



LOAN/FINANCING APPLICATION FORM

Name of Company/Firm:

Financing Amount: RM

Type of Financing(Please mark [x])

	CONVENTIONAL	ISLAMIC
Project	<input type="checkbox"/>	<input type="checkbox"/>
Factory Mortgage	<input type="checkbox"/>	<input type="checkbox"/>
Machinery	<input type="checkbox"/>	<input type="checkbox"/>
Industrial Hire Purchase/ Leasing	<input type="checkbox"/>	<input type="checkbox"/>
Working Capital	<input type="checkbox"/>	<input type="checkbox"/>
Revolving Credit	<input type="checkbox"/>	<input type="checkbox"/>

MANAGEMENT

For internal use
(please tick [√])

- 1.*** A certified true copy of Memorandum of Articles of Association (M&A), latest Companies Registry Form 44, 24, 32A and 49 or Company Commission of Malaysia (Form A and D, only applicable to sole proprietorship & partnership)*.
- 2.*** Photocopies of the Guarantor(s)' Identity Cards (NRIC) - both sides and International Passport.
3. Particulars of Guarantors/Partners/Proprietor - **Form LAF I**
(Please make copies and complete form for each of the aforesaid individuals).
4. Brief write-up of Directors and Key Management Personnel which includes particulars such as name, age, designation, qualification and experience.
5. Full name and designation of CEO/Managing Director and their mobile telephone number(s).
- 6.*** Copies of Forms 34 for all existing charges created in favour of other banks, if any.
7. Corporate Profile (if available).

TECHNICAL

A. Land and Building

1. Valuation Report, for land/ ready built building and Catalogue (if available).
2. Set of Building Plans.
3. Estimated/Actual Cost of building construction (including mechanical and electrical installation) by Architect/Consultant/Engineer*.
4. Comparative quotations on cost of construction.
- 5.*** A copy of Land Title.
- 6.*** A stamped copy of Sale and Purchase Agreement (if available).
7. Certificate of Fitness for Occupation (if available).

B. Machinery and Equipment

1. Quotation/Pro-forma Invoice/Invoice/Purchase Contract/Catalogue (if available) for items to be financed*.
2. Comparative quotations/Catalogue (if available).
3. List of Existing Major Machinery/Equipment (Unit/ Description/ Year of Purchase/ Net Book Value).

C. Operation

1. Business / Manufacturing License.
2. Tenancy Agreement, if current operation is in rented premises.
3. Land Area : _____(sq. ft.) Built-up Area : _____ (sq. ft.)

4. Employment:

	Skilled Labour			Unskilled Labour			Total Labour
	Local		Foreign	Local		Foreign	
	Bumi	Non-Bumi		Bumi	Non-Bumi		
Existing Operation							
After Project Implementation							
Grand Total Labour							

5. Operations: Plant Capacity Quantity (tonnes/kg/litres/units) OR Value (RM)
 Maximum Capacity based on _____ shift - Existing: _____
 operation. - Additional: _____

6. Salary Band (without overtime) of Employees in Existing Operation

	Skilled Labour		Unskilled Labour		Total Labour
	Local	Foreign	Local	Foreign	
Below RM750					
RM751 - RM1500					
RM1501 - RM3000					
Above RM3000					
Grand Total Labour					

7. Manufacturing/Services Process Flow Chart of your product(s)/ services.

8. Project Implementation Schedule:

	<u>Commencement (Month & Year)</u>	<u>Completion (Month & Year)</u>
Civil Works	_____	_____
Building	_____	_____
Order of Machinery	_____	_____
Delivery of Machinery	_____	_____
Trial Runs	_____	_____
Commercial Production	_____	_____

MARKET

1. Raw Material / Consumables Suppliers.

	<u>Name & Address</u>	<u>Materials Supplied</u>	<u>Average Monthly Purchases (RM)</u>	<u>Credit Term (No. of months)</u>
i.	_____	_____	_____	_____
ii.	_____	_____	_____	_____
iii.	_____	_____	_____	_____
iv.	_____	_____	_____	_____
v.	_____	_____	_____	_____

