
CORPORATE BANKING (PRIVATE) Documents Checklist**General Basic Documents**

1. Cover letter and form for financing application;
2. A copy of company's profile;
3. Copy of Identity card of all directors;
4. Profiles of the Board of Directors and the company's management team;
5. List of the company's completed and on-going project developments / track record;
6. Companies Business Plans (together with SWOT analysis) / Current Market Share and Competitors Lists;
7. Company registration forms (M&A, Form 9, 24, 44 & 49). In the event there has been any changes in shareholding of the company Form 32A to be provided (certified by your company secretary);
8. Details information / working paper of the project to be financed;
9. Past continuous three year audited accounts (not more than 18 months old and must be certified by your company secretary);
10. Latest management accounts (not more than 3 months old);
11. Copies of past continuous six months bank statements;
12. Information of other financing from other financial institutions, if any and together with security provided;
13. Net worth of guarantors with its evidences such as copy of land / property titles, grant, CDS account, EA form, J form etc;
14. To sign and submit to the Bank the declaration forms for net worth and CTOS/CCRIS & others checking (Forms are provided);

Working Capital Financing-i / For Manufacturing

1. Details information details of the purpose of financing / details of the working capital / details of the product and pricing.
2. Valuation report for the land / property proposed as security (if any).
3. Cash flow projection of the business.
4. Capacity of the machine.
5. Expansion plan.
6. Market overview.
7. Ageing List / List of debtors and creditors (include name, address, contact person & contact no.), credit terms and any reasons for its long outstanding;
8. Justification and rational to buy new machinery.
9. Conduct of account with suppliers.

Contract Financing-i

1. Letter of award of the contract to be financed.
2. Performance bond / bank guarantee / insurance for the contract.
3. Cash flow projection and profit & loss statement of the contract.
4. Work schedule of the contract.
5. Procedure of contract payment.
6. Latest progress report of the new contract to be financed.
7. Ageing List / List of debtors and creditors (include name, address, contact person & contact no.), credit terms and any reasons for its long outstanding;
8. List of completed and ongoing projects with its details of tenure, completion date and awarder.
9. List of suppliers (name, address, contact person & contact no., credit amount/limit, any supporting letter, letter of award).

Commercial Vehicle Financing-i

1. Quotation and details information of the vehicle purchase.
2. Cash flow projection and profit & loss statement of the business.
3. Valuation report from independent consultant i.e. JKR / AAM for second hand or second vehicle – (if any).

Share Financing-i

1. Details of the shares.
2. Offer to purchase.
3. Prospectus.
4. Market profile of the share.

For further information, kindly contact:

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