

TRADE PARTICULARS

Main Customers' Particulars: (To whom you sell)

NAME	ADDRESS	CONTACT PERSON	TELEPHONE NO.

Main Suppliers' Particulars: (From whom you buy)

NAME	ADDRESS	CONTACT PERSON	TELEPHONE NO.

ITEMS YOU NEED

EQUIPMENT / VEHICLE

Please Tick

Type	Cost (Rs.)	Supplier	Please Tick			Period
			N	R	S	

 New Re-conditioned Second hand

Purpose for which you need these items: -----

I/we hereby consent to LANKA ORIX FINANCE COMPANY LTD entering into a Supply Agreement for the purchase and supply of the above items, which forms the subject matter of the facility applied by me/us.

.....
Signature**GUARANTORS PROPOSED**

FULL NAME	ADDRESS	TEL. NO.	N.I.C. NO	DESIGNATION

DOCUMENTS TO BE SUBMITTED WITH APPLICATION FORM

Please refer the annexure for the documents that should be submitted along with this Application.

DECLARATION (I)

I/we wish to declare and confirm that all the money that I/we use for the purpose of this facility / deposit is earned or received by me through legitimate sources and is not derived or realized, directly or indirectly, from any unlawful activity or from the proceeds of any unlawful activity. I/we also wish to declare and confirm that any money that I/we will be using in the future to make any payments in terms of this agreement including the rentals, capital and/ or interest shall be money earned or received by me through legitimate sources and shall not be money derived or realized, directly or indirectly, from any unlawful activity or from the proceeds of any unlawful activity. I/we also wish to confirm that any money received or earned by me/us in terms of this agreement shall only be used for legitimate purposes and shall not be used for any unlawful activity. (The words "unlawful activity" shall have the same meaning as defined in the Prevention of Money Laundering Act, No.5 of 2006).

I/we wish to also confirm that all my/our sources of income are generated through activity which are conducted in compliance with the environmental laws, rules and regulations which are in force in the country and will ensure that all payments that I/we make including rentals, capital, interest, fees or any deposits made in terms of this agreement now as well as in the future shall be from income generated sources which involve activity which are in compliance with the above laws, rules and regulations.

AUTHORISATION / DECLARATION (II)

I/we hereby declare that above information is true and correct and that this application remains your property regardless of whether the facility is granted or not, and you reserve the right to reject the application at your sole discretion without stating any reason therefore. LANKA ORIX FINANCE COMPANY LTD is hereby authorised to prepare formal documents as per the applicable terms and conditions for the respective facility and to insert serial and other identification numbers of the equipment as and when available.

Authorised signatory and company rubber stamp.

Signature

Date

PLEASE RETAIN THIS PAGE OF THE APPLICATION FOR YOUR REFERENCE

GUIDE TO CUSTOMERS

We wish to thank you for the interest shown in our Company and trust that we could offer you a facility to suit your requirements. For your information and guidance, we give below the general procedure our company adopts in processing an application for a lease facility.

Section 1,2,3 & 4 below are in respect of all types of financial facilities. In addition, Section 5 is in respect of the facilities for Motor Vehicles, Section 6 in respect of the facilities for imported plant and equipment and section 7 in respect of second-hand equipment.

1. APPLYING FOR A FACILITY

Initially, you are requested to complete our form, "Application for a Facility" and submit it to us with the requested documents.

While generally, a correctly filled application, along with the required documents would contain sufficient information to process the application, depending on the nature of the facility, our Marketing Staff may request you to forward additional information or documents

Your co-operation in submitting these documents fast will ensure speedy processing of the application.

Please feel free at this stage to obtain a quotation and discuss the terms and conditions of the facility such as the monthly rental/installment, number of down payments, term, security, etc. These terms and conditions could, however be varied by the Management at the time of formal approval of your application.

2. PROCEDURE AFTER APPROVAL

- a). Upon approval, our Management Staff will inform you of the terms and conditions on which the facility has been approved. Please convey your acceptance of the facility to the Marketing Executive promptly to enable finalization of the documentation.

