



SUNSHINE INSURANCE COMPANY OF BOTSWANA (PTY) LTD.

GUARANTEE FACILITY PROPOSAL FORM

A. COMPANY / BUSINESS DETAILS	
Registered Name :	
Postal Address :	
Physical Address :	
Email :	
Telephone :	Fax :
Registration No. :	Date Business Commenced :
Nature of Business :	

B. REQUIRED UNDERWRITING INFORMATION ATTACHED			
	Company and Group	Associated Companies	Affiliated Companies
(TICK WHERE APPROPRIATE)			
AUDITED FINANCIAL STATEMENTS (not older than 8 months from year end)	☐	☐	☐
DRAFT FINANCIAL STATEMENTS	☐	☐	☐
MANAGEMENT ACCOUNTS	☐	☐	☐
ASSETS AND LIABILITY STATEMENTS (SHAREHOLDERS / DIRECTORS / MEMBERS)	☐	☐	☐
GROUP OPERATING STRUCTURE	☐	☐	☐
CERTIFICATE OF INCORPORATION	☐	☐	☐
OTHER	☐	☐	☐

C. SHAREHOLDERS / MEMBERS / PARTNERS / SOLE TRADER			
Full Names	% Shares Held	ID Number Co. Reg. Number	Married ANC / COP

D. SUBSIDIARY / ASSOCIATED / AFFILIATED COMPANIES				
Name	Reg. No.	% Shares Held	Nature of Business	Bonds Required?

E. BANKING DETAILS	
1. Bankers	7. Overdraft Facility P
2. Branch	8. Overdraft Used P
3. Acc. No.	9. How secured
4. Period with bank	10. Bank Guarantee Facility P
5. Cash Balance P	11. Guarantees Outstanding P
6. Investments P	12. Other Bankers

F. PERSONNEL		
Total permanent employees:	as at Day.....month.....year.....	
Key Personnel		
Name	Position	Period with Co.

G. BOND HISTORY		
1.	Who issued your Bond(s) previously?	
2.	Have any Bond(s) issued on your behalf ever been called up? If so, supply details	
3.	Have you applied to anyone else for this facility? If yes, with whom?	
4.	Have any applications ever been turned down? If yes, by whom and why?	

H. CURRENT BONDS - PLEASE ATTACH LIST OF BONDS PRESENTLY OPERATIVE			
Name of Bank/Ins Co.	Facility	Bond(s) Outstanding	Rate Charged
How secured?			

I. NEW REQUIREMENTS			
Required facility :	P		
To replace existing facility :	Yes	☐	No ☐
Addition to existing facility :	Yes	☐	No ☐
Security / Collateral Offered			
	Y / N		Y / N
1. Personal Sureties – Shareholders	☐	7. Cession of Life	☐
2. Personal Sureties – Directors	☐	Policies	☐
3. Cession of Loan Accounts	☐		☐
4. Cession of Book Debts	☐	8. Covering Bonds	☐
5. Hypothecation of assets Plant / Equipment	☐	over Fixed Property (ies)	☐
6. Cession / Pledge of Cash / Fixed Dep.	☐		
Other (Specify) _____			
Remarks / Other information _____			
Attach schedule of pledged assets and their respective values			

J. LEGAL ACTION
Please note details of any legal action, summons, judgements, 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.

--

K. Have any of the key personnel been a director / shareholder of a company which was liquidated or compromised with creditors? If so, please provide details on please.

L. DECLARATION

I/We hereby declare that the details and information furnished in this application, to the best of knowledge, fairly represent the true state of affairs of the company/business and I/we authorise Sunshine Insurance Company of Botswana (Pty) Ltd to verify any aspect of this application and my/our credit record. This includes but not limited to: credit checks with credit checking of references and validating information supplied as part of the application. I/We have not concealed any material fact relevant to this application and this questionnaire will form the basis upon which any guarantee, surety or bond may be issued.

Date : _____ Signature : _____

Name : _____
(Being duly authorised to sign this document)

(Please initial all pages)

Designation : _____

Contracts In Progress

		No 1	No 2
1	Employer/Principal		
2	Contract description		
3	Principal agent/engineer		
	Contact name		
	Tel		
4	Contract value		
5	Retentions deducted		
6	Value to complete		
7	Contract period		
	Start date		
	Complete date		
8	Details of delay /variations/extensions		
9	Value of bonds lodged		
	Name of bank/insurer		
	Due date of bonds		
10	Estimated final profit/loss		

Most Recent Contracts Completed

		No 1	No 2
1	Date completed		
2	Employer/Principal		
3	Contract description		
4	Principal agent/engineer		
	Contact name		
	Tel		
5	Contract location		
6	Final contract value		
7	Completion certificate issued Yes/No		
8	Final certificate issued Yes/No		
9	Amount of retention money outstanding		
	When due		
10	Amount of claims outstanding		
11	Amount penalties imposed		
12	Guarantee provided (value)		
13	Estimated % of final profit/loss		