _____ Date of Birth _____ ID (Type & No) _____ Sex (M/F) _____ Marital Status _____

I. SURNAME:.....

Other Names

Postal address:

Residential Address (Provide and attach sketch).
.....

Telephone Numbers

Office _____ Residential _____ Cell Phone _____ Email address _____

Residential Status (tick)

Owner Tenant Mortgaged

Statement of Personal Assets

<u>ASSETS</u> (Please list)	¢000	<u>LIABILITIES</u> (Please list)	¢000
.....
.....
.....
TOTAL ASSETS	_____	TOTAL LIABILITIES	_____

Relatives/Spouse details (2)

Full Name	1.....	2
Postal Address
Residential Address
Telephone number
Cell phone number

Details of Personal accounts with other Banks

<u>Bank Name</u>	<u>Type of Account</u>	<u>Account Balance</u>
i
ii

Other owners/ Directors

ii. SURNAME

Other Names

iii... SURNAME

Other Names

B. BUSINESS INFORMATION

Type of Business Activity

Postal Address

Location of business (attach sketch)

Date/year in which business was started

Is Business Registered Yes No

If yes: Date of Incorporation Registration Number:

Legal Status: Sole proprietorship Partnership Limited liability Company

No of employees.....

Other bankers

Bank Name	Branch	Account Type	Account Balance
i
ii

Are dealings in cash or credit. Provide list of key Debtors and Credits if any:

Debtors Name	Terms	Amount	Creditors Name	Terms	Amount
.....
.....

Key Suppliers/Beneficiary of services

Name	Monthly volumes	Value of Supplies
.....
.....
.....

LOAN REQUEST

Amount required

Purpose of loan

Source of repayment.

Mode of payment Weekly Monthly Quarterly

Period of repayment (repayment in how many months?)
.....

Security Proposed

ONE MONTH

PROFIT & LOSS

ACCOUNTS

Sales
Less Purchases
Gross Profit
Expenses
Staff Costs
Water
Electricity
Telephone
Rent
Transport
Maintenance
Other
Total expenses
NET PROFIT

C. BALANCE SHEET

ASSETS

Fixed Assets

Machinery/equipment
Rent paid in advance/goodwill
Furniture
Vehicles
Buildings
Other assets
Total Fixed Assets

Current Assets

Cash
Bank
Stock
Account Receivables
Goods in transit
Advance payments
Total current assets
TOTAL ASSETS

LIABILITIES

Current liabilities

Trade creditors
Other creditors
Bank overdraft
Bank loan
Total Current Liabilities

Other Liabilities

.....
.....
.....
.....
.....
Total Equity
TOTAL LIABILITIES

HISTORY OF PAST LOANS (LAST THREE (3) YEARS)

<u>Date</u>	<u>Amount</u>	<u>Repayment Date</u>	<u>Date Liquidated</u>
.....
.....

Customer's Signature
.....

Date:.....
...