



Credit Application Form

Ref No

Date

Requested Credit Limit Rs.

Business / Proprietor Name					
Business Type	Private Limited	Partnership / Proprietorship	Public Limited		
Address					
Tel					
Fax			Colour Code:		
email			Customer use		
web			office use		
no. of Employees					
Annual Turnover					
Date of Incorporation					
Company Registration no					
VAT / SVAT no			NBT no		
Conatct 1		Name		2 Name	
		NIC No		NIC No	
		Mobile		Mobile	
		Res tel		Res tel	
		Res Address		Res Address	
Bank details					
	1			2	
AC no					
Branch					
Name					
operated since					
Gurantor/Referee		Name *		Gurantor/Referee Bank Details	
*only fill personal names		NIC No		AC no	
		Mobile		Branch	
		Res tel		Name	
		Res Address		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-13.						
For any clarifications please contact Mrs.Bawani on 011-2543255 or email to info@ranjanasceramic.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 no,residing 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 amounting to Rs..... ,and would
abide by any legal action that may arise to claim the said credited amount from me in case my
Company / Business default the credit amount rendered.

**Credit Facility in words:.....

.....

Thank you
Yours faithfully,

.....

Name
NIC No-