



Business Banking Loan Application Form

LLID	<input type="text"/>	Previous LLID	<input type="text"/>	Sales Person	<input type="text"/>
Business Name	<input type="text"/>			Source	<input type="text"/>
Account Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	ARM Code	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	Referral Code	<input type="text"/>

Documentation Checklist

1	Application form duly completed and Signed?	Yes	No	N/A
2	Ownership Structure:			
	Sole Proprietorship			
	Trade License Provided	Yes	No	N/A
	Partnership	Yes	No	N/A
	Trade License Provided			
	Partnership Deed Provided	Yes	No	N/A
	Meeting Resolution Provided	Yes	No	N/A
	Private Limited Company			
	Memorandum & Articles of Association Provided	Yes	No	N/A
	Board Resolution Provided	Yes	No	N/A
	Form XII / Form X (If applicable) Provided	Yes	No	N/A
3	T&T Phone at Residence & Office	Yes	No	N/A
4	Is business age 3 years?	Yes	No	N/A
5	Documents proving 3 years business age provided?	Yes	No	N/A
6	Is the business at the current location for last 3 years?	Yes	No	N/A
7	Documents proving 3 years current location provided?	Yes	No	N/A
8	Annual Turnover minimum BDT 16 million	Yes	No	N/A
9	Latest 12 months Company Bank statement provided	Yes	No	N/A
10	National ID/Passport of business owners provided	Yes	No	N/A
11	Company seal provided	Yes	No	N/A
12	Photograph of all business owners provided	Yes	No	N/A
13	TIN/TAX Return Certificate provided	Yes	No	N/A
14	Telephone Bill/Utility bill of business address	Yes	No	N/A
15	Telephone bill of residence address	Yes	No	N/A
16	Import Registration Certificate (IRC) provided (If applicable)	Yes	No	N/A
17	Export Registration Certificate (ERC) provided (If applicable)	Yes	No	N/A
18	All relevant property documents as per Most Important Information provided (if applicable)	Yes	No	N/A
19	Insurance scheme enrolment form	Yes	No	N/A

Please complete the form in CAPITAL letters and tick mark[✓] the options as appropriate

1 Details of the Loan

Select Loan Category

☐ Secured Overdraft Fully Cash Secured (SOD)

☐ Loan Against Property (LAP)*

☐ Business Installment Loan (BIL)*

☐ Business Installment Loan (BIL)-Fully Secured

☐ Commercial Mortgage (CM)*

Others _____

* Term Loan Products.

Select LoanType

☐ New Loan

☐ Top-up Loan

☐ Additional Loan

☐ Others _____

Loan Amount

BDT _____

Tenor _____

Account Number in SCB

1

2

Purpose of the Facility

2 Business Entity Information

Name of the Business

Business Address

Nearest Landmark _____

years of operation in this address _____

Premises Status

☐ Rented

☐ Personally Owned

☐ Family Owned

☐ Company Owned

Factory, Trading or other
Operating Address (if any)

Nearest Landmark _____

years of operation in this address _____

Premises Status

☐ Rented

☐ Personally Owned

☐ Family Owned

☐ Company Owned

Telephone & Fax Number(s)

Legal Entity of the Business

☐ Proprietorship

☐ Registered Partnership

☐ Private Limited Company

☐ Others (Specify) _____

Date of Incorporation

____/____/____

Registration No*. _____

Business TIN Number

VAT Reg. No. _____

Nature of Business

☐ Trading

☐ Manufacturing

☐ Service

☐ Others _____

Brief Description of
Product(s) / Service(s)
of the Business

Other Entities in the group

Group A.S.T.O _____

Year

20__

20__

20__

Business Turnover (BDT)

Net Profit (BDT)

* Applicable for company, registered partnership or any other organization registered under the Societies Registration Act 1860 or Voluntary Organization (Social Welfare) Ordinance 1961.

