

COMMUNICATION AND ALLIED INDUSTRIES PENSION FUND

APPLICATION FOR OFFICE SPACE TO LET

(Information provided will be treated with the strictest confidence)

NAME OF ORGANISATION: _____

BUSINESS ADDRESS: _____

TELEPHONE: _____ FAX NO _____

E-MAIL ADDRESS: _____

CONTACT ADDRESS AND
PERSON: _____

DIRECTORS OF COMPANY: _____ ID NO _____

_____ ID NO _____

_____ ID NO _____

NATURE OF BUSINESS: _____

YEAR OF INCORPORATION: _____

ACCOMODATION REQUIRED
(in m2) _____

(SHOP/OFFICE/FACTORY/
WAREHOUSE) _____

USE OF PREMISES: _____

DATE ON WHICH
ACCOMODATION IS REQUIRED _____

PERIOD OF LEASE REQUIRED: _____

ESTIMATED ANNUAL TURNOVER FOR

TWO YEARS AGO: _____ NEXT YEAR _____

LAST YEAR: _____ TWO YEARS TO COME _____

CURRENT YEAR: _____ THREE YEARS TO COME _____

NB: PLEASE PROVIDE YOUR MOST RECENT AUDITED COMPANY
RESULTS AND PROJECTIONS

CASH FLOW PROJECTIONS

INCOME: _____

EXPENSES: _____

PROFIT (LOSS): _____

COMPANY FINANCIAL : _____
(e.g Jan-Dec)

COMMENTS ON BUSINESS
PLAN: _____

SURETYSHIP-PERSONAL/BANK GUARANTEED/DEED OF SURETYSHIP (delete
the inapplicable)

NAME OF SURETY: _____

ADDRESS: _____

TRADE REFERENCE:

1. _____ TEL NO _____

2. _____ TEL NO _____

3. _____ TEL NO _____

CURRENT PREVIOUS
LANDLORD _____

TELEPHONE NO: _____

RENT PAYABLE: _____

BANKERS BRANCH: _____

ACCOUNT NO: _____

AUDITORS: _____

DATE OF APPLICATION: _____

NB: COMPLETION OF THIS FORM DOES NOT CONSTITUTE AN OFFER THE
LANDLORD RESERVES THE RIGHT TO APPROVE AN APPLICATION.

FOR OFFICE ONLY

BUREAU CLEARANCE: _____

BANK REPORT: _____

TRADE REFERENCE REPORT:

FINANCIAL STATEMENTS: PROFIT/LOSS ACCOUNTS/BALANCE
SHEETS/CASH FLOW PROJECTIONS

RECOMMENDATION: _____

INTERVIEWER: _____ DATE: _____

APPROVED BY: _____ DATE: _____

ATTACHMENTS

1. LATEST 3 MOTNHS BANK STATEMENT.
2. COMPANY REGISTRATON DOCUMENT.
3. COPIES OF I.DS AND PROOF OF RESIDENCE FOR DIRECTORS.
4. LETTER OF SURETY
 - INDIVIDUAL SURETY WILL BE REQUIRED TO SUBMIT COPIES OF I.DS AND PROOF OF RESIDENCE.
 - COMPANY SURETY WILL BE REQUIRED TO SUBMIT ITEMS NUMBER 1 TO 3 ABOVE.