



FNB Enterprise Solutions APPLICATION FOR BUSINESS FINANCING

BUSINESS INFORMATION

FOR FNB, WESBANK & FES USE ONLY		
FNB or WesBank branch		RM/BDO
Telephone number		E-mail
FES receipt date		FES IA

Details of applicant						
Name of applicant						
Trading name						
Contact person						
Telephone number		Physical address				
Fax number						
Cellular telephone number						
e-mail address						
Business type						
Sole proprietor		Partnership				
Close Corporation		Registration No.				
Company		Registration No.				
Statutory registrations	Income Tax	Yes	No	RSC	Yes	No
	PAYE	Yes	No	UIF	Yes	No
	VAT	Yes	No	SDL	Yes	No
Age of business						
Industry						
Telecommunications		Information technology		Retail		
Automotive		Manufacturing		Tourism		
Contract services		Mining		Transportation		
Construction		Professional services		Wholesale / Distribution		
Heavy machinery / Plant hire		Restaurant / Fast food outlet		Other:		
Has the business ever reached a compromise with creditors? Yes / No						
If yes, full details should accompany this application						

Purpose of financing			
Reason for application	Start a new business		Expand an existing business
	Purchase an existing business		Management buy-out
	Start or purchase an existing franchise		BEE transaction
Financing needs			
Amount of finance required		R	
Utilisation of financing			
Land & buildings		R	
Plant & machinery		R	
Equipment		R	
Furniture, fixtures & fittings		R	
Stock		R	
Debtors		R	
Operating expenses		R	
Purchase of a business – fixed assets		R	
Purchase of a business – goodwill		R	
Empowerment finance		R	
Other		R	

Describe the reasons for your requirement for financing

Business banking details			
Bank		Account number	
Branch		Branch code	
Contact person		Telephone number	
Overdraft limit		Other facilities	
Security			

BEE credentials (for Financial Sector Charter purposes)					
Shareholders (full names)	ID number	Share holding	Marital status	Citizenship	Race
1		%			
2		%			
3		%			
4		%			
5		%			
PDI participation in:		Ownership	%		
		Management	%		
		Employees	%		
PDI youth (ages 18-35) participation in:		Ownership	%		
		Management	%		
		Employees	%		

Customer and supplier references		
Name	Relationship	Contact telephone number
1		
2		
3		
4		

Details of leased premises			
Landlord			
Postal address			
Contact person		Cellular number	
Telephone number		Fax number	
Monthly rental (excl VAT)		Monthly costs (excl VAT)	
Area (square metres)		Expiry date of lease	

Details of advisors and service providers			
Accountant/bookkeeper		Contact person	
Telephone number		Fax number	
Postal address			
Auditor/accounting officer		Contact person	
Telephone number		Fax number	
Postal address			
Life assurance broker		Contact person	
Telephone number		Fax number	
Postal address			
Insurance broker		Contact person	
Telephone number		Fax number	
Postal address			
Business broker		Contact person	
Telephone number		Fax number	
Postal address			

Documents to be attached

For all businesses

- Business plan
- Monthly operating budgets and cash flow projections for at least 36 months
- Capital expenditure budget for the next two years
- Personal balance sheet of each existing and prospective shareholder (if not provided in application form)
- Detailed *curriculum vitae* for each existing and prospective shareholder
- Details of the financial contribution by each shareholder to the venture

For existing businesses

- Annual financial statements for the last three to four years
- Latest management accounts comprising; income statement, balance sheet, trial balance, and debtors and creditors age analyses

For the purchase of businesses, management-buy-outs and BEE transactions

- Details of the proposed transaction: target company, shareholding to be purchased, price, basis of valuation, terms and conditions
- Detailed explanation of future prospects and strategic direction of the company, new organisation and expense structure, new business/tenders/contracts anticipated
- Copy of MOU/Heads of Agreement/Purchase and Sale Agreement/Shareholders Agreement

For franchises

- Franchise agreement
- Disclosure Document from franchisor
- Franchise training manual, operations manual, and any other key documents related to management practices for franchise.
- Franchisor management experience and market

Added information required from client once the deal has been allocated to an Investment Associate to follow up

- Copies of photograph pages of IDs of each shareholder and surety
- Documented proof of residential address
- Detailed sales analysis by product and customer (not applicable for general retailers and restaurants)
- Copy of fixed asset register or list of moveable assets (sworn valuation if available)
- Copy of bank statement for the last 6 months (if not a First National Bank customer)
- Copy of last 6 VAT returns and latest income tax assessment
- Copies of any customer contracts obtained, letters of intent or orders
- Copy of lease agreement
- Copy of agency/distribution/ agreement (if applicable)
- Copy of CK1 or CK2 (for close corporations) and Certificate of Incorporation (for companies)

Application may be made at any branch of First National Bank.



