

# BUSINESS FINANCE APPLICATION



## CONDITIONS OF ACCEPTANCE

This application is accepted for consideration by ITHALA subject to the following terms and conditions.

1. Acceptance of this application by ITHALA in no way implies that a loan in terms of this application will be granted.
2. This application is subject to approval, which is made at the sole discretion of ITHALA and the reason for non-approval may not necessarily be divulged.
3. Notwithstanding the approval of a loan, certain loan conditions may still need to be met prior to funds being advanced.
4. The applicant shall sign such documents and agreements as ITHALA shall require, which documents shall be cancelled if this application is declined.
5. An investigation fee is payable on signing of the business loan agreement.
6. Should an own contribution in cash be required prior to the approval of this application, such own contribution will be invested by ITHALA in an interest bearing account, for the benefit of the applicant. The interest shall be that as paid by Ithala Ltd on its Savings Accounts from time to time.
7. Where a valuation on fixed property is required, a non-refundable fee as specified by Ithala (where Ithala undertake to value or have the property valued), may be payable prior to the valuation being conducted.
8. If a loan in terms of this application is granted, the own contribution and interest thereon, will be credited to the applicant's account with ITHALA.
9. ITHALA is entitled to make whatever enquiries it feels necessary, including to credit bureau to assess your application for a loan. If a loan is approved, ITHALA is further entitled to register details regarding the conduct of your account with credit bureaus.

### ITHALA HEAD OFFICE

P.O. Box 2801

DURBAN

4000

Tel: (031) 907 8911

Fax: (031) 907 5606

Website: [www.ithala.co.za](http://www.ithala.co.za)

### OTHER CONTACT NUMBERS:

DURBAN : (031) 309 1073

PORT SHEPSTONE : (039) 682 3254

EMPANGENI : (035) 794 2301

LADYSMITH : (036) 637 8410

**Please note that the information and documentation requested in this application form is in accordance with the requirements of the Financial Intelligence Centre Act, Number 38 of 2001.**

## 1. LOAN REQUIREMENTS

1.1 TICK RELEVANT TYPE AND COMPLETE AMOUNT REQUESTED

- |  |         |  |         |
|--|---------|--|---------|
| <input type="checkbox"/> MOVEABLE ASSET        | R _____ | <input type="checkbox"/> CONSTRUCTION LOAN | R _____ |
| <input type="checkbox"/> WORKING CAPITAL       | R _____ | <input type="checkbox"/> PROPERTY LOAN     | R _____ |
| <input type="checkbox"/> PERFORMANCE GUARANTEE | R _____ |  |         |

1.2 Reason for which finance is required? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 2. BUSINESS INFORMATION - TICK TYPE OF BUSINESS INFORMATION

- |   |  |                                  |
|---|--|----------------------------------|
| <input type="checkbox"/> INDIVIDUAL/<br>SOLE PROPRIETOR | <input type="checkbox"/> CLOSE CORPORATION | <input type="checkbox"/> COMPANY |
| <input type="checkbox"/> PARTNERSHIP                    | <input type="checkbox"/> CO-OPERATIVE      | <input type="checkbox"/> TRUST   |
| <input type="checkbox"/> OTHER                          |  |                                  |

### 3. APPLICANTS BUSINESS PARTICULARS

APPLICATION BY (FULL NAME) : \_\_\_\_\_

TRADING NAME : \_\_\_\_\_

ID/CO/CC/TT/ REGISTRATION NO. : \_\_\_\_\_

PHYSICAL BUSINESS ADDRESS : \_\_\_\_\_

\_\_\_\_\_

BUSINESS POSTAL ADDRESS : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

REGISTERED OFFICE PHYSICAL ADDRESS : \_\_\_\_\_

\_\_\_\_\_

REGISTERED OFFICE POSTAL ADDRESS : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

TELEPHONE : No. \_\_\_\_\_ Code: \_\_\_\_\_ Cell: \_\_\_\_\_

FAX : No. \_\_\_\_\_ Code: \_\_\_\_\_ Cell: \_\_\_\_\_

BANKERS : \_\_\_\_\_ Telephone No.: \_\_\_\_\_

AUDITORS : \_\_\_\_\_ Telephone No.: \_\_\_\_\_

EXISTING/PAST ITHALA ACCOUNTS: ACC. NO. : \_\_\_\_\_ TYPE: \_\_\_\_\_ STATUS: \_\_\_\_\_

TAX NUMBER : \_\_\_\_\_

VAT NUMBER : \_\_\_\_\_

G.P.S.READING : \_\_\_\_\_

#### SUBSIDIARIES & ASSOCIATED COMPANIES

NAME \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_

HAS ANY DIRECTOR SHAREHOLDER / MEMBER BEEN DECLARED INSOLVENT OR HAVE ANY RECORDED  
DEFAULT/JUDGEMENT, IF YES, PROVIDE DETAILS, ARRANGEMENTS AND/OR DATE OF REHABILITATION.

