



**FNB COMMERCIAL BANKING
APPLICATION FOR BUSINESS FINANCING –
SUPPORTED BY AN INDEMNITY**

BUSINESS INFORMATION

FOR FNB USE ONLY			
FNB Branch		Relationship Manager (RM) name	
Telephone number		E-mail	
Relationship Manager (RM) receipt date of documents			

Details of applicant (Business entity)						
Name of applicant (Business entity name)						
Trading name of business entity						
Contact person (owner/s)						
Telephone number of owner/s						
Fax number business/owner/s						
Cellular telephone number owner/s						
Physical address of <i>business</i> / future business address – Shop no, street name and no., building name and area						
e-mail address of business and/or owner/s						
Business type						
Sole proprietor				Partnership		
Close Corporation				Registration No.		
Company				Registration No.		
<i>The business activity and/or assets must be situated/registered in South Africa. The controlling owner of the business must be a SA Citizen.</i>						
Statutory registrations	Income Tax	Yes	No	RSC LEVIES	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		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	
Start a new business	Management buy-out
Franchise	BEE transaction
Expand an existing business	Other:
Describe the reasons for your requirement for financing	
Financing needs	
What is the <i>total</i> cost of the business transaction	R
How much is provided as own contribution	R
What is amount of finance required from the Bank	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
Other	R
<ul style="list-style-type: none"> - Maximum term 60 months on a term loan - Overdraft/Guarantee facilities may be considered however limited to 20% of the total business requirements - Indemnity fee/charges is payable in addition to other bank and attorney (where applicable) fees - Invoices to be produced – if the facilities are granted the Bank will only release funds to suppliers against invoices and will not be paid directly into the business account. 	
Contact Wesbank or FNB Commercial Property Finance for any vehicle or commercial property transactions at www.fnb.co.za	

Business banking details			
Bank		Account number/s	
Branch		Branch clearing no.	
Contact person		Telephone number	
Overdraft limit			
Other facilities availed of on your business account			
Security held for your facilities			
What are your bank charges/arrangements on your business cheque account with your Bank:			
Cash Deposit Fee			
Cheque clearance days			
Service Fee			
Interest rate/s on facilities			
Other			

Owner / Partner/ Member/ Director/ Shareholder details ** for Financial Services Charter purposes)						
Owner/ Partners/Members/ Directors / Shareholders (full names)	ID number	Share holding	Marital status	Citizenship *	Race **	
1		%				
2		%				
3		%				
4		%				
5		%				
<i>* Only SA Citizens qualify for an Indemnity. The owner holding the controlling interest in the business must be a SA Citizen and managing the business fulltime.</i>						
PDI * participation in:	Ownership					%
	Management					%
	Employees					%
PDI * youth (ages 18-35) participation in:	Ownership					%
	Management					%
	Employees					%
<i>* PDI = Previously disadvantaged individuals i.e. African, Indian, Coloured</i>						
Total number of employees that are expected to be employed in the business						

Description of business security/collateral offered for this business facility		
<i>Type of security</i>	<i>Description</i>	<i>Amount</i>
Total security offered		
Note: Any available assets will be taken as collateral or additional collateral requested. If you have sufficient personal/business assets to secure the facility applied for you will not be eligible for an indemnity cover.		

Customer and supplier references		
Name	Relationship	Contact telephone no.
1		
2		
3		

Details of leased premises			
Landlord/Lessor			
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 / Mentor/ Business Advisor		Contact person	
Telephone number		Fax number	
Postal address			

Documents to be attached:

