

## Loan Application Form For Small & Medium Enterprises (SMEs)

*I/We hereby apply to avail financing facility for payment of wages/ salaries at your branch. Our particulars are provided as below:*

**1. Business Status**

Proprietorship  Partnership  Pvt. Ltd. Co.  Other \_\_\_\_\_

**2. Business Nature**

Industrial/manufacturing  Agriculture  Services  Trading  Other \_\_\_\_\_

**3. Business Details**

Name of Business		No. of employees	
Business Phone No.		Annual Sales turnover (Rs.)	
Fax No.		Date of Establishment	
E-mail Address		Registration No.	
Business Address		Main Business Account	Bank Name
			A/C No.
Business premises	Owned <input type="checkbox"/>	Rented <input type="checkbox"/>	Date of A/C Opening
	NTN No.		

**4. Details of Employees**

Number of Permanent Employees/ Workers	Number of Contractual Employees/ workers	Number of Daily Wagers/ Workers	Number of Outsourced Employees/ Workers	Name of Bank (s) managing Payroll (if any)

**5. Brief description about business (products & services offered)**

**6. Owners/Partners/Directors Details**

Name	Address	Contact Details	CNIC No	Status in Business	Shareholding (%)
		Cell No: Tel No: Email:		Sole Owner <input type="checkbox"/> Partner <input type="checkbox"/> Shareholder <input type="checkbox"/>	

**7. Facility(ies) Requested**

Type of Facility	Amount	Purpose	Security/Collateral	
			Nature/ Particular	Value

**8. Existing Loan Facility(ies)**

Name of FI(s)	Type of Facility	Amount	Purpose	Security/Collateral		Repayment Frequency (Monthly/Quarterly)
				Nature/Particular	Value	

**9. Market Information**

Suppliers	Name	Terms of Trade (Cash or Credit Based)	Customers	Name	Terms of Trade (Cash or Credit Based)
				Cash (%): Credit (%): Tenor:	

**10. Detail of Guarantees provided by the Directors/Partners to Financial Institutions to Secure Credit**

Name of Guarantor(s)	To whom Guarantee Given	Amount of Guarantee	Validity Period	Net worth of Guarantor

**11. Financial Indicators as of .....**

Particulars	Amount in Rupees	Particulars	Amount in Rupees
Cash in hand		Current Liabilities	
Cash at Bank		Borrowings	
Inventory/stock value		Total Liabilities	
Investments		Total equity	
Fixed Assets		Gross Revenue	
Current Assets		Total Expenses	
Total Assets		Profit after tax	

**Undertaking**

- I/We certify and undertake that the information furnished above is true to the best of my knowledge.
- I/We hereby authorize the bank to obtain information/data regarding my/our Allied Concern's financial and personal details from any credit bureau, agent, financial institutions, companies or from any other sources for the purposes of processing my/our loan application form and to monitor my/our facilities/accounts.
- I/ We agree that the submission of above information and loan application form is not the approval of finance and I shall have no right to claim for finance before any forum, if my request of finance declined by bank for any reasons.
- I/We undertake that the bank is authorized to disburse the loan facility directly to the employees/workers for payment of salary/wages as specified above in the Loan Application form.

<b>Checklist</b>	<b>✓</b>	<b>×</b>	<b>Not Applicable</b>
Copy(ies) of CNICs of Directors/Partners			
Partnership deed or Article/Memorandum of association			
Audited financials/Projected financials, if applicable			
Copies of last two tax returns of Borrowing entity and Directors/Partners			
Feasibility Report			
Account Statement (1-2 years)			

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**BORROWER'S SIGNATURE & STAMP**