



Canara Bank (Tanzania) Ltd.

APPLICATION FORM FOR LOANS

(To be submitted along with documents as per the checklist)

From:

To:

The Chief General Manager
Canara Bank (Tanzania) Ltd
Branch: Dar Es Salaam

Dear Sir,

I/We request you to grant me/us the banking facilities indicated below. The necessary particulars are given below.

1 NAME OF THE ENTREPRENEUR

2 REGD. OFFICE ADDRESS

3 ADDRESS OF THE FACTORY/SHOP

4

5 TELEPHONE NO. (OFFICE)
(RESIDENCE)

FAX NO.

MOBILE NO.

EMAIL ADDRESS

6 CONSTITUTION

7 VRN NO.

8 TIN NO.

9 DATE OF ESTABLISHMENT/INCORPORATION

10 REGISTRATION NO./ REF. NO.

11 NAME OF THE PROPRIETOR/PARTNERS/DIRECTORS OF THE COMPANY/KEY FUNCTIONARY & THEIR ADDRESS

Name	Age	Academic Qualification	Residential Address	Telephone No.	Experience in the line of activity

12 ACTIVITY

If a different activity other than the existing activity is proposed

13 NAMES OF ASSOCIATE CONCERNS AND NATURE OF ASSOCIATION

Name of the Associate concern	Address of the Associate concern	Present Banker	Nature of Association	Extent of interest as a proprietor /partner/director or just investor in associate concern

14 PRESENT BANKER/BANKING WITH:

..... BANK

It is certified that our unit has not availed any loan from any other Bank/Financial Institution in the past and I/we are not indebted.

15 WHETHER AVAILED ANY CREDIT/OTHER FACILITY: YES/NO

16 IF BANKING WITH US:

A. CUSTOMER NO./ACCOUNT NO.

B. RELATION OF THE PROP/PARTNER/DIRECTOR WITH THE OFFICIALS OF THE BANK/DIRECTOR OF THE BANK

17 CREDIT FACILITIES (EXISTING)

Type of facility	Limit	Outstanding (as on)	Security offered	Rate of interest	Repayment terms
Overdraft					
Cash credit Book debt finance Packing credit					
Bill finance - CDB SDB BE SUPPLY BILLS FDB/FBE/PSCFC					
Other short term loan					
Term loan/DPG					
Letter of credit					
Bank guarantee					

DETAILS OF CREDIT FACILITIES ENJOYED WITH OTHER BANKS TO BE FURNISHED AS ABOVE SEPARATELY IN THE FORM OF AN ANNEXURE

18 CREDIT FACILITIES REQUESTED/REQUIRED:

Type of facility	Limit	Security offered	Rate of interest	Repayment terms
Overdraft				
Cash credit Book debt finance Packing credit				
Bill finance - CDB SDB BE				

SUPPLY BILLS FDB/FBE/PSCFC				
Other short term loan				
Term loan/DPG				
Letter of credit				
Bank guarantee				

In case of term loan requirements, the details of land, building, machinery/equipments to be given

Type of asset - Land					
Purpose for which required	Whether allotted /purchased	Name of the authority who allotted the land/Vendor	Total cost of acquisition (including stamp duty & registration)	Promoter's contribution	Loan required
Type of asset - Building					
Purpose for which required	Whether to be purchased/ constructed	Name of the vendor/ contractor/architect	Total of acquisition/ construction	Promoter's contribution	Loan required
Type of asset - Machinery/Equipment					
Name of the machinery/ equipment	Need for the machinery/ equipment	Whether imported/ indigenous	Total cost of the machinery/ equipment (in case of imported machine, the break up of insurance, custom duty to be given)	Promoter's contribution	Loan required

19 Whether willing to offer collateral security: Yes/No

20 Details of collateral security offered, if any, including third party guarantee:

21 PAST PERFORMANCE/FUTURE ESTIMATES (Actual performance for 2 previous years, estimates for current year and projection for next to be furnished for working capital facilities. However,

for term loans facilities, projections to be furnished till the proposed period up to the repayment of loan)