2. List of Existing Major Customers.

	<u>Name & Address</u>	<u>Products Sold</u>	<u>Average Monthly Purchases (RM)</u>	<u>Contact Person & Tel. No.</u>	<u>Credit Term (No. of months)</u>
i.	_____	_____	_____	_____	_____
ii.	_____	_____	_____	_____	_____
iii.	_____	_____	_____	_____	_____
iv.	_____	_____	_____	_____	_____
v.	_____	_____	_____	_____	_____

3. List of Potential Major Customers.

	<u>Name & Address</u>	<u>Products Sold</u>	<u>Average Monthly Purchases (RM)</u>	<u>Contact Person & Tel. No.</u>	<u>Credit Term (No. of months)</u>
i.	_____	_____	_____	_____	_____
ii.	_____	_____	_____	_____	_____

4. List of Major Competitors.
- i. _____
- ii. _____
5. List of Selling Price of your product/s or services.
6. Domestic Market: _____ Export Market: _____
7. Contract/Purchase Order/Letter of Intent (if any).

FINANCIAL

1. Complete set of Audited Accounts (including manufacturing accounts) for the last 5 years.
2. Latest Management Account.
3. Detailed Profit & Loss/ Manufacturing Account.
- 4.** Copies of Letters of Offer for all existing banking, hire purchase and leasing facilities and the corresponding Board Resolutions, if any.
5. Photocopies of latest bank statements (last 6 months).
6. For new projects – Please complete **Form LAF II**.
7. Trade Debtors' Ageing List.
8. Trade Creditors' Ageing List.
9. Previous MIDF Financing. If Yes, please indicate.

<u>Name of Company</u>	<u>Financing Amount (RM '000)</u>	<u>Purpose of Financing (Factory/Machinery/ Working Capital)</u>	<u>Year Financing Approved</u>

10. Previous MIDF Financing to related/associated/subsidiary companies. If Yes, please indicate.

<u>Name of Company</u>	<u>Financing Amount (RM '000)</u>	<u>Purpose of Financing (Factory/Machinery/ Working Capital)</u>	<u>Year Financing Approved</u>	<u>Related Director/s</u>

OTHERS

1. Other documents which **you deem relevant** for the project. (e.g. Project Papers, Brochures, Technical/JV Agreement, Market Survey, Purchase Orders, Warranties, Contracts, Letter of Appointment, ISO Certification, etc).
- Note:** Processing Fee (equivalent to 0.25% of financing amount applied, subject to maximum of RM10,000) will be collected upon acceptance of financing.

REVOLVING CREDIT

1. Additional information for revolving credit application - **Form LAF III** (Please make copies for additional information).

In our effort to serve you better, please assist us by answering the following questions about MIDF Berhad.

How did you get to know about MIDF?

- | | |
|---|---|
| <input type="checkbox"/> From seminar/talk/exhibition | <input type="checkbox"/> From business associates/friends |
| <input type="checkbox"/> From MIDF Promotional Letter | <input type="checkbox"/> Call from MIDF Officer |
| <input type="checkbox"/> From printed advertisement(Please state the media):
_____ | <input type="checkbox"/> Others (Please indicate):
_____ |

DECLARATION

For Company

We hereby:

- i. certify that the particulars given in this form and any other information and documents or copies of documents enclosed herein or subsequently submitted are true and correct to the best of our knowledge.
- ii. expressly consent to and authorise you to disclose, as you shall in your absolute discretion deem fit, to Bank Negara Malaysia, any other bodies, authorise (CAGAMAS, debt collection agents) and the companies within MIDF Group including but not limited to their respective agents independent contractors and/or associates for the purpose of providing integrated services, maintaining records (financial or otherwise), marketing, distribution and/or other programmes at any time and without notice or liability, any information and particulars (financial or otherwise) relating to our affairs and accounts, facilities or conduct thereof.
- iii. authorise MIDF to verify the information and to conduct any necessary credit checking on our behalf from whatever sources deemed.