YES / NO: \_\_\_\_\_

DETAILS: \_\_\_\_\_

\_\_\_\_\_

#### 4. PARTICULARS OF INDIVIDUALS

**TO BE OBTAINED FOR ALL SOLE PROPRIETORS, ALL PARTNERS, ALL MEMBERS OF C.C.'S ALL SHAREHOLDERS HOLDING MORE THAN 25% SHARES, ALL PERSONS PROVIDING PERSONAL DEEDS OF SURETYSHIP, EACH BENEFICIARY OF A TRUST, EACH TRUSTEE, THE FOUNDER OF THE TRUST, ANY BODY REPRESENTING THE APPLICANT AND THE CHIEF EXECUTIVE**

SURNAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_  
TYPE OF IDENTITY: \_\_\_\_\_ GENDER CODE: \_\_\_\_\_  
I.D. NUMBER: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
MARITAL STATUS: \_\_\_\_\_ HOW MARRIED \_\_\_\_\_  
RESIDENTIAL ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
POSTAL ADDRESS: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
HOME TELEPHONE No: \_\_\_\_\_ Code: \_\_\_\_\_ Cellular: \_\_\_\_\_  
RELATIONSHIP TO BUSINESS: \_\_\_\_\_ PERCENTAGE INTEREST: \_\_\_\_\_

SURNAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_  
TYPE OF IDENTITY: \_\_\_\_\_ GENDER CODE: \_\_\_\_\_  
I.D. NUMBER: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
MARITAL STATUS: \_\_\_\_\_ HOW MARRIED \_\_\_\_\_  
RESIDENTIAL ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
POSTAL ADDRESS: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
HOME TELEPHONE No: \_\_\_\_\_ Code: \_\_\_\_\_ Cellular: \_\_\_\_\_  
RELATIONSHIP TO BUSINESS: \_\_\_\_\_ PERCENTAGE INTEREST: \_\_\_\_\_

SURNAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_  
TYPE OF IDENTITY: \_\_\_\_\_ GENDER CODE: \_\_\_\_\_  
I.D. NUMBER: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
MARITAL STATUS: \_\_\_\_\_ HOW MARRIED \_\_\_\_\_  
RESIDENTIAL ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
POSTAL ADDRESS: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
HOME TELEPHONE No: \_\_\_\_\_ Code: \_\_\_\_\_ Cellular: \_\_\_\_\_  
RELATIONSHIP TO BUSINESS: \_\_\_\_\_ PERCENTAGE INTEREST: \_\_\_\_\_

#### **PARTICULARS OF COMPANIES, CC OR TRUSTS PROVIDING SURETY**

NAME: \_\_\_\_\_ TRADE NAME: \_\_\_\_\_  
REG. NUMBER: \_\_\_\_\_  
PHYSICAL ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
REGISTERED OFFICE POSTAL ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
REGISTERED OFFICE PHYSICAL ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
POSTAL ADDRESS: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
TELEPHONE No. \_\_\_\_\_ Code: \_\_\_\_\_ Cellular: \_\_\_\_\_

