

ORDER FINANCE APPLICATION FORM

FOR OFFICIAL USE ONLY	
DATE RECEIVED	
OFFICER	

1. COMPANY DETAILS

Company Name						
Type:	Private		Public		Partnership	Syndicate
Incorporation No		Date of Incorporation				
Nature of Business						
Date of Business Commencement				VAT No.		
Source Reference (how did you hear about NDB); i.e TV, Print media, etc						
Postal Address						
Current Physical Address						
Previous Physical Address						
Contact (Key Person)						
Telephone:	Work		Home		Mobile	Email
Number of Months on the Current Physical Address						
Number of Months on the Previous Physical Address						
Number of Successful Tenders Undertaken						

2. Company Bank Details

Bank Name			
Bank Branch		Branch Code	
Account Name		Account Number	
Account Type:	Savings	Current	Corporate

3. Ownership and Management

Name (in full)	Contacts (Tel/Cell)	Date of Birth	Nationality	I.D. Number	Position	S/Holding% (Company, partnership or Syndicate)
Total						100%

Does the company have a criminal record

Is there a pending criminal case on the company

Has the company been Blacklisted: if yes, Amount _____

Has the company or its major shareholders, ever been Liquidated

Has the company signed a Guarantee or Surety for any entity if yes, please attach particulars.

4. TENDER ISSUERS PARTICULARS

Order /Principal Issuer				
Issuer's Postal Address				
Issuers Physical Address				
Telephone	(Office)	Cell	Fax	Email
Type of Issuer:(e.g. Private /Public companies, Central /Local Government, Parastatals,Corporate etc)				

5. TENDER ISSUERS/ PRINCIPAL BANK DETAILS

Bank Name			
Bank Branch		Branch Code	
Account Name		Account Number	
Account Type:	Savings	Current	Corporate

6. MANUFACTURERS/SUPPLIERS PARTICULARS

Manufacturers/Suppliers Name			
Manufacturers/Suppliers Postal Address			
Manufacturers /Suppliers Physical Address			
Telephone	Cell	Fax	Email

7. MANUFACTURERS BANK DETAIL

Bank Name			
Bank Branch			
Account Name		Account Number	
Account Type:	Savings	Current	Corporate

8. TRANSACTION DETAILS

Loan Details	Amount (P)
Contract Value	
Total Amount Required	
Proposed Repayment Period(Month)e.g. 1Mnth, 2 Mnth e.t.c	

9. Loan Purpose

Description	
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10.Motive for Doing Business

For Reputation	For Profit
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11. Key men's Credit Life Insurance

Payment by Client	Payment From Contract proceeds
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Chief Executive Officer
National Development Bank
P O Box 225
Gaborone

Dear: Sir /Madam

RE: CONFIDENTIAL REPORT

In connection with my/our loan application in the amount of Pula.....

I am here by giving my consent to NDB to contact my bankers, namely..... at

..... branch bearing account number and

at.....

Branch bearing account number.....as well as my Accountants/Auditors, namely.....at

.....for confidential information regarding for dealings with them.

I here - by authorize my bankers and accountants/Auditors to provide any information about my/ our financial position and credit rating to NATIONAL DEVELOPMENT BANK, as it may require presentation of this letter.

Yours Sincerely

12. PERSONAL BALANCE SHEET

Applicant Personal Balance Sheet

Item (Include Plot number & location if immovable)	Value of Asset	Nature of Liability	Outstanding Loan Amount
Total		Total	

13. DECLARATION

I/We hereby declare that the information above is, to best of my/our knowledge and believe, true and correct. I/We further declare that the money shall be used solely for the purpose indicated above and that there is no legal impediment for the intended use.

Signature: _____ Date: ____/____/____

Applicant/Applicants authorized Representative

List of Attachments:

	Yes	No
Two (2) certified copies of National Identity Cards (Omang), for all Batswana applicants, all Shareholders, and Directors. Two (2) certified copies of passports (for non-citizens).		
A copy of a residence permit and work permit (Non Citizens).		
Certificate of Incorporation or Registration documents for companies, trust, partnerships and other legal entities.		
Memorandum and Articles of Association where the applicant is a company and other registration documents as required by law.		
Resolution by Shareholders/ Board/ Members to apply for the loan, if the loan is for a company.		
Certified Copy Share Certificates.		
Provide VAT number if company is registered or required to be registered under VAT.		
TAX clearance certificate.		
Applicant's Bank statements for the latest 6 (Six) consecutive months and/ or Directors personal account for start ups.		
Original Copy of Principal (Issuer) and Borrower's (Clients) agreement.		
Original Relevant quotations/ sales agreements with Manufacturer / Suppliers.		
At least three (3) references of job undertaken if available.		
Utility Bill as Proof of Physical Address (BPC, Water Utilities / Water Affairs/ Telephone Bills).		
Relevant insurances as may be requested by the bank.		
BURS Tax Number.		
Provide Annual Returns, Form 42 or 58 (whichever is application) where company has been in existence for 12 months.		

CONTACT ADDRESS:

GABORONE

Client Relations Director
Regional Managers
Relationship Managers
Sales Executives

Development House
Queens Road, Main Mall
P O Box 225, Gaborone

Tel: 395 2801
Fax: 397 4446

FRANCISTOWN

Regional Manager
Relationship Manager
Sales Executives

Tswelelopele House
P O Box 282, Francistown

Tel: 241 6044
Fax: 241 6065

MAUN

Regional Manager
Relationship Manager
Sales Executives

NDB Office, Mall
P O Box 453, Maun

Tel: 686 0316
Fax: 686 0645

PALAPYE

Relationship Manager
Sales Executives

NDB Office, Palapye Development Trust Mall
P O Box 10387, Palapye

Tel: 492 0552
Fax: 492 0551