Amount	Past Year II (Actuals)	Past Year I (Actuals)	Current year (Estimates)	Next Year (Projections)
Gross sales				
Net sales				
Net profit (after tax)				
Depreciation				
Capital (Net worth in case of companies)				

22 STATUS REGARDING STATUTORY OBLIGATIONS

Sl. No	Statutory obligation	Whether complied with (Yes/No)(If not applicable, then write - NA)	Remarks (Any details in connection with relative obligation to be given)
1	Registration under Applicable Act as per regulations		
4	Latest Tax Return filed		
5	Latest Income Tax Return filed		
6	Clearance from Environmental Authority		
7	Any other statutory dues remaining outstanding		

23 SPACE FOR AFFIXING PHOTO/S

SIGNATURES OF THE PROPRIETOR/PARTNER/DIRECTOR WHOSE PHOTO IS AFFIXED ABOVE

Only one photo of the individual/proprietor/each partner/each working director is required to be affixed..

I/We certify that all information furnished by me/us is true; that -
 I/We have no borrowing arrangements for the unit except as indicated in the application;
 There are no overdues/statutory dues against me/us/promoters except as indicated in the application; No legal action has been/is being taken against me/us/promoters;
 I/We shall furnish all other information that may be required by you in connection with my/our application which may also be exchanged by you with any Agency you may deem fit; and,
 You, your representatives, or the Bank of Tanzania or any other Agency as authorized by you, may, at any time, inspect/verify my/our assets, books of accounts, etc. in our factory/business premises as given above.

Place:
Date:

SIGNATURE/S
 PROPRIETOR/PARTNER/DIRECTOR
 OF THE UNIT/FIRM/COMPANY

CHECKLIST OF DATA TO BE KEPT READY/SUBMITTED BY THE CUSTOMER

1. Proof of identify – Voter's ID card/passport/driving license/TIN Registration of proprietor, partner or director (if a company)
2. Proof of residence – Recent telephone bills, electricity bill, property tax receipt/voter's ID card of proprietor, partner or director (if a company)
3. Proof of business address
4. Memorandum and Articles of Association of the Company/Partnership Deed of the partnership firm/Trust Deed of the Trust/Bye Laws of the Society, etc.
5. Networth statement of promoters and guarantors along with latest tax returns.
6. Rent agreement (if business premises is on rent)
7. Clearance from Ncmc/Sanction from Tanesco for supply of water, if applicable
8. Copy of registration with appropriate authority as applicable to the business
9. Profile of the unit (includes names of the promoters, directors of the unit/company, the activity being undertaken, addresses of all offices/plants, shareholding pattern etc.
10. Last 3 years Balance Sheets of the unit/s alongwith tax returns etc.
11. Projected Balance Sheets for the next 2 years in case of working capital limits.
12. Credit Monitoring Arrangement (CMA) data in the prescribed format of the Bank. In case of Term Loan.
13. In case of take over of advances, letters of sanction for facilities being availed from existing bankers/financial institutions along with detailed terms and conditions, pass sheet/statement of account for the last 12 months.
14. Position of accounts from the existing bankers/financial institution and confirmation about the asset being Standard with them.
15. Project report containing details of the promoter, product choice, market survey, industry profile, government consents, location, process of production, collaboration/patent/technical know how, cost of the project, means of finance, project schedule, gestation period, marketability, selling arrangements, management, operating/profitability statements, fund flow analysis, break even analysis, ratio analysis, working capital assessment, SWOT analysis (strength, weakness, opportunity, threats) and such other details (applicable in case of term loans – new/expansion/modernization projects).
16. Project implementation progress report issued by Certified Public Accountant/Chartered Engineer (in case of term loans sought in respect of projects already under implementation/expansion/ modernization of the existing units already undertaken).
17. Month wise sales, production, value of stocks in process, finished goods (quantity and value to be indicated in all cases), debtors, creditors, bank's outstanding for working capital limits , term loan limits, bills discounted etc.
18. Photocopies of the lease deed/title deeds of all the properties being offered as primary/collateral security.
19. Last 3 years Balance Sheets of the Associate/Group Companies (if any).

(The checklist is only indicative and not exhaustive. Depending upon the local requirements at different places, addition could be made as per necessity)