3 Personal Information of the Proprietor

Name of the Proprietor _____

Residence Address _____
_____ years of operation in this address _____

Premises Status ☐ Rented ☐ Personally Owned ☐ Family Owned ☐ Others (Specify) _____

Residence Telephone _____ Mobile _____

Permanent Address
(If different from Residence Address) _____

Father's Name _____

Mother's Name _____

Personal A/C in SCB (If any) 1
2

Credit Card No. in SCB (If any) 1
2

Date of Birth / /

Personal TIN Number

Highest Level of Education ☐ SSC ☐ HSC ☐ Graduate ☐ Others _____

Directorship in Private Bank? ☐ Yes ☐ No If yes, Name of the Bank _____

Income from the Business (BDT) _____ Other Income _____

Marital Status ☐ Single ☐ Married ☐ Others _____

Spouse's Name (If Applicable) _____

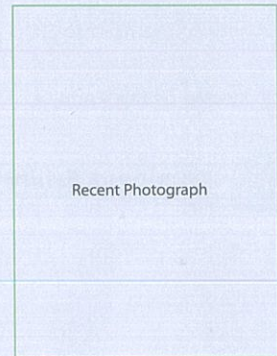
Spouse's Occupation _____ Spouse's Income in BDT _____

Spouse's Office Address _____

Successor's Name _____

Date of Birth / / Relationship _____

Involved in the Business ☐ Yes ☐ No If yes, please specify for how many years _____



4 Personal Information of the Directors/Partners

Name	Designation	Share	Age	SCB A/C No.
1				
2				
3				
4				
5				
6				

*Note: Please provide the following personal information of the two highest shareholding Director (s) or Partner(s) of the business concern.

Managing Director / Chief Executive Officer / Partner Information

Name _____

Residence Address _____
_____Premises Status ☐ Rented ☐ Personally Owned ☐ Family Owned ☐ Others (Specify) _____

Residence Telephone _____ Mobile _____

Permanent Address
(If different from Residence
Address) _____

Father's Name _____

Mother's Name _____

Personal A/C in SCB (If any) 1 2 Credit Card No. in SCB (If any) 1 2 Date of Birth / / Personal TIN Number

Recent Photograph

Highest Level of Education ☐ SSC ☐ HSC ☐ Graduate ☐ Others _____Directorship in Private Bank? ☐ Yes ☐ No If yes, Name of the Bank _____

Income from the Business (BDT) _____ Other Income _____

Marital Status ☐ Single ☐ Married ☐ Others _____

Spouse's Name (If Applicable) _____

Spouse's Occupation _____ Spouse's Income in BDT _____

Spouse's Office Address _____
_____**Director / Partner Information**

Name _____

Residence Address _____

_____ years of staying in this address _____

Premises Status ☐ Rented ☐ Personally Owned ☐ Family Owned ☐ Others (Specify) _____

Residence Telephone _____ Mobile _____

Permanent Address
(If different from Residence
Address) _____

Father's Name _____

Mother's Name _____

Personal A/C in SCB (If any) 1 2

Credit Card No. of SCB (If any) 1

2

Date of Birth

/ /

Personal TIN Number

Recent Photograph

Highest Level of Education

☐ SSC

☐ HSC

☐ Graduate

☐ Others

Directorship in Private Bank?

☐ Yes

☐ No

If yes, Name of the Bank

Income from the Business (BDT)

Other Income

Marital Status

☐ Single

☐ Married

☐ Others

Spouse's Name (If Applicable)

Spouse's Occupation

Spouse's Income in BDT

Spouse's Office Address

5 Credit Facility Information of the Applicant Company, Related Concerns and Owners/Shareholders

Please include all funded, non-funded, secured, unsecured and credit card facilities enjoyed by you, your company and related concerns with all banks and financial institutions including Standard Chartered.

Facility availed by (company/owner name)	Bank / Financial Institution	Facility Type	Facility Limit	EMI

Please provide a copy of all updated/latest offer letters of the above declared facilities with this applications form.

6 Details of the proposed property (applicable for Loan Against Property and Commercial Mortgage)

Property Type

☐ Commercial

☐ Residential

Building/Project Name

Property Address

Area

City

Postal Code

Office/Flat/ Apartment /shop/
Showroom Details

Floor

Size in sft.

No. of Car Parking

Property Establishment Date

Property Price (BDT)
(Excluding Parking)

Car Parking Price

Property Land Status

☐ Leasehold

☐ Freehold

Property Use Status

☐ Own use

☐ Rented /to be rented

☐ Vacant

☐ Other use

is the property in use
at present?

☐ Yes

☐ No

Is the property registered?

