



Credit Application Form

Ref No

Date

Requested Credit Limit Rs.

Company Name

Address

Tel

Fax

email

web

no. of Employees

Annual Turnover

Date of Incorporation

Company Registration n

VAT / SVAT no

NBT no

Colour Code:

Customer use

office use

Conatct 1

Name

NIC No

Mobile

Res tel

Res Address

2 Name

NIC No

Mobile

Res tel

Res Address

Bank details

1

2

AC no

Barnch

Name

operated since

Gurantor/Referee

Name

NIC No

Mobile

Res tel

Res Address

Gurantor/Referee Bank Details

AC no

Branch

Name

Operated since

Company Name

Asset Details

Movable Assets

s/no

Details

Valuation

mortgage details

Non-Movable Assets

s/no

Details

Valuation

mortgage details

| Shares/Investments | s/no | Details | Valuation | mortgage details |
|--|------|---|-----------|-----------------------|
| | | | | |
| | | | | |
| | | | | |
| Document Attachments | | 1 Business Registration Copy | | |
| Certified True Copies | | 2 Latest Form 10,Letter of Confirmation of latest Directors/Partners (Form1 and Form20) | | |
| | | 3 Last 6 months Bank statements | | |
| | | 4 NIC Copies of the Directors/Partners, NIC Copies of the Gurantor/Referee | | |
| | | 5 Personal Gurantee Declaration letter (as per the format) | | |
| | | 6 Last Audited Finanacial Statement | | |
| | | 7 Residential Address of the applicants confirmed and attested by Grama Niladhikari | | |
| Ranjanas Ceramic reserves the right to accept or reject this application based on the Credit Committee recommendation. | | | | |
| More the documents submitted,more are the chances of the Credit approval by the Committee | | | | |
| Office use: | | Approvals: | | |
| Customer Code | | | | |
| Credit Limit | | | | |
| Limit entered by | | | | |
| Credit period | | Credit Controller | | Managing Director/COO |
| Remarks: | | | | |
| Completed forms along with the documents shall be presented to our Accountant @ Head Office -307 George R De Silva Mawatha,Colombo-1 | | | | |
| For any clarifications please contact Mrs.Bawani on 011-2543255 or email to info@ranjanasceric.lk | | | | |

To

Date:

The Credit Controller,
Ranjanas Ceramic Pvt Ltd,
307,george R De Silva Mawatha,
Kotahena,
Colombo-13.
Srilanka.

From

...Residential Address....

.....

Sir/Madam,

Sub: **Personal Guarantee**

Referring to the above I, Mr/Mrs.....,holder of NIC
no/Passport noresiding at
.....,hereby confirm that I have applied for a credit facility on behalf of
my business M/S.....at
.....with Business Reg no.....,

Hereby confirm and Assure your Company of **my Personal Guarantee** to honor the credit
facility obtained for my business purpose,and would abide by any legal action that may arise to
claim the said credited amount from me in case my Company default the credit amount
rendered.

Thank you

Yours faithfully,

.....

Name

NIC No-