



**PEOPLE'S BANK**

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Corporate Banking Division  
ANCL (Lake House) Building  
35, D.R. Wijewardhana Mawatha  
Colombo 10

Date

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Dear Sir /Madam

**Credit facility**

We are glad your approached us with a view to obtaining credit facility from people's bank, as we discussed please furnished the following details /documents to see the possibility to consider your request.

- (1) Application for facility  
Fill all necessary details
- (2) Resolution to borrow
- (3) Directors/ Guarantors statements
- (4) Copy of the contract signed or to be signed with principals
- (5) Copies of national Identity card /
- (6) Certified copy of articles of Association
- (7) Form No 40/20 (update)
- (8) Total borrowing certificate (certified by secretaries )
  - \* Bank /financial institution
  - \* Amount obtained
  - \* Date
  - \* Outstanding balance
- (9) Certificate of incorporation/ certified of registration (Form 41)
- (10) Certificate of business commencement (if it is a public company)

- (11) Income tax particulars certified by the audit along with receipts of payment  
(Company /directors/ guarantors)
- (12) Audited final Account for last 3 year
- (13) Draft accounts as at end of last month
- (14) Forecasted P& L
- (15) Project reports (if any)
- (16) Cash flow statements for next 3 months
- (17) Sales and purchases for last 6 months
- (18) Details of accounts with other Banks  
6 months statement
- (19) Details of accounts with our Bank
  - \* Account holder's name
  - \* Branch
  - \* Account Number
  - \* Balance
- (20) Details of facilities obtained from other Bank  
A letter confirming the O/S balances
  - \* Bank
  - \* Type of facility
  - \* Purpose of facility
  - \* Limits/ Amount
  - \* Amount outstanding
  - \* Commission /Rate of interest
  - \* Security
  - \* Repayment period
- (21) Details of facility obtained from our bank/ Branch  
Type and purpose of facility
  - \* Limits/Amounts
  - \* Amount outstanding
  - \* Commission/ Rate of interest
  - \* Security
  - \* Repayment period
- (22) Company profile (if any literature is available regarding)
  - \* Company history  
(When business commenced and nature of activity)
  - \* Management and past experience
  - \* Market situation  
(Who are the competitors? Who is the market leader ? what are the threats and opportunities you have? Etc)
  - \* Future prospects of the business

- (23) Securities offered for the facilities
  - 22.1 For immovable property
    - a) Plan and Title Deeds
    - b) Extracts for 25 years
    - c) Street line and none vesting certificate
    - d) Other documents pertaining to the above
  - 22.2 For machinery
    - a) A list of machinery (movable/immovable)
  - 22.3 For stock in Trade
    - b) A list of stock
    - c) Details of insurance obtained
- (24) For BOI projects
  - a) BOI approval
  - b) A copy of the Agreement with BOI
- (25) Construction of Buildings
  - Approved Plan
  - BOQ
- (26) Details of the Industry ( Growth potential, Entry Barriers etc...)
- (27) Details of the market position (Market share, market leader in the industry, key players in the industry, SWOT analysis)
- (28) GOSL policies (Favourable and unfavorable Govt policies in the industry and to the business.
- (29) Competitor Threat. (Threat from imports, prospects of new entrants in the market
- (30) 3 years business plan and the management accounts
- (31) Companies budget plan and variance analysis of the budget and actuals
- (32) Organizational structure and key functions of the delegated authority.

For further clarifications you may contact the undersigned on 2334267

Thanking You.

Yours truly

**Chief Manager - unit 02**