

# SME BUSINESS LOAN APPLICATION FORM



## SME BUSINESS DETAILS

Borrower Name:			
Date of Business Registration:			
Company Incorporation NO.			
Business Registration NO.			
Postal Address:			
Business Locality			
Section:		Allotment:	
TIN		Suburb:	
Number of Employees:		Business number	
Date Business Commenced			
Contact person and correspondence			
Name			
Telephone number			
Address			

## BORROWING REQUEST FOR FINANCE

Amount Requested		Purpose:	
Own Contribution		<input type="checkbox"/>	Refinancing of loan
Total Finance Required		<input type="checkbox"/>	Purchase vehicle
Type of Repayment		<input type="checkbox"/>	Acquire equipment
Terms for full repayment <i>(interest only include period)</i>		<input type="checkbox"/>	Purchase Property

Further details on purpose of loan (if required):

## SECURITY FOR THE LOAN

<b>Type of security offered</b> a) Mortgage over land, shares/company assets (If land, indicate whether freehold title or lease hold title) b) Guarantees	<b>Title in name of owner</b>	<b>Estimate market value</b>

Please complete details of all guarantors of the facility below:

### Individual Guarantor

Full Legal Name					
Date Of Birth					
Residential Address					
Mailing Address					
Business Phone		Mobile		Email	

### Individual Guarantor

Full Legal Name					
Date Of Birth					
Residential Address					
Mailing Address					
Business Phone		Mobile		Email	

### Corporate Guarantor

Full Legal Name <small>(include Trust if applicable)</small>					
Company Number					
Trading Address					
Mailing Address					
Contact Person					
Business Phone		Mobile		Email	

# INDIVIDUAL ASSET & LIABILITIES STATEMENT -CONFIDENTIAL

One form each to be completed for all Directors, Shareholders over 30 % & Guarantors

STATEMENT OF POSITION OF:

ADDRESS:

LIABILITIES	Current Amount Owing	ASSETS	Value
<b>BANK OVERDRAFT (Drawn)</b>		<b>BANK BALANCES</b>	
Bank <span style="float: right;">Limit K</span> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	K	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	K
Bank <span style="float: right;">Limit K</span> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	K	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	K
Bank <span style="float: right;">Limit K</span> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	K	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	K
<b>TAXES &amp; RATES</b>		<b>TERM DEPOSITS</b>	
Unpaid Tax ( Due ____ / ____ / ____ )	K	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	K
		<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	K
		<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	K
<b>MORTGAGES</b>		<b>REAL ESTATE / PROPERTY</b>	
From <span style="float: right;">Repay K</span> <span style="float: right;">pm</span> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	K	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	K
From <span style="float: right;">Repay K</span> <span style="float: right;">pm</span> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	K	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	K
From <span style="float: right;">Repay K</span> <span style="float: right;">pm</span> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	K	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	K
From <span style="float: right;">Repay K</span> <span style="float: right;">pm</span> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	K	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	K
From <span style="float: right;">Repay K</span> <span style="float: right;">pm</span> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	K	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	K
From <span style="float: right;">Repay K</span> <span style="float: right;">pm</span> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	K	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	K
<b>PERSONAL LOANS</b>		<b>MOTOR VEHICLES</b>	
From <span style="float: right;">Repay K</span> <span style="float: right;">pm</span> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	K	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	K
From <span style="float: right;">Repay K</span> <span style="float: right;">pm</span> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	K	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	K
From <span style="float: right;">Repay K</span> <span style="float: right;">pm</span> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	K	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	K
<b>CREDIT CARDS</b>		<b>SHARES ETC (Details)</b>	
From <span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	K	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	K
From <span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	K	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	K
From <span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	K	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	K
From <span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	K	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	K
<b>OTHER LIABILITIES (Details)</b>		<b>OTHER ASSETS (Details)</b>	
From <span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	K	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	K
From <span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	K	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	K
From <span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	K	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	K
From <span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	K	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	K
<b>TOTAL LIABILITIES</b>	K	<b>TOTAL ASSETS</b>	K
		<b>LESS TOTAL LIABILITIES</b>	K
		<b>SURPLUS / (DEFICIENCY)</b>	K

