**Application and Compliance -Questionnaire to apply for Credit Enhancement Services**

This document will have to be duly completed and signed. All required documents must be copied and pasted into this document. An unlocked PDF must be created and uploaded accordingly using the link that has been provided by a member. No further attachments are allowed. Applications that are not 100% complete or in line with the Non-Negotiable Procedures, will not be considered.

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| **NON-NEGOTIABLE PROCEDURES**   * Complete and upload this form using the upload link provided. * If the Application and Compliance document can be considered acceptable, the Applicant will receive a written offer through the Facilitators Intake-, or the Assessment Officer. * If the Applicant accepts the offer, the arrangement fees must be transferred to the facilitator’s account against invoice. * Upon receipt, and once the funds have been credited, the agreed service will be provided and the funds on deposit are considered earned. * If the service is not provided within the agreed upon period of time as to the written offer, the funds are fully refunded, including bank fees. |

**CREDIT ENHANCEMENT SERVICE REQUIRED**

|  |  |
| --- | --- |
| L/C and DLC – Letter of Credit and Documentary Letter of Credit  SBLC - Standby Letters of Credit  BG - Bank Guarantee  Bid or Tender Bond  RWA - Ready, Willing, Able confirmation  POF Proof of Funds  BCL Bank Comfort Letter  BF– Blocked Funds  CD –Certificate of Deposit  Pre-Advice | State here which type of credit enhancement instrument you seek to qualify for |
| Currency and Face Amount required |  |
| Required Validity Term |  |
| Hard Copy Letter or SWIFT? |  |

**WHO PROVIDED YOU WITH THE UPLOAD LINK FOR THIS DOCUMENT?**

State name or Reference Number

|  |
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**APPLICANT DETAILS**

|  |  |
| --- | --- |
| Company Name: |  |
| Address: |  |
| Reg.-Number: |  |
| Represented by: |  |
| Designation: |  |
| Passport: |  |
| Mobil Phone: |  |
| E-Mail: |  |

In our capacity as the Applicant for credit enhancement services we do hereby acknowledge that we know and understand that issuing by you, of the financial instrument applied for by us, is subject to the following:

* Completing this Application Form accurately.
* Furnishing all the documents required.
* Agreeing to comprehensive KYC "Know Your Client" investigation to comply with international banking rules, money laundering conventions.
* Evidencing of financial capacity to pay for the service.
* It is understood that the service fee must be placed directly into the account of the facilitating entity before the service can be provided.

**DOCUMENTS REQUIRED AND ATTACHED**

Company Registration Certificate

Change of Name Certificate (If applicable)

Company Profile or Website Link

Utility Services Account in the name of the Business or the Business Owner (Telephone / Water/ Electricity Account)

Proof of Bank Account (Copy Of Bank Statement)

Evidence of 5% Instant Cash Availability\*

Copy of Passport of Applicant

Verbiage of Instrument you seek to qualify for

Sales Contract, Pro-Forma Invoice, or Purchase Order between the Buyer (Applicant) and the seller (Beneficiary) if relevant and applicable to the credit enhancement transaction.

\* This is a requirement to qualify for credit enhancement services, not the actual price of the facility.

**THE APPLICANT COMPANY**

|  |  |
| --- | --- |
| TRADING NAME |  |
| COMPANY REGISTRATION NUMBER |  |
| PHYSICAL BUSINESS ADDRESS |  |
| POSTAL ADDRESS |  |
| EMAIL |  |
| WEB ADDRESS |  |
| TELEPHONE |  |
| MOBILE |  |
| MAIN BUSINESS ACTIVITY |  |

**SHAREHOLDERS / DIRECTORS / PROPRIETOR / PARTNERS / MEMBERS / TRUSTEES OF APPLICANT**

|  |  |  |
| --- | --- | --- |
| FIRST & LAST NAME | ADDRESS | PASSPORT NO |
|  |  |  |
|  |  |  |
|  |  |  |

**APPLICANT’S PROFESSIONAL SERVICE PROVIDERS**

|  |  |
| --- | --- |
| ACCOUNTANT FIRM NAME |  |
| ACCOUNTANT FIRM ADDRESS |  |
| ACCOUNTANT FIRM TELEPHONE |  |
| ACCOUNTANT FIRM EMAIL |  |
| ATTORNEY / SOLICITOR NAME |  |
| ATTORNEY / SOLICITOR ADDRESS |  |
| ATTORNEY / SOLICITOR TELEPHONE |  |
| ATTORNEY / SOLICITOR EMAIL |  |
| YOUR BANK |  |
| BRANCH ADDRESS |  |
| ACCOUNT NUMBER |  |
| SWIFT |  |
| BIG |  |

**YOUR RELATION TO THE BENEFICIARY OF THE SERVICE**

State who will receive the credit enhancement instrument.