Name: _____
Designation: _____
Date: _____

Signature & Company/Firm Stamp: _____



For Firm

I hereby:

- i. certify that the particulars given in this form and any other information and documents or copies of documents enclosed herein or subsequently submitted are true and correct to the best of my knowledge. I further declare that there are no legal proceedings, current or intended instituted against me by any bank, financial institution or any other bodies.
- ii. expressly consent that my personal data shall only be disclosed for the purpose for which it was originally collected.
- iii. also expressly consent to and authorize you to disclose my personal data in compliance with Personal Data Protection Act 2010, as you shall in your absolute discretion deem fit, to Bank Negara Malaysia, any other bodies, authorize (CAGAMAS, debt collection agents) and the companies within MIDF Group including but not limited to their respective agents independent contractors and/or associates for the purpose of providing integrated services, maintain records (financial or otherwise), marketing, distribution and/or other programs at any time and without notice or liability, any information and particulars (financial or otherwise) relating to our affairs and accounts, facilities or conduct thereof.
- iv. authorize MIDF to verify the information and to conduct any necessary credit checking on my behalf from whatever sources deemed.
- v. recognizes the right to access, to correct the particulars and right to withdraw my consent for the information given above.

Signature :
Name:

Date:

Signature :
Name:

Date:

Signature :
Name:

Date:

Signature :
Name:

Date:

NOTICE

- 1. The above information/documents requested are for the purposes of conducting a preliminary evaluation of your loan/financing application. MIDF officers may request for more information/documents in addition to the above, if it is deemed necessary.
- 2. By submitting the above information/documents, it is not a guarantee that your application will be approved by MIDF.
- 3. The 30 days processing time will commence upon receipt of full documents as per above and other relevant documents / information as advised by MIDF's Sales Officers (if deemed necessary).

* **Cancel whichever is not applicable.**
** **You may attach some of the information as annexes if the space provided is insufficient.**
*** **For internal use only. For respective RCs, kindly forward documents ** to Documentation Unit with the draft Letter of Offer.**

MIDF HEAD OFFICE AND BRANCHES:

MIDF HEAD OFFICE / CENTRAL REGION OFFICE Tingkat 15, Menara MIDF 82, Jalan Raja Chulan 50200 Kuala Lumpur Peti Surat 12110 50939 Kuala Lumpur Tel: 03-2173 8888 Fax No.: 03- 2772 1911/ 03- 2173 8611 Email: Inquiry-feedback@midf.com.my	MIDF NORTHERN REGION OFFICE Tingkat 3, Wisma Leader, No. 8, Jalan Larut, 10050 Penang P.O. Box 445, 10760 Penang Tel: 04-229 8434, 229 8435, 229 8436 Fax: 04-229 8437 E-mail: penang@midf.com.my	MIDF EASTERN REGION OFFICE Aras 3, Wisma Perkeso, Lot 304-307, Jalan Kota Darul Naim, 15538 Kota Bharu, P.O.Box 189, 15720 Kota Bharu Kelantan Darul Naim Tel: 09-748 3546, 09-7470389 Fax: 09-747 0389 E-mail: kotabharu@midf.com.my	MIDF SOUTHERN REGION OFFICE Tingkat 15, Lot 15-6, Menara TH, Jalan Ayer Molek, 80000 Johor Bahru, Johor Tel: 07-223 2727, 224 3046 Fax: 07-223 5578 E-mail: johor@midf.com.my	MIDF SARAWAK BRANCH Rooms 401-402, 4th Floor, Bangunan Bank Negara Malaysia, Jalan Satok, 93400 Kuching, P.O. Box 972, 93720 Kuching, Sarawak Tel: 082-254 533, 254 203 Fax: 082-246 343 E-mail: sarawak@midf.com.my	MIDF SABAH BRANCH Lot D6.4, Tingkat 6, Blok D, Peti Serahan 44, Bangunan KWSP, Jalan Karamuning, 88100 Kota Kinabalu, Sabah. Tel: 088-211 633, 211 523 Fax: 088-211 940 E-mail: sabah@midf.com.my
--	--	---	---	---	---