# INDIVIDUAL ASSET & LIABILITIES STATEMENT -CONFIDENTIAL

STATEMENT OF POSITION OF:

ADDRESS:


One form each to be completed for all Directors, Shareholders over 30% & Guarantors

LIABILITIES	Current Amount Owing	ASSETS	Value
<b>BANK OVERDRAFT (Drawn)</b>		<b>BANK BALANCES</b>	
Bank _____ Limit K _____	K _____	_____	K _____
Bank _____ Limit K _____	K _____	_____	K _____
Bank _____ Limit K _____	K _____	_____	K _____
<b>TAXES &amp; RATES</b>		<b>TERM DEPOSITS</b>	
Unpaid Tax ( Due _____ / _____ / _____ )	K _____	_____	K _____
		_____	K _____
		_____	K _____
<b>MORTGAGES</b>		<b>REAL ESTATE / PROPERTY</b>	
From _____ Repay K _____ pm	K _____	_____	K _____
From _____ Repay K _____ pm	K _____	_____	K _____
From _____ Repay K _____ pm	K _____	_____	K _____
From _____ Repay K _____ pm	K _____	_____	K _____
From _____ Repay K _____ pm	K _____	_____	K _____
From _____ Repay K _____ pm	K _____	_____	K _____
<b>PERSONAL LOANS</b>		<b>MOTOR VEHICLES</b>	
From _____ Repay K _____ pm	K _____	_____	K _____
From _____ Repay K _____ pm	K _____	_____	K _____
From _____ Repay K _____ pm	K _____	_____	K _____
<b>CREDIT CARDS</b>		<b>SHARES ETC (Details)</b>	
From _____	K _____	_____	K _____
From _____	K _____	_____	K _____
From _____	K _____	_____	K _____
From _____	K _____	_____	K _____
<b>OTHER LIABILITIES (Details)</b>		<b>OTHER ASSETS (Details)</b>	
From _____	K _____	_____	K _____
From _____	K _____	_____	K _____
From _____	K _____	_____	K _____
From _____	K _____	_____	K _____
<b>TOTAL LIABILITIES</b>	K _____	<b>TOTAL ASSETS</b>	K _____
		<b>LESS TOTAL LIABILITIES</b>	K _____
		_____	_____
		<b>SURPLUS / (DEFICIENCY)</b>	K _____

# PRIVACY NOTIFICATION AND CONSENT

This Privacy Notification and Consent explains how National Finance Limited (referred to as “we” or “SF”) collect, use and disclose your personal information (including credit information).

If at any time you supply us with personal information about another person, you should ensure that you are authorized to do so and you agree to inform that person of the content of this Notification and Consent.

## Collection

We collect your personal information so that we can consider an application you make to us, establish and administer the financial product or service provided to you, provide services to you in relation to that product or service, perform administrative functions, conduct customer satisfaction research, improve our products and develop new products, assist you to manage your debts, provide information about you to a guarantor or prospective guarantor, collect overdue payments relating to credit you owe or a guarantee you have given, and so that we and our related parties and corporate partners can tell you about other products and services you may be interested in.

In certain circumstances, we may also be required to collect sensitive information about your health, for example when you make an application for assistance with financial hardship caused by illness or injury. We may collect this information from third parties, for example a doctor or a hospital. Further, we may collect your personal information to comply with legislative and regulatory requirements.

If you do not provide us with the information we request or authorize us to collect this information from third parties, we may not be able to provide you with the financial products and services that you have requested.

Where possible, we will collect your personal information directly from you. However, we may also be required to collect personal information (including credit information and credit eligibility information) about you from a third party, for example to verify information provided by you to us or to assist us to contact or locate you. These parties may include other credit providers or financial institutions, your representatives such as financial advisers or accountants, your insurers, publicly available sources (e.g. telephone directories), brokers, referrers or other intermediaries, our corporate partners or agents, government agencies and credit reporting bodies.

From time to time we may receive information that we have not asked for about you from third parties. We will only keep, use and disclose this information as permitted by law.