|  |  |
| --- | --- |
| TRANSACTION DETAILS FOR THE PURPOSE OF ISSUING A FINANCIAL INSTRUMENT |  |
| NAME OF RECIPIENT/BENEFICIARY |  |
| ADDRESS OF BENEFICIARY |  |
| BENEFICIARY PHONE NUMBER |  |
| HOW LONG HAS THE BENEFICIARY BEEN IN BUSINESS (YEARS) |  |
| NAME OF BANK RECEIVING THE INSTRUMENT |  |
| RECEIVING BANK ACCOUNT NUMBER |  |
| SWIFT |  |
| HAVE YOU DONE PRIOR BUSINESS WITH BENEFICIARY? DESCRIBE IN DETAIL |  |

**AVAILBLE FUNDS TO PAY FOR THE SERVICE**

|  |  |
| --- | --- |
| HOW DO YOU INTEND PAYING THE ISSUING FEE OF THE INSTRUMENT? WITH OWN FUNDS, OR BORROWED FUNDS? |  |
| IF BORROWED FUNDS, PLEASE PROVIDE THE LENDER’S NAME AND CONTACT DETAILS HERE |  |

**APPLICANT’S AGENT**

|  |  |
| --- | --- |
| INTRODUCER / AGENT OF THE APPLICANT FOR CREDIT ENHANCEMENT SERVICES  (FULL CONTACT DETAILS) |  |

**AS APPLICANT FOR THE CREDIT ENHANCEMENT SERVICES, WE CONFIRM:**

(1) We have answered the questions truthfully and correctly.

(2) We have conducted our own due diligence on the financial instrument beneficiary.

(3) We are satisfied with all risks related and associated to the transaction, assessed it and are accepted by us.

(4) The mechanics of the issue and transmission of the financial instrument have been explained to us by our own financial and legal advisors and we understand the right duties and obligations of each party associated with the issue of a credit enhancement instrument. We submit this application since we received own legal and financial advice from our own sources. Our decision to apply does not relay on any statements, verbal or published on websites or in documents of the providing sources, or their banking relations.

(5) We know and understand that neither the agent, nor their principals or the issuers of the credit enhancement instrument have any liability under the financial instrument once issued.

(6) We will not permit presentation of the financial instrument, should the instrument applied for be in a form that might allow for presentation for payment, until such time as we have complied with the terms of the undertakings given by us to the issuing institution.

(7) We hereby indemnify the agent, their principals and the issuers of the credit enhancement instrument against any lawful claim that may be brought against either the agent, their principals or the issuers of the credit enhancement instrument, by any part, as a result of claims arising from the facilitation of the credit enhancement instrument applied for.

(8) Attached is the verbiage that we require to be issued for credit enhancement.

Check the boxes to verify that you have attached (copied and pasted) all the required documents.

|  |  |
| --- | --- |
|  | Attachment A - Company Registration Certificate |
|  | Attachment B - Change of Name Certificate (If applicable) |
|  | Attachment C - Company Profile or Website Link |
|  | Attachment D - Utility Services Account in the name of the Business or the Business Owner (Telephone / Water/ Electricity Account) |
|  | Attachment E - Proof of Bank Account (Copy Of Bank Statement) |
|  | Attachment F - Evidence of 5% (minimum)\* Instant Cash Availability |
|  | Attachment G - Copy of Passport of Applicant |
|  | Attachment H - Verbiage of Instrument you seek to qualify for |
|  | Attachment I – Sales Contract, Pro-Forma Invoice, or Purchase Order between the Buyer (Applicant) and the seller (Beneficiary) if relevant and applicable to the credit enhancement transaction. |

\* This is a requirement to qualify for credit enhancement services, not the actual price of the facility.

Do not upload a document that is not complete and has all the required attachments copied and pasted into relevant spaces of this form or if you cannot accept or comply with the NON-NEGOTIABLE PROCEDURES as stated at the beginning of this document. You can upload only one document which covers all issues and attachments. You must create an unlocked PDF for uploading. If you upload more than 1 document, your files will instantly be deleted. If you do not receive a confirmation within 24 hours of submission, your submission can be considered not to be acceptable.

This Application and Compliance document has been duly completed, initialled on each page, signed, and certified by the Applicant.

Date:

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|  |

Place:

|  |
| --- |
|  |

The company:

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Signed by:

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Acting with full personal legal responsibility and being duly authorised to represent the Company in our capacity as the Applicant for credit enhancement.

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| Attachment A - Company Registration Certificate |

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| Attachment B - Change of Name Certificate (If applicable)  If there was no name change, just state NOT APPLICABLE. |

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| Attachment C - Company Profile and Website Link |

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| Attachment D - Utility Services Account in the name of the Business or the Business Owner (Telephone / Water/ Electricity Account) |

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| Attachment E - Proof of Bank Account (Copy of Bank Statement) |

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| Attachment F - Evidence of 5% Instant Cash Availability  Do not submit this document if you cannot evidence this here! |

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| Attachment G - Copy of Passport of Applicant |

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| Attachment H - Verbiage of Instrument you seek to qualify for |

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| --- |
| Attachment I – Sales Contract, Pro-Forma Invoice, or Purchase Order between the Buyer (Applicant) and the seller (Beneficiary) if relevant and applicable to the credit enhancement transaction. |