SHAREHOLDER OR MEMBER INFORMATION

(to be completed in full by all existing and prospective shareholders or members)

Personal information of shareholder/member			
Full name			
ID number		Citizenship	
Residence status if not South African citizen	Permanent / temporary:		
Telephone number		Fax number	
Cellular number		e-mail	
Residential address			
		Post code	
Postal address			
		Post code	
Highest educational, technical, professional qualifications attained			
Position in business			
Current monthly salary	R	Expected monthly salary	R
Marital status	Married (ANC / CoP) / Divorced / Single / Islamic / Other		
Name of spouse			
ID number			
Occupation of spouse			

Personal banking details			
Bank		Account number	
Branch		Branch code	
Contact person		Telephone number	
Overdraft limit		Other facilities	
Security			

Work history		
Dates	Employer/company	Position & responsibilities
to		
to		
to		
to date		

Other interests (companies, close corporations and trusts)				
Entity	Reg. No.	Shareholding	Loan account	Position held
Details of trust(s) of which you are a trustee or in which your children and/or spouse are beneficiaries				
Trust name	Trust number			

Personal statement of assets and liabilities						
Assets						
Fixed property (<i>land & buildings registered in your name</i>)						
Stand/Erf No.	Township	Date purchased	Cost	Municipal value	Market value	
Moveable assets – vehicles, trailers, caravans and boats (<i>insured value</i>)						
Year	Make	Model	Cost	Current value		
Personal effects and equipment (<i>only items worth R500 or more</i>)						
Item	Cost		Insured value		Current value	
1						
2						
3						
4						
5	Household furniture and appliances					
Investments (<i>shares, investments, unit trusts, gold coins, timeshare etc.</i>)						
	Institution, asset or company invested in			Cost	Current value	
1						
2						
3						
4						
Life assurance policies						
Company	Policy no.	Date issued	Beneficiary	Life cover	Disability cover	Surrender value
Cash assets (<i>cash, money market accounts, fixed deposits</i>)						
Bank	Branch	Account no.	Account type	Amount	Amount	
Other assets (<i>specify</i>)						
Total assets						

Description of security offered		
Type of security	Description	Amount
Bond(s) over fixed property(ies)		
Cession of life assurance policy(ies)		
Cession of fixed deposit(s)		
Pledge of investment(s)		
Cession & pledge of listed share(s)		
Other		
Total security offered		

Contribution (cash and assets) towards total financing of the business	
Cash	R
Assets (excluding personal motor vehicles)	
	R
	R
Total owners' contribution towards the business	R

Liabilities				
Mortgage bonds over fixed property				Balance
Property	Bondholder	Monthly payment	Registered bond amount	
Asset finance (motor vehicles, trailers, caravans and boats)				
Asset financed	Financier	Monthly payment	Original loan	Balance
Household furniture and appliances (instalment sales and leases)				
Asset financed	Financier	Monthly payment	Original loan	Balance
Personal loans and overdrafts (Details of lender, security given and account number)				
Loan type	Lender	Security		Balance
Loans taken against life assurance policies				
Date taken	Policy number	Monthly payment	Term of loan	Original loan
				Balance
Other liabilities (income tax, arrears payable, personal and private loans)				
Creditor	Detail	Monthly payment	Original debt	Balance
Total liabilities				
Net worth (assets less liabilities)				

Contingent liabilities and credit history
Person or business for whom you have stood surety or guarantor
Details:
Have you ever been summonsed or had a judgement taken against you? Yes / No
Details:
Have you ever been sequestrated? Yes / No
Details:
If so, have you been rehabilitated? Yes / No
Date of rehabilitation

Statement of verification

I, _____, declare that the information provided in this application form is accurate to the best of my knowledge. I have not knowingly misrepresented any facts or statements, and I have endeavoured wherever possible to provide the required information as accurately as possible. The statement of personal assets and liabilities is complete, true and correct, and all liabilities have been fully disclosed. I acknowledge that in processing this application, the Bank may access any information recorded with any party, including credit bureaux. I confirm that any information relating to the state and conduct of my relationship with the Bank may be disclosed to and used by any other division of the Bank and any credit bureau or similar agency.

Signature

Date

Place

Entrepreneur profile

Please take a few moments to answer the following questions to the best of your abilities

- Why do you want to own and manage your own business?
- What experience, skills, knowledge and expertise do you bring to the business that will make it successful?
- Other than access to finance, what will be the biggest obstacle in making this business a success? How will you address this obstacle?
- What would you describe as your greatest strengths?
- Any other information to motivate your application