

# Business Banking

## Credit Facility Application Form



National Bank account title

National Bank account number  Application date

Business name(if different from A/C title)  Date opened

### A) Business details

Business name  Nature of business

Date of incorporation       Reg. No./ID No.  PIN No.

Ownership  Limited liability company  Partnership  Sole proprietorship  Others

Office address  Postal code  Office fax No.

Website  Town  Country

Location of business/residential address(street,plot No. etc.)

Address: P.O Box  Code  Town  Telephone No.

Email address  Fax No.

Contact person  Experience(years)   
(of the business on a day-to-day basis) (in the line of business)

No. of employees  Business premises:  Owned  Rented

### B) Credit request details

Type of facility	Facility amount applied for (Kshs)	Purpose
Overdraft		
Term loan		
Mortgage/ Construction mortgage		
Others e.g. guarantees, bonds, letters of credit, Invoice financing etc. (please specify)		

Total cost of project/items to be financed: Kshs \_\_\_\_\_

(Where applicable, please attach documentary evidence of costs to be financed e.g. LPOs, Pro-forma invoices e.t.c.)

Sources of repayment \_\_\_\_\_

Proposed repayment terms \_\_\_\_\_

### C) Existing facilities

**i) In National Bank**

Nature of facility	Branch	Limit/initial amount granted(Kshs)	Outstanding	Repayment per month(Kshs)	Pricing

**ii) In other banks/institutions**

Nature of facility	Branch	Limit/initial amount granted(Kshs)	Outstanding	Repayment per month(Kshs)	Pricing

**D) Directors and shareholders/partners**

Directors	Shareholders	% of shareholding

**F) Financial details (to be filled in by bank official)**

Details for the last 12 months	From <input type="text" value="DDMMYY"/> To <input type="text" value="DDMMYY"/>		As at last month end date
Sales(p.a.)		Value of stocks held	
Cost of goods sold		Trade debtors O/S	
Operating expenses		Trade creditors O/S	
Other costs		Other debts	
Net profit(before tax)		Paid-up capital	

**G) Security**

**Nature of security**

- Property: Title No. 
 Quoted shares
  Life policy
  Fixed deposit
- Other

If you have ticked 'Other' above, specify nature of the security below:

Approximate market value: Kshs  Owned by

**H) Future plans/ expectations**

If granted the facility, briefly describe below what the business expects to achieve

- i) In the short term \_\_\_\_\_
- ii) In the long term \_\_\_\_\_

<p><b>Kindly attach the following documents for facility processing</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of Business Registration Certificate/Certificate of Incorporation</li> <li><input type="checkbox"/> Copy of Memorandum and Articles of Association for limited companies</li> <li><input type="checkbox"/> Copies of identification documents(National ID or passport) for directors or business owners</li> <li><input type="checkbox"/> Aged lists of current debtors and creditors for working capital finance and stock</li> <li><input type="checkbox"/> Please attach copy of Trade License</li> <li><input type="checkbox"/> If not an existing National Bank customer - copies of your bank statements for the last twelve months</li> <li><input type="checkbox"/> Copy of PIN Certificate</li> <li><input type="checkbox"/> Audited accounts for the last 3 years (exposure over Kshs 20m)</li> <li><input type="checkbox"/> Latest management accounts (exposure over Kshs 20m)</li> <li><input type="checkbox"/> Latest annual returns</li> <li><input type="checkbox"/> Board resolution</li> </ul>	<p><b>Talk to your business banker or the nearest National Bank branch on our range of business product</b></p> <ul style="list-style-type: none"> <li>• Insurance premium finance</li> <li>• Assets based financing</li> <li>• Credit/debit cards</li> <li>• Foreign exchange solutions</li> <li>• Trade finance services</li> <li>• Business savings and current account</li> <li>• Any other business facilitation banking services</li> </ul>
---	---

**I) Applicant(s) declaration/disclosure**

I/We hereby authorize the bank to disclose and/or obtain any information relating to my/our account(s) to and/or from any credit reference bureau or any other institution or third party as it deems necessary.

I/We declare I/we have not been adjudged bankrupt.

I/We understand that you may in your sole discretion reject this application without having to provide any reasons.

Name Designation	Signature	Date
Name Designation	Signature	Date

**Bank use only**

Product name	Branch	Business banker name & code	Business segment code