|  |  |
|--|--|
| <p><b>5. ITEMS TO BE FINANCED (include values)</b></p> <p>DESCRIPTION: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(N.B. For plant and machinery loans provide as much details as possible about the transaction including specifications, quotations, etc.)</p>   | <p><b>VALUE</b></p> <p>R _____</p> <p>R _____</p> <p>R _____</p> <p>R _____</p> <p>R _____</p> |
| <p><b>6. SECURITY OFFERED</b></p> <p>DESCRIPTION: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>   | <p>R _____</p> <p>R _____</p> <p>R _____</p> <p>R _____</p> <p>R _____</p>                     |
| <p><b>7. ASSETS TO BE INVESTED / OWN CONTRIBUTION</b></p> <p>CASH: _____</p> <p>MOVEABLES: _____</p> <p>STOCK: _____</p> <p>OTHER: _____</p>   | <p>R _____</p> <p>R _____</p> <p>R _____</p> <p>R _____</p>                                    |
| <p><b>8. MARKETING INTELLIGENCE</b></p> <p>How did you hear about Ithala?</p> <p><input type="checkbox"/> Newspaper      Name of Newspaper : _____</p> <p><input type="checkbox"/> Radio              Name of Radio Station : _____</p> <p><input type="checkbox"/> Magazine        Name of Magazine : _____</p> <p><input type="checkbox"/> Personal Contact    Name of Person : _____</p> <p><input type="checkbox"/> Property Broker    Name of Company/Person : _____</p> <p><input type="checkbox"/> Other                How : _____</p> |  |
| <p><b>9. DECLARATION</b></p> <p>I understand, (full name) _____ confirm the accuracy of the particulars herein given and agree that they form the basis upon which this application is to be considered and that any discrepancy subsequently discovered may result in the withdrawal of any loan facilities that may be offered.</p> <p>DATED: _____ SIGNED: _____</p> <p>FOR AND ON BEHALF: _____ (NAME OF APPLICANT CO.)</p>  |  |

NOTE: THIS DECLARATION IS TO BE COMPLETED FOR THE APPLICANT AND ANY PERSON OR ENTITY PROVIDING SURETY FOR THE LOAN

APPLICANTS NAME: \_\_\_\_\_

FINANCIAL DETAILS OF: \_\_\_\_\_ CAPACITY: \_\_\_\_\_

STATEMENT OF ASSETS AND LIABILITIES AS AT: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**NON CURRENT ASSETS**

| FIXED PROPERTY - Description of Asset | Date of Purchase | Price Paid ® | Current Value |
|---------------------------------------|------------------|--------------|---------------|
|                                       |                  |              |               |
|                                       |                  |              |               |
|                                       |                  |              |               |
|                                       |                  |              |               |

**FIXED IMPROVEMENTS**

|  |  |  |  |
|--|--|--|--|
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**VEHICLE, MACHINERY AND EQUIPMENT**

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**OTHER**

|                    |  |  |  |
|--------------------|--|--|--|
| Computers          |  |  |  |
| Office Equipment   |  |  |  |
| Breeding Livestock |  |  |  |
| Other              |  |  |  |
|                    |  |  |  |
|                    |  |  |  |

**INVESTMENTS/INSURANCE POLICIES**

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**CURRENT ASSETS**

|                       |  |  |  |
|-----------------------|--|--|--|
| Positive Bank Balance |  |  |  |
| Stock On Hand         |  |  |  |
| Marketable Livestock  |  |  |  |
| Farm Products         |  |  |  |
| Debtors               |  |  |  |
| Other                 |  |  |  |
|                       |  |  |  |

**STATEMENT OF LIABILITIES**  
NON CURRENT LIABILITIES

| Bonds | Institution | Original Amt | Rem. Term Months | Interest Rate | Instalment Amount | Inst. Freq. Months | Date of Next Inst. | Current Balance |
|-------|-------------|--------------|------------------|---------------|-------------------|--------------------|--------------------|-----------------|
|       |             |              |                  |               |                   |                    |                    |                 |
|       |             |              |                  |               |                   |                    |                    |                 |
|       |             |              |                  |               |                   |                    |                    |                 |
|       |             |              |                  |               |                   |                    |                    |                 |
|       |             |              |                  |               |                   |                    |                    |                 |

ANY OTHER LONG TERM LIABILITIES

|  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |
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INSTALMENT AND LEASE TRANSACTIONS

|  |  |  |  |  |  |  |  |  |
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LOANS (INCLUDING INSURANCE COMPANIES) FOR PERIOD BETWEEN 2 & 10 YEARS

|  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|
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CURRENT LIABILITIES

|                |  |  |  |  |  |  |  |  |
|----------------|--|--|--|--|--|--|--|--|
| Bank Overdraft |  |  |  |  |  |  |  |  |
| Tax Owed       |  |  |  |  |  |  |  |  |
| Creditors      |  |  |  |  |  |  |  |  |
|                |  |  |  |  |  |  |  |  |

## PERSONAL INCOME AND EXPENDITURE

NAME OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

R

**Monthly Income**

|                     |  |
|---------------------|--|
| Salary              |  |
| Salary of Spouse    |  |
| Commissions         |  |
| Investments         |  |
| Other               |  |
| <b>TOTAL INCOME</b> |  |

