

## Application For A Construction Guarantee Facility

**Notice:**

This document is intended for companies requiring a guarantee facility with PCBS Construction & Customs Bond Services (Pty) Limited. Existing clients should use the Construction Guarantee Application.

The questionnaire should be completed and returned to us with the concern's most recent audited financial statements and the latest management accounts. The documents submitted will be assessed in line with the particular requirements and an indication given to whether we are able to assist and on what basis.

To avoid delays you are requested to complete the forms in full and submit the required financials as soon as possible.

**Instructions:**

1. Print all pages of this questionnaire.
2. Complete the questionnaire and email it back to PCBS with the requested attachments.
3. Remember to attach these documents:
  - a. Company Profile (including organogram, current & previous contracts),
  - b. Audited Financial Statements for 2 consecutive years (should these not be available, Management Accounts and/or Draft Management Accounts to be submitted),
  - c. All business insurance schedules,
  - d. Insurance related claims for the past 3 years,
  - e. 3 months bank statements,
  - f. Company Registration documentation,
  - g. Copies of Identity Documentation and tax numbers for all members & their spouses,
  - h. Copy of Company Letterhead,
  - i. Tax Clearance certificates,
  - j. Copy of CIDB Certificate,

## Company Questionnaire for Guarantee Facility

### Section A: Company/Business Details

Registered name:			
Registration number:		VAT number:	
Postal address:			
		Postal code:	
Physical address:			
		Postal code	
Telephone number:		Fax number:	
E-mail address:		Website:	
Contact person:		Cellphone number:	
CIDB rating:		Nature of business:	

### Section B: Required Underwriting Information Attached

	Company and Group	Associated Companies
Audited financial statements (not older than 8 months from year-end)		
Draft financial statements/management accounts		
Group operating structure/company profile		
Certificates of Incorporation and Member/Director Identity Documents		
Other documents		

### Section C: Broker

Company name:			
Telephone number:		Fax number:	
Contact person:		E-mail address:	

**Section D: Shareholders/Members/Partners/Sole Trader**

Initial(s) and Surname	ID Number/Company Registration Number	% Shares held	Married COP/ANC With/without accrual	Cheque account details

In the event that the abovementioned shareholders are married in community of property or out of community of property with an application of an accrual or an ante-nuptial contract with some sharing upon dissolution of the marriage, it is required of their spouses to sign surety in respect of their joint estate.

**Section E: Subsidiary/Associated/Affiliated Companies**

Name	Registration number	% Shares held	Nature of business	Bond required?

**Section F: Banking Details**

Bank:		Account number:	
Branch:		Period with bank:	
Cash balance:		Investments:	
Overdraft facility:		Overdraft used:	
How secured:		Bank guarantee facility:	
Guarantees outstanding:		Other banks:	

**Section G: Key Personnel**

Name	Position	Period with company

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


**Section H: Construction Guarantee History**

Who issued your guarantees previously?	
Have any guarantees issued on your behalf ever been called up? If so, provide details:	
Have you applied to any other company for this guarantee or facility? If yes, to whom?	
Have any applications ever been turned down? If yes, by whom and why?	

Please attach list of guarantees presently operative.

**Section I: Existing Guarantees**

Name of bank / insurance company	Facility	Guarantees outstanding	Rate charged
How secured?			

**Section J: New Requirements**

Required facility:	R			
To replace existing:	Yes:		No:	
Security/collateral offered:				
1. Personal sureties - shareholders	Yes:		No:	
2. Personal sureties - directors	Yes:		No:	
3. Cession of loan accounts	Yes:		No:	
4. Cession of book debts	Yes:		No:	

**Additional information**

Has the concern's debtors been financed?	Yes:		No:	
If so, to what extent?	R	Financed by?		
Are the debtors insured?	Yes:		No:	
If so, to what extent?	R	Insured with?		

**Section K: 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:


**Section L: Financial Statements**

Auditors/Accounting officer:			
Contact person:			
Telephone number:		Fax number:	
E-mail address:		Cell phone number:	

**PCBS Construction & Customs Bond Services (Pty) Limited may contact your auditors/accounting officer to verify the financial statements supplied:**

Yes:		No:	
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## Section M: 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 guarantee, surety or bond may be issued.

I/we hereby declare that we indemnify PCBS Construction & Customs Bond Services (Pty) Limited and hereby bind myself/ourselves as follows:

1. To reimburse PCBS for all amounts which it is called upon to pay in respect of its bonds.
2. We nominate, constitute and appoint PCBS irrevocably and in rem saum to be my/our lawful agent to obtain payment of and give valid receipts for any money due to me/us by way of retention or otherwise, whether such money became due before, at the time of or after my/our failure, default or breach of contract.
3. To reimburse PCBS for any legal or other costs and charges which may reasonably be incurred by them in consequence of the foregoing clauses or resulting from this application.
4. To pay PCBS such consideration as it may require in the form of premium for the guarantees hereby applied for and for any extension thereof beyond the completion date stated herein.
5. To reimburse PCBS for any costs including valuation costs incurred in regard to guarantees provided or to be provided.

In terms of the new National Credit Act (NCA) and by signing this form we hereby give our continuous consent to PCBS to conduct credit checks as long as this facility will be in place. We note that our credit data will be part of the equation in assessing the guarantee application which could impact on the risk rating and ultimately affect the premium.

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Signature

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Date

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Name  
(Being duly authorised to sign this document)

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Designation