## Exchange – General

We may disclose your personal information in the normal operations of our business with parties which include our related bodies corporate, other credit providers (particularly when you are seeking finance from them or to notify them of a default by you or of the status of your credit facility if you are in default with any of those other credit providers), regulatory bodies and government agencies, courts and external dispute resolution schemes, your agents, brokers, referrers and other intermediaries, credit and debt agencies, payments systems participants, agents, contractors and professional advisers who assist us in providing our services, your or our insurers, your referees or guarantors (or prospective referees and guarantors), organizations that carry out functions on our behalf including mailing houses, data processors, researchers, debt collectors, system developers or testers, accountants, auditors, values and lawyers.

We may also disclose your personal information to third parties where you request us to or consent to us doing so or in order to fulfil our legal obligations. Some of the parties with which we exchange your personal information, including our service providers and other third parties listed above, may be located outside Papua New Guinea.

## Exchange – Credit Reporting Bodies (“CRBs”)

We may exchange your personal information (including credit information, such as details about the credit that we provide to you, your repayment history and any repayment defaults) with a CRB to obtain a credit report about you or to allow the credit reporting body to create or maintain credit history information about you, or for both purposes.

## Credit Reports

By agreeing to this Privacy Notification and Consent, you consent to us obtaining a credit report about you from a CRB. This credit report may include:

- \* Credit information (a “**consumer credit report**”); or
- \* Information concerning your commercial credit activities or commercial creditworthiness (a “**commercial credit report**”).

If you have a credit facility with us (or are an applicant for a credit facility), we may obtain a consumer credit report or commercial credit report about you either before, during, or after the provision of credit to you and you agree that we may use that credit report to assess your application for credit, to collect overdue payments you owe or for our internal management purposes related to credit provided to you.

If you are a guarantor in relation to a credit facility with us, you agree that we may use that credit report to assess whether to accept you as a guarantor.

## Exchange – Guarantors

If you have a credit facility with us (or are an applicant for a credit facility), we may give information about you to a person who has offered to act as, or is, a guarantor in relation to a credit facility with us, or who has offered to provide, or has provided, security for credit applied for by you.

This may happen before, during or after the provision of credit to you and may include any information about your creditworthiness (including any information contained in a credit report obtained by us).

By agreeing to this Privacy Notification and Consent, you consent to us disclosing your personal information to a person who has offered to act as or is, a guarantor in relation to a credit facility with us, or who has offered to provide, or has provided, security for credit applied by you, including for the purpose of that person considering whether to act as a guarantor or provide security.

## Consent

By acknowledging this document, you consent to us:

1. collecting, using and disclosing information about you in the manner described above; and
2. (unless you opt out) using your personal information to identify and provide you with information (including, where permitted by law, by mail, telephone or electronically) about products and services you may be interested in.

- I/We warrant that all the facts and information provided to SF in this application are true and correct and I/we hereby acknowledge that SF in accepting the application has relied upon the truth and correctness of such facts.
- I/We authorize SF to make enquiries with my/our employer/s, in order for SF to confirm the accuracy of information provided by me/us in this application.
- I/We acknowledge that the fees (including application fees, valuation fees and search fees) applicable to this application for finance are payable by me/us to SF regardless of whether my/our application is accepted by SF.
- I/We acknowledge SF will determine the rate of interest from time to time.
- I am not/no one of us is an undisclosed bankrupt neither have I/has any one of us assigned my estate/any of our estates for the benefit of creditors.

# SIGNATORIES DECLARATION

Name \_\_\_\_\_  
(Borrower/Director/Guarantor)

Date Signed \_\_\_\_\_

Date of Birth \_\_\_\_\_

Name \_\_\_\_\_  
(Borrower/Director/Guarantor)

Date Signed \_\_\_\_\_

Date of Birth \_\_\_\_\_

Name \_\_\_\_\_  
(Borrower/Director/Guarantor)

Date Signed \_\_\_\_\_

Date of Birth \_\_\_\_\_

Name \_\_\_\_\_  
(Borrower/Director/Guarantor)

Date Signed \_\_\_\_\_

Date of Birth \_\_\_\_\_

Name \_\_\_\_\_  
(Borrower/Director/Guarantor)

Date Signed \_\_\_\_\_

Date of Birth \_\_\_\_\_

Name \_\_\_\_\_  
(Borrower/Director/Guarantor)

Date Signed \_\_\_\_\_

Date of Birth \_\_\_\_\_



PAPUA NEW GUINEA

## STATUTORY DECLARATION

I/We (a) ..... of .....  
(Director's full Name) (Company's Address)

I am employed by..... file number ..... and I work as a.....,  
do solemnly and sincerely declare that

(b) I /We have read, understood and fully completed **SPROUT FINANCE LTD** SME Business Loan Application.