**Monthly Expenditure**

|                          |  |
|--------------------------|--|
| Taxation (PAYE)          |  |
| Medical Aid              |  |
| Bond Repayments          |  |
| Hire Purchase Agreements |  |
| Lease Agreements         |  |
| Credit Card Accounts     |  |
| Insurance Premiums       |  |
| Loan Repayments          |  |
| Electricity              |  |
| Water                    |  |
| Rates & Taxes            |  |
| Transport                |  |
| Groceries                |  |
| Clothing                 |  |
| Doctor, etc.             |  |
| Other                    |  |
|                          |  |
|                          |  |
| <b>TOTAL EXPENDITURE</b> |  |
| <b>SURPLUS AVAILABLE</b> |  |

I/We hereby declare that this is a full true and correct statement of my/our position and my/our assets are not encumbered other than as stated in this documents.

Dated on this day \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_ (month)20 \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Advisor: \_\_\_\_\_ Signature: \_\_\_\_\_

**COPIES OF DOCUMENTS REQUIRED TO ACCOMPANY THE APPLICATION**

| DOCUMENT                               | SOLE PROPS. & PARTNERSHIPS | CLOSE CORPORATIONS |         | COMPANIES |           | TRUSTS |          |         | OTHER LEGAL ENTITIES |
|--|----------------------------|--------------------|---------|-----------|-----------|--------|----------|---------|----------------------|
|  |                            | CC                 | Members | Co.       | Directors | Trust  | Trustees | Founder |                      |
| ID's of owners, member, directors      | ✓                          |                    | ✓       |           | ✓         |        | ✓        | ✓       |                      |
| Authorised representative              |                            |                    |         |           |           |        |          |         | ✓                    |
| Marriage certificate of above          | ✓                          |                    | ✓       |           | ✓         |        | ✓        | ✓       |                      |
| Founding Statements                    |                            | ✓                  |         |           |           |        |          |         |                      |
| Certificate to Commence Business       |                            |                    |         | ✓         |           |        |          |         |                      |
| Memo & Articles of Association         |                            |                    |         | ✓         |           |        |          |         |                      |
| Deed of Trust                          |                            |                    |         |           |           | ✓      |          |         |                      |
| Authorisation to act as Trustees       |                            |                    |         |           |           |        |          |         | ✓                    |
| Constitution                           |                            |                    |         | ✓         |           | ✓      |          |         | ✓                    |
| Latest Tax and/or VAT return           | ✓                          | ✓                  |         | ✓         |           | ✓      |          |         | ✓                    |
| Proof of physical address              | ✓                          | ✓                  | ✓       | ✓         | ✓         | ✓      | ✓        | ✓       | ✓                    |
| Proof of telephone number              | ✓                          | ✓                  | ✓       | ✓         | ✓         | ✓      | ✓        | ✓       | ✓                    |
| Proof of cellphone number              | ✓                          | ✓                  | ✓       | ✓         | ✓         |        | ✓        | ✓       | ✓                    |
| Notice of reg. Office physical address |                            |                    |         | ✓         |           |        |          |         |                      |
| Notice of reg. Office postal address   |                            |                    |         | ✓         |           |        |          |         |                      |
| Details Of Assets and Liabilities      | ✓                          | ✓                  | ✓       | ✓         | ✓         | ✓      | ✓        | ✓       | ✓                    |
| Curriculum Vitae                       | ✓                          | ✓                  | ✓       |           | ✓         |        | ✓        |         |                      |

**OTHER DOCUMENTS REQUIRED (tick those required)**

**COPIES OF:**

|  |  |  |  |
|--|--|--|--|
| Last 2 years financial statements      |  | Disclosure document of franchise                 |  |
| Latest management accounts             |  | Financial statements of franchisor               |  |
| Last 6 months bank statements          |  | Buy back agreement                               |  |
| Business plan of the venture           |  | Contracts / Orders                               |  |
| Sale agreements                        |  | Life assurance policy to be ceded                |  |
| Lease agreements                       |  | Existing comprehensive insurance policies        |  |
| Quotes for goods to be financed        |  | Cashflow of contracts                            |  |
| Title deeds of property to be financed |  | Certificate of registration of business vehicles |  |
| Proof of collateral to be provided     |  | Schedule of completed contracts and references   |  |
| Franchise agreement                    |  |  |  |