



## COMPANY QUESTIONNAIRE FOR CONSTRUCTION BONDS (FACILITY)

**Instructions:** Complete the application form in full and submit together with the supporting documentation as listed on checklist, page 6.

<b>1. APPLICANT DETAILS</b>			
Registered Name :			
Postal Address :			
Physical Address :			
Telephone :	Fax :	Email :	
Cell No.:	Date Business Commenced :		
Registration No. :	VAT No. :	CIDB No.:	
Nature of Business :			

<b>2. SHAREHOLDERS / MEMBERS / PARTNERS / SOLE TRADER</b>			
Full Names	% Shares Held	ID Number Co. Reg. Number	Married ANC / COP



### 3. SUBSIDIARY / ASSOCIATED / AFFILIATED COMPANIES

Name	Reg. No.	% Shares Held	Nature of Business	Guarantees Required?

### 4. BANKING DETAILS

1. Name of Bank	7. Overdraft Facility R
2. Branch	8. Overdraft Used R
3. Acc. No.	9. How is overdraft secured?
4. Period with bank	10. Bank Guarantee Facility R
5. Cash Balance R	11. Guarantees Outstanding R
6. Investments R	12. Other Banks

### 5. PERSONNEL

Total permanent employees : as at 20\_\_

#### Key Personnel

Name	Position	Period with Co



## 6. GUARANTEE HISTORY

1. Has any previous guarantees been issued and by whom? .....
  2. Have any guarantees issued on your behalf ever been called up? If so, supply details. ....
  3. Have you applied to anyone else for this facility or guarantee? If yes, with whom
  4. Have any applications ever been turned down? If yes, by whom and why?
- .....

## 7. EXISTING GUARANTEES

Name of Bank/Ins Co.	Facility	Guarantees Outstanding	Rate Charged

How secured?

## 8. NEW REQUIREMENTS

Required facility : R .....

To replace existing facility :    Yes        No   

Addition to existing facility:    Yes        No



Security / Collateral Offered			
	Y / N		Y / N
1. Personal Sureties – Shareholders		6. Cession of Life Policies	
2. Personal Sureties – Directors		7. Cession / Pledge of Cash / Fixed Deposits	
3. Cession of Loan Accounts			
4. Cession of Book Debts		8. Covering Bonds	
5. Notarial Bond over Plant / Equipment		Over Fixed Property(ies)	
Other (Specify) ..... Remarks / Other information .....			

<b>9. LEGAL ACTION</b>
1. Please note details of any legal action, summons, judgments, liquidation / sequestration orders or offer of compromise against any <b>shareholder or director of the company</b> , or against the company, its holdings, subsidiaries or associated companies



## 11. DECLARATION

I/We hereby declare that the details and information furnished in this application, to the best of knowledge, fairly represent the true state of affairs of the company/business and I/we authorise the verification of any aspect of this application. I/We have not concealed any material fact relevant to this application and this questionnaire will form the basis upon which any guarantee, surety or bond may be issued.

I/We hereby declare that if an Insurance Company agrees to issue guarantees on my/our behalf, I/we hereby bind my/ourselves as follows :

1. To reimburse the Insurance Company for all amounts which it is called upon to pay in respect of its guarantees.
2. I/We nominate, constitute and appoint the Insurance Company irrevocably to be my/our lawful agent to obtain payment of and give valid receipts for any money due to me/us by way of retention or otherwise, whether such money became due before, at the time of or after my/our failure, default or breach of Contract.
3. To reimburse the Insurance Company for any legal or other costs and charges which may reasonably be incurred by them in consequence of the foregoing clauses or resulting from this application?
4. To pay the Insurance Company such consideration as it may require in the form of premium for the guarantees hereby applied for and for any extension thereof beyond the completion date stated herein.
5. To reimburse the Insurance Company for any costs including valuation costs incurred in regard to guarantees provided or to be provided.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**(Please initial all pages )**

Name : \_\_\_\_\_

(Being duly authorised to sign this document)

Designation : \_\_\_\_\_



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## Checklist of documents to accompany the Guarantee Facility Application Form

### (PTY) Limited Company

- Company Profile showing all recently completed contracts, their values, details of principal agents and also list of plant and equipment for the company.
- Latest signed financial statements.
- Copies of the company's most recent Management Accounts (i.e. from date of last financial statement to the current date if available).
- Copies of ID's of all directors.
- Tax clearance certificate including VAT number.
- CM1 & CM2 or COR15.1A & COR 15.1B – Certificate of incorporation & Memorandum of association.
- CM29 or COR 39 – Notice of change of company directors.
- CM 44 – Articles of association or Shareholding certificates.

### CC Company

- Company Profile showing all recently completed contracts, their values, details of principal agents and also list of plant and equipment for the company.
- Latest signed financial statements.
- Copies of the company's most recent Management Accounts (i.e. from date of last financial statement to the current date if available).
- Copies of ID's of all members.
- Tax clearance certificate including VAT number.
- Certificate of incorporation - CK1& CK2.

### Joint Venture or Consortium

- All parties to the joint venture or consortium must complete a separate application form together with the documentation as indicated above relevant to the type of company.
- Joint Venture agreement.