

Business Expansion

Standard  
Chartered



## Business Banking Loan Application Form

LLID	Previous LLID	Sales Person
Business Name	Source	
Account Number	ARM Code	Referral Code

sc.com/bd

Here for good



## Documentation Checklist

1	Application form duly completed and Signed?	Yes	No	N/A
2	Ownership Structure:			
	<b>Sole Proprietorship</b>			
	Trade License Provided	Yes	No	N/A
	<b>Partnership</b>	Yes.	No	N/A
	Trade License Provided			
	Partnership Deed Provided	Yes	No	N/A
	Meeting Resolution Provided	Yes	No	N/A
	<b>Private Limited Company</b>			
	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



### 3 Personal Information of the Proprietor

Name of the Proprietor				
Residence Address	years of operation in this address _____			
Premises Status	<input type="checkbox"/> Rented	<input type="checkbox"/> Personally Owned	<input type="checkbox"/> Family Owned	<input type="checkbox"/> 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	<input type="text"/>	Recent Photograph	
	2	<input type="text"/>		
Credit Card No. in SCB (If any)	1	<input type="text"/>		
	2	<input type="text"/>		
Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/>			
Personal TIN Number	<input type="text"/>			
Highest Level of Education	<input type="checkbox"/> SSC	<input type="checkbox"/> HSC	<input type="checkbox"/> Graduate	<input type="checkbox"/> Others _____
Directorship in Private Bank?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, Name of the Bank _____	
Income from the Business (BDT)	Other Income _____			
Marital Status	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Others	_____
Spouse's Name (If Applicable)				
Spouse's Occupation	Spouse's Income in BDT _____			
Spouse's Office Address				
Successor's Name				
Date of Birth	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>		Relationship	_____
Involved in the Business	<input type="checkbox"/> Yes	<input type="checkbox"/> 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	<input type="checkbox"/> Rented	<input type="checkbox"/> Personally Owned	<input type="checkbox"/> Family Owned	<input type="checkbox"/> 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	<input type="checkbox"/> SSC	<input type="checkbox"/> HSC	<input type="checkbox"/> Graduate	<input type="checkbox"/> Others _____	
Directorship in Private Bank?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, Name of the Bank _____		
Income from the Business (BDT)	_____		Other Income	_____	
Marital Status	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Others	_____	
Spouse's Name (If Applicable)	_____				
Spouse's Occupation	_____				
Spouse's Office Address	_____				

Recent Photograph

**Director / Partner Information**

Name	_____			
Residence Address	_____			
Premises Status	<input type="checkbox"/> Rented	<input type="checkbox"/> Personally Owned	<input type="checkbox"/> Family Owned	<input type="checkbox"/> 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	_____	_____	_____

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.

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	<input type="checkbox"/> Commercial	<input type="checkbox"/> 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	<input type="checkbox"/> Leasehold	<input type="checkbox"/> Freehold		
Property Use Status	<input type="checkbox"/> Own use	<input type="checkbox"/> Rented/to be rented	<input type="checkbox"/> Vacant	<input type="checkbox"/> Other use
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"/> Name of Developer		

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"/> Immediate family member of shareholder/owner Mr/Ms		<input type="checkbox"/> Shareholder of the Applicant Company
	<hr/> <hr/>		
			(shareholder's/owner's name)
	<input type="checkbox"/> Seller [Name]		<hr/> <hr/>
Personal Details of the Third Party (If Applicable)	Name	<hr/> <hr/>	
	Father's Name	<hr/> <hr/>	
	Mother's Name	<hr/> <hr/>	
	Residence Address	<hr/> <hr/>	
	Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/>	<hr/> <hr/>
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	Branch	<hr/> <hr/>
	Type of Facility	Amount of Facility	<hr/> <hr/>
	Purpose of the Loan		

### 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/> <hr/>		
Property Address	<hr/> <hr/>		
	Area	City	Postal Code
Office /Flat / Apartment Details	Floor	Size in sft.	<hr/> <hr/>
No. of Car Parking	<hr/> <hr/>		
Property Price (BDT) (Excluding Parking)	<hr/> <hr/>		
Property Land Status	<input type="checkbox"/> Leasehold <input type="checkbox"/> Freehold		<hr/> <hr/>
Property Use Status	<input type="checkbox"/> Own use	<input type="checkbox"/> Rented out	<input type="checkbox"/> Vacant
Is the property in use at present?	<input type="checkbox"/> Yes <input type="checkbox"/> No		<hr/> <hr/>
Is the property registered?	<input type="checkbox"/> Yes <input type="checkbox"/> No		<hr/> <hr/>
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"/> Immediate family member of shareholder/owner Mr/Ms		<input type="checkbox"/> Shareholder of the Applicant Company
	<hr/> <hr/>		
			(shareholder's/owner's name)

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 \_\_\_\_\_ 1 Vehicles owned by the business (#) \_\_\_\_\_

2 Other Receivables BDT \_\_\_\_\_ 2 Type of Vehicles \_\_\_\_\_

### D. Vehicles

3 Approximate Market Value BDT \_\_\_\_\_

### E. Other Assets (Please provide details)

1 Furniture / Fixture (will include table, chair, AC, phone, computer, fan etc) \_\_\_\_\_ 1 Vehicle(s) owned by the Proprietor \_\_\_\_\_

2 Approximate market value of Furniture/Fixture BDT \_\_\_\_\_ 2 Type of Vehicle(s) \_\_\_\_\_

3 Securities owned by the company (Type) \_\_\_\_\_ 3 Approximate Market Value BDT \_\_\_\_\_

4 Present Value BDT \_\_\_\_\_ 4 Fixed Asset Owned by the Proprietor \_\_\_\_\_

5 Other Assets (Please Specify) \_\_\_\_\_ 5 Present Value BDT \_\_\_\_\_

6 Present Market Value BDT \_\_\_\_\_ 6 Other Assets (Please Specify) \_\_\_\_\_

7 Present Market Value BDT \_\_\_\_\_

### G. Management Information

1 Number of Administrative Staff \_\_\_\_\_ 5 Number of Management Staff \_\_\_\_\_

2 Number of Account Staff \_\_\_\_\_ 6 Amount of Business Expense (Per Month) \_\_\_\_\_

3 Number of Support Staff \_\_\_\_\_ 7 Number of Security Staff \_\_\_\_\_

4 Number of Female 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

Special Program Reference:

Loan Amount

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

Seal

Mobile No.

BSSM/BDM/Sales Manager or higher

Seal

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,  
Dalgatty, Chawkbazar

### Savar Branch

Dhaka Export Processing Zone,  
Zone Service Complex

### Sheraton Booth

Dhaka Sheraton Annex Building,  
1 Minto Road, Ramna

### Uttara Booth

Update Tower, Shahjalal 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.