



**D. SUBSIDIARY / ASSOCIATED / AFFILIATED COMPANIES**

Name	Registration No.	% Shares	Nature of business	Bonds required?

**E. BANKING DETAILS**

Bankers:		Branch:	
Account No:		Period with Bank:	
Cash Balance:		Overdraft Facility:	
Overdraft Used:		How Secured:	
Bank Bond Facility:		How Secured:	
Bonds Outstanding:		Other Bankers:	

**F. PERSONNEL**

Total permanent employees \_\_\_\_\_ as at \_\_\_\_\_

Key Personnel

Name	Position	Period with Company

Have any of the Key Personnel been a director / shareholder of a company which was liquidated or compromised with credits? \_\_\_\_\_

Please note details of any legal action, summons, judgments, liquidation / sequestration orders or offer of compromise against any Shareholder or Director of the Company, or against the Company, its Holdings, Subsidiaries or Associated Companies.



**G. BONDS HISTORY**

Who issued your Bonds/ Guarantees previously?	
Have any Bonds/ Guarantees issued on your behalf ever been called up? If so, supply details	
Have you applied to anyone else for this Bond/Guarantee Facility? If yes, with whom?	
Have any applications ever been turned down? If yes, by whom & why?	

**H. EXISTING BONDS/ GUARANTEES**

Name of Bank / Insurance Company	Facility	Current Bonds	Rate Charged
How Secured?			

**I. NEW REQUIREMENTS**

To Replace Existing Facility	Yes		No		Addition to Existing Facility	Yes		No	
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**List of Guarantee Requirements**

	Beneficiary	Guarantee Type	Amount (N\$)
1.			
2.			
3.			
4.			
5.			
6.			
7.			

**J. ADDITIONAL INFORMATION**

Confirmation of bank account (letter or crossed cheque)	Suppliers agreed credit lines / accounts
Copy of all short term personal and business insurances policies	Latest progress report and last site meeting minutes of all current projects
Latest Bank Credit rating / good standing letter	List of all company' s assets
Copy of latest personal and business municipal invoice	

**K. DECLARATION**

I / We hereby declare that the details and information furnished in this application, to the best of my/our 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 bond or surety may be issued.

Arch Risk Services (PTY) Ltd reserves the right to obtain additional information through any registered credit bureaus and this would in some circumstances include Key Personnel.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME  
(Duly authorised to sign this document)

\_\_\_\_\_  
DESIGNATION

CHECKLIST OF APPLICATION	RECEIVED
<u>GENERAL:</u>	
• Company Profile(s)	<input type="checkbox"/>
• CV' s of Key Personal	<input type="checkbox"/>
• Copies of ID's of all members / directors / partners and trustees and their Spouse' s ID' s if they are married COP or a copy of their Marriage Certificate if married ANC.	<input type="checkbox"/>
• Personal Statements of Assets & Liabilities of all members / partners / directors & trustees	<input type="checkbox"/>
• A RESOLUTION signed by the Directors / Members or Trustees whereby it was agreed that the business avail of the Bond/Guarantee and confirming that the nominated signatory (ies) who will be signing this application and all documentation pertaining to the bonds.	<input type="checkbox"/>
• 2 Years Audited Financial Statements plus current year draft financials	<input type="checkbox"/>
• Copies of the Company's most recent Management Accounts (i.e from the date of last financial statements to the current date) and / or last 6 months bank statements	<input type="checkbox"/>
• Tax Clearance Certificate Including VAT Number.	<input type="checkbox"/>
• Company Formation Documentation:	<input type="checkbox"/>
Sole Proprietor: No documentation required	
JV / Partnership: Copy of the partnership agreement	
Close Corporation: Copy of Founding Statement (CK Documentation)	
Company: Certificate to commence business Memorandum of Articles and Association	
Trust: Copy of Deed of Trust & Letter of Authority	
• SME certificate	<input type="checkbox"/>
<u>PROJECT SPECIFIC:</u>	
• Official Award Letter	<input type="checkbox"/>
• A Cash flow Projection for the specific project	<input type="checkbox"/>
• Copy of the Bill of Quantities	<input type="checkbox"/>
• Copy of the proposed Works Programme	<input type="checkbox"/>
• Specimen of Guarantee Wording	<input type="checkbox"/>
• Bill of Quantities evaluation report	<input type="checkbox"/>
<u>APPLICATIONS:</u>	
• FIA declaration	<input type="checkbox"/>
• General Facility Application	<input type="checkbox"/>
• Specific Guarantee Application	<input type="checkbox"/>
• Contractors All Risk Application	<input type="checkbox"/>