- i. I /We also read and understood the repayment schedule with its fixed interest rates which made up the total SUM that I/We will be repaying fortnightly until the duration period when the loan is completed.
- ii. We agree to get a loan of K.....and will repay the rate of K..... per fortnights, for the next ..... fortnights, and if we fail to repay the fortnightly, we will accept the penalties charges on my name.
- iii. We undertake to effect a **Bank Standing Order** to deduct from our fortnightly deduction of our revenue. And if we fail, we agree for Sprout Finance Ltd further expand the duration period including the penalties on our name.
- iv. We irrevocably assign to **SPROUT FINANCE LTD**, in the event of leave, completion of contract, my termination of contract, resignation or separation from my employment for whatever cause, any entitlements due to me will be replaced to SPROUT Finance through repossession under my name.
- v. I also agree with the **SPROUT FINANCE's** Terms and Conditions and its Recovery Policy and its penalties charge.
- vi. I/we declare that the loan sought herein is wholly or predominantly for business purposes and not for personal, domestic or household purposes.
- vii. Authorize the release of loan proceeds accordingly upon completion of loan documentation to the supplier/dealer/agent/ vendor, whichever is applicable.

**And I make this solemn declaration by virtue of the *Oaths, Affirmations and Statutory Declarations Act 1962* conscientiously believing the statements contained therein to be true in every particular.**

Declared at .....	(c) .....
the ..... day of	Before me (d) .....
....., 20 ....	(e) .....

- 
- (a) Here insert name, address and occupation of person making the declaration.  
(b) Here insert the matter declared to. Where the matter is long it should be set out in numbered paragraphs.  
(c) Signature of the person making the declaration.  
(d) Signature of the person before whom the declaration is made.  
(e) Here insert the title of the person before whom the declaration is made.

Note – Any person who wilfully makes a false statement in a Statutory Declaration is guilty of an indictable offense and is liable to imprisonment with or without labour, for four years.

## DOCUMENTS REQUIREMENTS TO BE SUBMITTED WITH THE FORM

### Existing Customer

<b>1</b>	<b>Primary supporting documents( Please tick if enclosed)</b>
	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
<b>2</b>	<b>Other supporting documents</b>
	Quotation from Dealer/Supplier;
	IRC Annual Tax Return

### New Customer

<b>1</b>	<b>Primary supporting documents (please tick if enclosed):</b>
	IPA Certificate of Incorporation
	Two (2) types of photo identity of director(s)/guarantors/authorized personnel; (i.e. driving license, 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
<b>2</b>	<b>Other supporting documents</b>
	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);

### Security

Generally Business Term Loans are a secured facility however for financially sound companies with a strong trading history unsecured loans will be secured. If security offered is a motor vehicle then the maximum loan is 60% of the value of the vehicle as determined by a reputable licenced motor dealer.

Borrower will provide:

- Current registration papers
- Valuation from Licenced Motor Dealer
- Evidence that vehicle is comprehensively insured, policy should note interest of National Finance Limited

SF must check on PPSR that vehicle is not already charged to another person or corporation. If the security offered is landed security then the maximum loan is 70% of the valuation of the property from a licenced valuer who must be an accredited panel valuer with one of the commercial banks.

Borrower will provide:

- Original of State Lease (unless loan is to refinance existing mortgage debt)
- Sworn valuation from commercial bank accredited valuer addressed to National Finance Limited “for mortgage purposes”
- Copy of current fire insurance policy for the secured property, policy should note the interest of National Finance Limited

SP will conduct title search to confirm registered owner of the property and any prior encumbrances.