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**APPLICATION FOR A CONSTRUCTION GUARANTEE FACILITY**

**Attach the following documents to this application**

		TICK
1	Company Profile (including organogram, current & previous contracts)	
2	Audited Financial Statements for 2 consecutive years (should these not be available, Management Accounts and/or Draft Management Accounts to be submitted)	
3	Latest 3 months bank statements	
4	Company Registration documentation	
5	Copies of Identity Documentation and tax numbers for all members & their spouses	
6	Copy of Company Letterhead	
7	Tax Clearance certificates	
8	Copy of CIDB Certificate	

*NB. Initial every page and sign where required*

## COMPANY QUESTIONNAIRE FOR GUARANTEE FACILITY

### Section A: Company/Business Details

Registered name:			
Registration number:		VAT number:	
Postal address:			
		Postal code:	
Physical address:			
		Postal code	
Telephone number:		Fax number:	
E-mail address:		Website:	
Contact person:		Cellphone number:	
CIDB rating:		Nature of business:	

### Section B: Required Underwriting Information Attached

	Company and Group	Associated Companies
Audited financial statements (not older than 8 months from year-end)		
Draft financial statements/management accounts		
Group operating structure/company profile		
Certificates of Incorporation and Member/Director Identity Documents		
Other documents		

**Section C : Shareholders/Members/Partners/Sole Trader**

Full names	ID Number/Company Registration Number	% Shares held	Married COP/ANC With/without accrual

In the event that the abovementioned shareholders are married in community of property or out of community of property with an application of an accrual or an ante-nuptial contract with some sharing upon dissolution of the marriage, it is required of their spouses to sign surety in respect of their joint estate.

**Section D: Subsidiary/Associated/Affiliated Companies**

Name	Registration number	% Shares held	Nature of business	Bond required?

**Section E: Banking Details**

Bank:		Account number:	
Branch:		Period with bank:	
Cash balance:		Investments:	
Overdraft facility:		Overdraft used:	
How secured:		Bank guarantee facility:	
Guarantees outstanding:		Other banks:	

**Section F: Key Personnel**

Name	Position	Period with company

Have any key personnel been a director/shareholder of a company which was liquidated or compromised with creditors? If so, please provide details:


**Section G: Construction Guarantee History**

Who issued your guarantees previously?	
Have any guarantees issued on your behalf ever been called up? If so, provide details:	
Have you applied to any other company for this guarantee or facility? If yes, to whom?	
Have any applications ever been turned down? If yes, by whom and why?	

Please attach list of guarantees presently operative.

**Section H: Existing Guarantees**

Name of bank / insurance company	Facility	Guarantees outstanding	Rate charged
How secured?			

**Section I: New Requirements**

Required facility:	R			
To replace existing:	Yes:		No:	
Security/collateral offered:				
1. Personal sureties - shareholders	Yes:		No:	
2. Personal sureties - directors	Yes:		No:	
3. Cession of loan accounts	Yes:		No:	
4. Cession of book debts	Yes:		No:	

**Additional information**

Has the concern's debtors been financed?	Yes:		No:	
If so, to what extent?	R	Financed by?		
Are the debtors insured?	Yes:		No:	
If so, to what extent?	R	Insured with?		

**Section J: Legal Action**

Please note details of any legal action, summons, judgements, liquidation/sequestration orders or offer of compromise against any shareholder or director of the company, or against the company, its holdings, subsidiaries or associated companies:


**Section K: Financial Statements**

Auditors/Accounting officer:			
Contact person:			
Telephone number:		Fax number:	
E-mail address:		Cellphone number:	

**The Underwriters may contact your auditors/accounting officer to verify the financial statements supplied:**

Yes:		No:	
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**Section L: Declaration**

I/We hereby declare that the details and information furnished in this application, to the best of my/our knowledge, fairly represent the true state of affairs of the company/business and I/we authorise the verification of any aspect of this application. I/we have not concealed any material fact relevant to this application and this questionnaire will form the basis upon which any guarantee, surety or bond may be issued.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name  
(Being duly authorised to sign this document)

\_\_\_\_\_  
Designation