



中國銀行 马来西亚

BANK OF CHINA (MALAYSIA) BERHAD (511251-V)

DOCUMENT CHECKLIST FOR APPLICATION OF CREDIT FACILITY

- Letter of application for the facility stating
 - i Type and loan amount required
 - ii Purpose of loan
 - iii Tenor of repayment

CORPORATE INFORMATION

- Certified true copy of business registration (*Form B&D*)
- Certified true copy of Form 24/44/49 and latest annual returns
- Memorandum and Article of Association
- 3 year audited account and latest management accounts
- Brief history and background of the company / Company Profile
- Background and experience of directors and management team
- Latest debtors and creditors aging analysis
- List of suppliers/customers and products sell/buy
- Sales brochures / descriptive materials relating to products and services offered
- Copy of the land title and projection for the construction cost (brief description on the building)
- Copy of the valuation report on the proffered property (if any)
- Brief description & specification of the equipment *for financing*
- Copies of offer letters for various facilities and list of borrowings including hire purchase facilities (*State name of financial institutions, type of facilities, limit, balance outstanding and repayment terms and security offered*)
- Bank statements for the past 6 months
- Other information (*please specify*): Market info, certification, investment, corporate strategy etc and a copy directors IC

INFORMATION ON CORPORATE GUARANTOR

- Certified true copy of form 24/44/49 and latest annual returns
- Memorandum and Article of association
- Audited accounts for the last 3 years and the latest management accounts
- Brief history and background of the company
- Background and experience of directors and management team
- List of borrowings including hire purchase facilities (*State name of financial institutions, type of facilities, limit, balance outstanding and repayment terms and security offered*)
- Other information (*please specify*): Copy of IC of Directors