

TO HELP US EXPEDITE THE PROCESSING OF YOUR APPLICATION, PLEASE SEND US THE FOLLOWING DOCUMENTS:-

No.	Please tick (/) where applicable
1.	Covering Letter indicating the amount and the purpose of application and proposed collateral.
2.	Latest 6 months of your:- i. Current Account Statements from your Bank. ii. Statement for all your loans / Hire Purchase / Leasing
3.	The ICs or passports of all the directors and proposed personal guarantor (s)
4.	Memorandum & Articles of Association.
5.	Forms 24, 49,13 & 44 and latest annual returns
6.	Audited Accounts for the last three (3) years.
7.	Debtors and Creditors Ageing Report as at the last financial year end period.
8.	Cash Flow Projections: i. Next 2 years with assumptions (commencing from date of your last audited accounts) ii. Basis for the assumptions
9.	P & L Projections: i. Next 2 years with assumptions (commencing from date of your last audited accounts) ii. Basis for the assumptions
10.	Latest Management Accounts together with <u>Debtors and Creditors Ageing Report</u>
11.	A write-up on Corporate profile
12.	A write up on all Directors background/ resume
13.	Product brief, Market or technical Report
14.	Letter of Intent from prospective buyers.
15.	Valuation report on the plant & machinery or land and building (if applicable)
16.	Where a corporate guarantee is being given, please obtain certified true copies of items 3,4 and 5 from your corporate guarantor.
17.	Declaration of income and net worth of guarantors as per attached form 1.
18.	Authorization letter to all your lenders as per attached form 2.
19.	Copies of letters of offer for all existing credit facilities obtained from financial institutions/ banks.
20.	A Letter of confirmation on the latest outstanding of all loans with financial institutions/ banks.
21.	Any other relevant documents to support the applications.

NETWORTH OF GUARANTOR DECLARATION FORM

GUARANTOR NAME :

Assets		
Property (Land & building, house, apartment, condominium, etc)	Property Type	Value (RM)
Investments (i.e. quoted shares, unit trusts)		
Name of shares held	No. of Units	Value (RM)
Unlisted shares		
Listed shares		
Deposits (i.e. savings, time deposits, etc) Fixed Deposits Unit Trust Other deposits		
Annual Incomes: (i.e. business, salary, allowance, commission, etc.)		
Total Assets		
Liabilities		
Name of Institutions : (i.e. banks, finance, credit co. etc):	Facility Type	Value (RM)
1) Housing Loan		
2) Hire Purchase		
3) Credit Card		
4) Other liabilities (Personal Loan, etc)		
Total Liabilities		
Net Assets/(Liabilities)		

I, the undersigned, declare that the above information is true and correct.

Signature

Date :

On Companys' Letterhead

Bankers Address

Dear Sir / Madam

REF : ACCOUNT NO

We hereby authorized your Bank to provide information requested by Middle East Investment Bank Ltd on the conduct of our account with your bank.

Your cooperation is highly appreciated.

Regards.

Yours faithfully,

.....
Authorized Signatory/ (ies)

Date :