☐ Yes

☐ Name of Developer

Name of the Registered Owner of the Property	<hr/>																		
Relationship between Property Owner and Applicant Business	<input type="checkbox"/> Applicant Company <input type="checkbox"/> Shareholder of the Applicant Company																		
	<input type="checkbox"/> Immediate family member of shareholder/owner Mr/Ms <hr/> <div style="text-align: right;">(shareholder's/owner's name)</div>																		
	<input type="checkbox"/> Seller [Name] <hr/>																		
Personal Details of the Third Party (If Applicable)	Name <hr/> Father's Name <hr/> Mother's Name <hr/> Residence Address <hr/>																		
	Date of Birth <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> / <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> / <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>																		
Is the property mortgaged to any Bank/Financial Institutions ? [only for LAP]	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide the following details of the Bank /Financial Institution																	
Name of the Bank/Financial Institution and Branch	Name <hr/> Branch <hr/>																		
	Type of Facility <hr/> Amount of Facility <hr/>																		
	Purpose of the Loan <hr/>																		

7 Details of the additional proposed property (applicable for Loan Against Property only)

Property Type	<input type="checkbox"/> Commercial <input type="checkbox"/> Residential	
Building/Project Name	<hr/>	
Property Address	<hr/>	
	Area <hr/>	City <hr/> Postal Code <hr/>
Office /Flat / Apartment Details	Floor <hr/>	Size in sft. <hr/>
No. of Car Parking	<hr/>	Property Establishment Date <hr/>
Property Price (BDT) (Excluding Parking)	<hr/>	Car Parking Price <hr/>
Property Land Status	<input type="checkbox"/> Leasehold <input type="checkbox"/> Freehold	
Property Use Status	<input type="checkbox"/> Own use <input type="checkbox"/> Rented out <input type="checkbox"/> Vacant <input type="checkbox"/> Other use <hr/>	
Is the property in use at present?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the property registered?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of the Registered Owner of the Property	<hr/>	
	<hr/>	
Relationship between Property Owner and Applicant Business	<input type="checkbox"/> Applicant Company <input type="checkbox"/> Shareholder of the Applicant Company	
	<input type="checkbox"/> Immediate family member of shareholder/owner Mr/Ms <hr/> <div style="text-align: right;">(shareholder's/owner's name)</div>	

Personal Details of the Third Party
(If Applicable)

Name _____

Father's Name _____

Mother's Name _____

Residence Address _____

Date of Birth / /

Is the property mortgaged to any
Bank/Financial Institutions ?

