



LEASE APPLICATION (FOR CORPORATE EMPLOYEES)

1. PERSONAL DETAILS:

FULL NAME: Mr./ Ms./ Mrs. _____

RESIDENTIAL ADDRESS: (PERMANENT) _____

_____ TEL. NO. _____

(PRESENT) _____

DATE OF BIRTH: _____ EDUCATIONAL QUALIFICATION: _____

MEMBERSHIP(S) OF ANY CLUB(S), PLEASE SPECIFY: _____

2. CREDIT CARD DETAIL (S):

NAME OF BANK / INSTITUTION	CREDIT LIMIT

NIC # _____ NTN# _____

3. DEPENDENTS' DETAILS:

NAME	RELATIONSHIP	DATE OF BIRTH / AGE	EMPLOYED (y/n)

4. EMPLOYMENT RECORD: (DETAILS OF ALL EMPLOYMENTS TO BE GIVEN TODATE, INCLUDING PRESENT)

NAME OF EMPLOYER	DATE OF JOINING	EXPERIENCE IN YEARS	DESIGNATION	ADDRESS OF THE EMPLOYER	TELEPHONE

5. REFERENCES:

NAME: _____ NAME: _____

DESIGNATION: _____ DESIGNATION: _____

ORGANIZATION: _____ ORGANIZATION: _____

TEL. NO: _____ TEL. NO: _____

6. DETAILS OF OTHER LOANS:

TYPE OF LOAN	NAME OF INSTITUTION	AMOUNT OF LOAN	REPAYMENT PER MONTH	MATURITY DATE	CURRENT OUTSTANDING
HOUSE LOAN					
CAR LOAN					
PERSONAL LOAN					

OTHERS					
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7. (To be Verified By The Employer)

(a) SALARY DETAILS:

MONTHLY SALARY (BASIC) RS. _____

MONTHLY SALARY (GROSS) RS. _____

DEDUCTIONS:

1. P.F. CONTRIBUTION RS. _____

2. INCOME TAX RS. _____

3. P.F. LOAN RS. _____

4. DEDUCTION ON ACCOUNT OF LEASE/LOAN RS. _____

5. ANY OTHER DEDUCTIONS RS. _____

6. TOTAL DEDUCTIONS RS. _____

7. SALARY AFTER ALL DEDUCTIONS RS. _____

(b) GROUP INSURANCE DETAILS:

- COVERAGE FOR DEATH YES / NO RS. _____

(c) PROVIDENT FUND AND GRATUITY DETAILS:

- BALANCE IN P/F & GRATUITY AS ON _____ RS. _____

8. OTHER INFORMATION:

a) TYPE OF RESIDENCE?

- BUNAGLOW/HOUSE SQUARE YARD _____
- APARTMENT COVERED AREA _____

b) RENTED YES / NO, IF RENTED, RENT PER MONTH RS. _____

c) DO YOU OWN A CAR? YES / NO _____

MODEL _____ MAKE _____

9. ITEM(S) TO BE LEASED:

DESCRIPTION: _____ MODEL SPECIFY IF ANY _____

PRICE RANGE Rs. _____ TO Rs. _____

I WISH TO OBTAIN A CAR / COMPUTER / HOUSEHOLD ITEM / EQUIPMENT ON LEASE FINANCING AND HEREBY DECLARE THAT ALL THE INFORMATION PRESENTED ABOVE IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

DATE _____

SIGNATURE OF THE EMPLOYEE

EMPLOYER CERTIFICATION

WE HEREBY CONFIRM THE FOLLOWING:

1. THE APPLICANT IS A CONFIRMED AND PERMANENT EMPLOYEE OF OUR COMPANY.
2. THE PERSONAL DETAILS, DETAILS OF DEPENDENTS AND THE EMPLOYMENT RECORD ARE CORRECT.
3. THE SALARY DETAIL PROVIDED BY THE EMPLOYEE ARE CORRECT.
4. THE DETAILS OF PROVIDENT FUND, GRATUITY AND GROUP INSURANCE POLICY ARE CORRECT.
5. THE SIGNATURE OF THE EMPLOYEE GIVEN ABOVE IS HEREBY VERIFIED BY US.

DATE _____

NAME & SIGNATURE OF THE EMPLOYER
WITH COMPANY STAMP

Please provide complete & accurate information for quick processing. SPLC reserves the right to disapprove lease request, without assigning any reason whatsoever.