		✓										
1	<p>Comprehensive viable business plan: Guidelines available from FNB Relationship Manager</p> <p>Key information to be addressed:</p> <table border="0" style="width: 100%;"> <tr> <td>1. Purpose</td> <td>2. Background/history</td> </tr> <tr> <td>3 Industry</td> <td>4. Management/owners' and their skills</td> </tr> <tr> <td>5. Products/service offered</td> <td>6. Customers</td> </tr> <tr> <td>7. Suppliers</td> <td>8. Competitors</td> </tr> <tr> <td>9. Risks impacting the business</td> <td>10. SWOT Analysis</td> </tr> </table>	1. Purpose	2. Background/history	3 Industry	4. Management/owners' and their skills	5. Products/service offered	6. Customers	7. Suppliers	8. Competitors	9. Risks impacting the business	10. SWOT Analysis	
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2	Existing business: Audited or certified financial statements not older than six months and/or management accounts (if financial statements are older than three months).											
3	<i>New & existing</i> business: Realistic budgets/cash flow & detailed assumptions of how this will be achieved - for a minimum period of 12 months. To be signed by all owners.											
4	Detailed curriculum vitae on each owner (if not included in the business plan) together with certified copies (where applicable) of any tertiary education certificates.											
5	Personal statement of assets and liabilities on each owner and/or surety - signed, dated and current (If not provided in the business plan and application form) – to be co-signed if married COP. Any available assets will be taken as additional collateral.											
6	Copy of Antenuptial Contract (ANC) / Marriage certificate / Divorce Decree (where applicable).											
7	Certified copies of photograph page of IDs of each owner and/or surety - only SA Citizens holding majority ownership qualify (<u>not</u> permanent residency).											
8	Minimum 10% own contribution in the form of either cash, assets, stock, etc - documentary proof to be provided of the funds held, the source (origination) of the funds and if an existing business how the funds were applied in the business. If assets/stock are contributed – a valuation certificate indicating the value to be undertaken by a qualified valuator/appraiser at the applicants' own costs.											
9	If still employed – prior to drawdown confirmation to be provided of resignation of the owner/s holding the majority shareholding/controlling interest in the business from the company's' Human Resources											
10	Other documentation in support of the finance application: e.g. draft lease agreement, licence/s, purchase/sale agreement, contracts, tenders, letters of intent, business valuation report, business registration forms, etc.											
11	Franchise finance: Draft franchise documents (Franchise agreement, Disclosure document, Training manual). Acceptance letter of franchisee from franchisor. Franchisor - current years' financial statements (audited/certified). Details of how the Franchisor assists their franchisees when they are struggling. Cash flow figures to be comparable to similar stores and not the flagships store and confirmed by the Franchisor that they are realistic figures and have been prepared by the Franchisor.											
12	Bank statements for the last 6 months (if not a First National Bank customer). If the business account is held at another bank a letter from that financial institution to be provided prior to drawdown as confirmation of closure.											
13	Documented proof of residential address of each owner and/or business (not older than three months).											
14	Insurance cover: Details/quotes of the life insurance policy on each <i>owner</i> and/or <i>surety</i> . Details/quotes of the insurance cover for the <i>business</i> .											
15	Latest SARS assessment indicating no outstanding taxes if an existing business. If new business SARS registration will be required prior to drawdown.											
16	Fully completed and signed: "Application for Business Financing" and "Owner information" forms.											

- **Note:** Incomplete and/or non submission of the documents will result in delays with the processing of the application. If sections are not applicable kindly indicate N/A.
- Where draft documents are provided, if the application is successful signed documents (in addition to other documentation) will be required prior to drawdown.
- The application and supporting documents is to be submitted to a Relationship Manager at a First National Bank branch that is closely located and convenient for your business.

For support services, business plan and mentorship/business advisors assistance, you may contact:

- Khula Enterprise Finance Ltd: 0800 11 88 15 or 012 394 5560 - www.khula.org.za
- Sizanani Advisory Services: 083 572 7309 - www.sizananiadvisory.org.za
- DTI (Department of Trade and Industry) - <http://www.thedti.gov.za/growingabusiness/businesssupport.htm>
- Enablis South Africa- www.enablis.org
- Umsobomvu Youth Fund (UYF) - <http://www.youthportal.org.za>

The utilization of the above organisations does not guarantee the approval of the finance. All costs relating to the services provided by the above organisations are for the applicants' own account. The Bank will not be held liable for any information provided by above organisations that results in adverse consequences to the applicant and/or the business entity.

Statement of verification (Owner/Partners/Members/Directors)

I, We _____,

declare that the information provided in the application forms is accurate to the best of my knowledge. I, We have not knowingly misrepresented any facts or statements, and have endeavoured wherever possible to provide the required information as accurately as possible. I, We acknowledge that in processing this application, the Bank may access any information recorded with any party, including credit bureaus. I, We confirm that any information relating to the state and conduct of relationship with the Bank may be disclosed to and used by any other division of the Bank and any credit bureau or similar agency. I, We further acknowledge that, in the event any information provided in this application and/or any related document hereto is false, incorrect or misleading, this application may be cancelled and any funding that may have been provided will be immediately recoverable on demand.

Signature

All Owner/Partners/Members/Directors

Date