It is obligatory that National Identity Cards or Passports be produced to establish the identity of those signing documents.

Please note that the Company will not execute a new facility until all amounts due on any previous facilities of the customer and of associate companies and subsidiaries of the customer are settled.

- b). Prepaid rentals and/ or Rentals paid in advance are required to be paid thereafter so as to enable us to enter into the Supply Agreement.

Prepaid rentals and Rentals paid in advance should be paid either in Cash or Bank Draft.

The date on which the Down Payment is made would determine the due date of the monthly rentals in the following manner.

<u>Period in which the Down Payment is made</u>	<u>Date of payment of Monthly Rental</u>
Between the 1 st and 9 th of the month	01 st
Between the 10 th and 19 th of the month	10 th
Between the 20 th and end of the month	20 th

- c). On receipt of the prepaid rentals the Supply Agreement will be processed or payment will be released. You can then take delivery of the equipment / Vehicles.

3. INSURANCE

4.1 Equipment and Machinery other than vehicles

Most types of plant, machinery and equipment will be insured by us for the full term of the facility and the rental/installment includes the insurance premium as well.

This policy is an Open Cover with the insurance and covers on an “all risk” basis which includes burglary, fire, strike, riot and civil commotion.

This insurance is for the values stated as “Stipulated Loss Value” in the Lease Agreement and reduces each year of the lease term. It is in your interest to enter into a separate insurance agreement with your Insurer for the balance value as well as to cover any other special eventualities considered necessary.

4.2 Motor Vehicles

In the case of vehicles, you are required to obtain a comprehensive cover and assign in favor of LANKA ORIX FINANCE COMPANY LTD. The cover should include strike, riot, civil commotion and terrorism cover. This cover must be obtained before LANKA ORIX FINANCE COMPANY LTD releases the Delivery Order.

It is your duty to ensure that renewal is effected at the end of each year.

4. REGISTRATION OF MOTOR VEHICLES

You should ensure that the vehicle forming the subject matter of the facility is registered by Registrar of Motor Vehicles with LANKA ORIX FINANCE COMPANY LTD as the Absolute Owner and yourself as the Registered Owner.

LANKA ORIX FINANCE COMPANY LTD has a service for the Registration of Motor Vehicles which may be availed of by Customers.

5. LEASING SECOND-HAND EQUIPMENT

If you intend leasing any equipment to be imported, it is advisable that you obtain the approval of LANKA ORIX FINANCE COMPANY LTD for a leasing facility prior to opening Letters of Credit.

After the facility is approved you may open L/Cs on your own to import the equipment in utilizing your own margins with your Bankers. On receipt of Shipping Documents of Certified Copies, we will pay the value of the equipment up to the amount approved, directly to your Bank.

However, under special circumstances, we may consider opening Letters of Credit and importing the equipment on your behalf. In such instances you will be required to sign documents indemnifying LANKA ORIX FINANCE COMPANY LTD against any loss or damage, in addition to the usual documents, prior to establishing the Letters of Credit.

Please note that under no circumstances, will LANKA ORIX FINANCE COMPANY LTD agree to provide a guarantee to a Bank or any other third party, agreeing to purchase the equipment on arrival.

Serial Numbers of the items imported should be conveyed in writing to LANKA ORIX FINANCE COMPANY LTD as soon as the consignment is cleared and installed.

6. EQUIPMENT TO BE IMPORTED

Full particulars about the machine should be submitted including original Invoices and Shipping documents.

A Valuation Report by a valuer designated by LANKA ORIX FINANCE COMPANY LTD is required giving particulars of year of manufacture, condition, make and value of machine, Valuation Fee should be met by the client.

We will not usually finance the full cost of such machinery. Payment will be made for such equipment only after installation and commissioning.

The Managing Director

LANKA ORIX FINANCE COMPANY LIMITED

(An **LOLC** Group Company)

Company Registration No: P B 244

No.100/1, Sri Jayawardenapura Mawatha, Rajagiriya, Sri Lanka.

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