☐ Yes

☐ No

If yes, please provide the following details of the Bank /Financial Institution

Name of the Bank/Financial
Institution and Branch

Name _____ Branch _____

Type of Facility _____ Amount of Facility _____

Purpose of the Loan _____

8 Company Asset and Management Information

A. Inventory

SL	Product Type	Units In Stock	Per Unit Selling Price BDT	Total BDT
Total				

B. Machineries (Only applicable for Manufacturing Concern)

SL	Type Of Machineries	Total Units Owned	Per Unit Price BDT	Total BDT
Total				

C. Receivables

1 Against Stock BDT _____

2 Other Receivables BDT _____

D. Vehicles

1 Vehicles owned by the business (#) _____

2 Type of Vehicles _____

3 Approximate Market Value BDT _____

E. Other Assets (Please provide details)

1 Furniture / Fixture (will include table,
chair, AC, phone, computer, fan etc) _____

2 Approximate market value of Furniture/Fixture BDT _____

3 Securities owned by the company (Type) _____

4 Present Value BDT _____

5 Other Assets (Please Specify) _____

6 Present Market Value BDT _____

F. Personal Properties (Only applicable for Proprietorship Concerns)

1 Vehicle(s) owned by the Proprietor _____

2 Type of Vehicle(s) _____

3 Approximate Market Value BDT _____

4 Fixed Asset Owned by the Proprietor _____

5 Present Value BDT _____

6 Other Assets (Please Specify) _____

7 Present Market Value BDT _____

G. Management Information

1 Number of Administrative Staff _____

2 Number of Account Staff _____

3 Number of Support Staff _____

4 Number of Female Staff _____

5 Number of Management Staff _____

6 Amount of Business Expense (Per Month) _____

7 Number of Security Staff _____

Total Number of Staff _____

9 References

First Reference

Name _____

Relationship with the Proprietor/Shareholders/Partner _____

Designation _____

Name of Employer _____

Office Address _____

Office Phone No _____

Residence Address _____

Residence Phone _____ Mobile No _____

Second Reference

Name _____

Relationship with the Proprietor/Shareholders/Partner _____

Designation _____

Name of Employer _____

Office Address _____

Office Phone No _____

Residence Address _____

Residence Phone _____ Mobile No _____

10 Declarations and Signature

I/We have applied for the facilities under Business Advance (SME Loan) of the Bank and have read and fully understood the application form. I/We hereby warrant and declare that all information furnished by me/us in this application are true, complete and accurate in all respects and that I/we have not willfully withheld any material facts and the Bank may rely on such information. If at anytime, it proves to the Bank that any of the information provided by me/us in this application is/are untrue, false, incomplete or inaccurate, the Bank may demand immediate repayment of the loan and I/we shall be under obligation to make such repayment. In addition to the above the Bank may take appropriate legal action against me/us. I/We acknowledge that the Business Advance (SME Loan) requested by me/us in this application will be made available at the discretion of the Bank.

In the case of Business Advance (SME Loan), I/we understand and agree that I/We and my/our successors, jointly and severally, will always remain liable to repay the outstanding, interest and charges arising out of the facility that the Bank may grant to me/us considering this application. I/We understand and acknowledge that the Bank is not bound to grant facilities upon submission of this application form. It is the sole discretion of the Bank whether it will allow or grant facilities to me/us on the basis of this application form.

Authorized Signature & Company Seal

Date / /

Authorized Signature & Company Seal

Date / /

Bank Use Only

Customer Name		Source	
LLID		Previous LLID	
Loan Amount		Special Program Reference:	
IRS		Securities	
		ISIC	

Brief history of Business and Owners Background

Description of the Business Cycle

Financing needs and Banking Relationships

Additional information, explanation of exceptions and critical issues

--

Prepared by

--

Mobile No.

--

BSSM/BDM/Sales Manager or higher

--

Mobile No.

Branch/Booth Directory

Dhaka

Gulshan Branch

67 Gulshan Avenue

North Gulshan Branch

Block-NW(A),
189 Gulshan Avenue (North),
Gulshan 2

Islamic Banking Centre

102 Gulshan Avenue

Banani Booth

14 Kemal Ataturk Avenue, Banani

Dhanmondi Road 5 Branch

House 6, Road 5, Dhanmondi R/A

Satmasjid Road Branch

Level 2, Taj Lily Green, Plot 51
Satmasjid Road, Dhanmondi
Dhaka 1205

Kakrail Booth

Karnaphuli Garden City,
109 Kakrail Road

Kawran Bazar Branch

53 Kawran Bazar

Sonargaon Booth

L101 Pan Pacific Sonargaon Hotel,
107 Kazi Nazrul Islam Avenue

Mirpur Branch

Dynasty Tower, Plot 01, Road 12,
Block G, Section 6, Pallabi, Mirpur

City Centre Branch

City Centre, Plot 90/1, Motijheel C/A

Motijheel Branch

Alico Building, 18-20 Motijheel C/A

Chawk Bazar Branch

12 Water Works Road,
Dalpatty, Chawkbazar

Savar Branch

Dhaka Export Processing Zone,
Zone Service Complex

Sheraton Booth

Dhaka Sheraton Annex Building,
1 Minto Road, Ramna

Uttara Booth

Update Tower, Shahajalal Avenue
Plot-1, Sector 6, Uttara

Narayanganj

Narayanganj Branch

26 Shaista Khan Road
(near Narayanganj Club)

Chittagong

Chittagong Main Branch

Sheikh Mujib Road, Agrabad

Nasirabad Branch

1 Shahid Abdul Halim Road
East Nasirabad

Station Road Branch

Jibon Bima Corp Shopping Center
22/23 Station Road

CEPZ Branch

Zone Service Building
Chittagong Export Processing Zone
Free Port Road
Ward 39, Chittagong City Corporation
P.S. Bandar, Chittagong

Bogra

Bogra Branch

Shatani House, Sherpur Road

Khulna

Khulna Branch

Jibon Bima Bhaban, KDA Avenue

Sylhet

Sylhet Branch

7 Noya Sharak, Jail Road,
Ward-16

Call our 24-hour Client Contact Centre at 8332272 or 16233 (from mobile) or visit your nearest Standard Chartered branch.