

SOLE PROPRIETOR  
ASSET PURCHASE



# DOMINION FINANCE

If we can't help you, no one can!

DOMINION FINANCE LIMITED

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# APPLICANTS GUIDELINE/DECLARATION

I the undersigned acknowledge that:

- (A) Personal Information Forms must be completed by all Applicants, and Guarantors.
- (B) Applications not completed in full will not be processed.
- (C) A current passport sized photo is required from the applicant (Sole Proprietor) and all Guarantors.
- (D) A quotation should accompany all assets being purchased.
- (E) Deposits to be paid on assets to be purchased are to be paid to Dominion Finance Limited.
- (F) A valuation should accompany all assets being offered or to be taken as security.
- (G) Assets charged to DFL to secure borrowings must be insured with premiums paid by the applicant annually in advance.
- (H) Applications from Sole Proprietors must include:
  - Certificate of Registration
  - Latest Financial Statements (Balance Sheet and Profit Loss)
  - Search fee of \$112.50
- (I) In instances where assets or vehicles are to be repaired and I/W intend to seek DFL financial assistance to meet the cost of repairs, I/We shall seek DFL consent prior to contracting any works.

## DATA BUREAU LIMITED (Office Use Only)

Enquiry No.....

No.of Defaults Recorded .....(Data Bureau Print Out to be Attached)

## DECLARATION/AUTHORISATION/UNDERTAKING

- I DECLARE AND CONFIRM THAT NO RECEIVING ORDER/ORDER FOR ADJUDICATION HAS BEEN MADE AGAINST ME OUT OF ANY COURT OF COMPETENT JURISDICTION EITHER IN FIJI OR ELSEWHERE AND I FURTHER DECLARE THAT NO LEGAL PROCEEDINGS ARE PENDING AGAINST ME IN RESPECT OF ANY DEBT WHICH I ALLEGEDLY OWE EXCEPT THOSE WHICH HAVE BEEN DISCLOSED TO YOU IN WRITING.
- I AUTHORISE DFCL TO LIST MY/OUR PERSONAL AND DEFAULT DETAILS ON DATA BUREAU LIMITED WHERE APPLICABLE.
- I UNDERTAKE TO INSURE THE VEHICLE/ASSETS FINANCED FOR ITS CURRENT MARKET VALUE AND TO PAY PREMIUMS ANNUALLY IN ADVANCE.

Signature:.....

Name:.....

Signature:.....

Name:.....



The Proprietor (Name or Names if Joint) \_\_\_\_\_ apply for a loan.

Purpose \_\_\_\_\_

\* The Motor Vehicle/Asset is for  Private or  Commercial use (tick one only)

To Be Completed By Applicant

Cash Price of Asset: \$.....

Deposit Offered: \$.....

Amount Required: \$.....

Documentation Fee (2%) \$.....

Interest Rate:.....%pa

Term Preferred:.....Mths/Yrs

Repayment Preferred \$.....Mthly/Qtr/Yrly

Security Offered

.....

.....

.....

.....

.....

.....

Total Security.....

TICK IF FILE NOTE DONE

Safety Assessment (Office Use Only)

Signature:.....

Name:.....

For Office Only

\$.....

Required \$.....

Approved \$.....

Documentation Fee:\$.....

Interest Rate:.....%pa

Required Term:.....Mths/Yrs

Required Repayment:.....Mthly/Qtr/Yrly

Security Required

\$(FMV)

\$(LV)

..... \$..... \$.....

..... \$..... \$.....

..... \$..... \$.....

..... \$..... \$.....

..... \$..... \$.....

..... \$..... \$.....

..... \$..... \$.....

Surplus (Shortfall) \$..... \$.....

Justification (For Office Use Only)

Signature:.....

Name:.....



# FINANCIAL STATEMENTS

## ASSETS AND LIABILITIES STATEMENT

LIABILITIES			ASSETS		
Bank (Overdraft- )			Bank (Savings- )		
Loan			Other		
Credit Union Loan			Credit Union Shares		
Credit Card no:			House Property Purchased / /		
MORTGAGE/VEHICLE LOANS			Other property		
Owing to:					
			Life Policies:		
HIRE PURCHASE					
Owing to:					
			Motor Vehicle Reg:		
Other Liabilities			Other Assets		
			Household Effects \$		
TOTAL LIABILITIES			FNPF \$		
Surplus/(Deficit)					
TOTAL (to agree with total assets)			TOTAL ASSETS		

## MONTHLY INCOME AND EXPENSES

INCOME POSITION			COMMITMENTS		
NET SALARY			House Repayments / Rent		
Self			Other Repayments:		
Spouse					
			Credit Card		
Rental			Hire Purchase:		
Investment					
Taxi			Food		
Other (specify)			FEA & Water		
			Telephone		
			Education & Fares		
			Other:		
TOTAL MONTHLY INCOME					
Less Total Monthly Commitments					
Uncommitted Monthly income			<b>Total Monthly Commitments</b>		

I declare that the above particulars are true and I hereby authorise you to conduct verifications on the same information.

Signature(s) of Applicant(s): \_\_\_\_\_ Date: \_\_\_\_\_

Applicant(s): \_\_\_\_\_ Date: \_\_\_\_\_

Signature/Name of Witness: \_\_\_\_\_ Date: \_\_\_\_\_



# PERSONAL INFORMATION

**NOTE**  
Applicant & Spouse are to attach the following:  
1) Recent Passport Size Photo  
2) Photocopy of Drivers / Taxi Licence  
3) Photocopy of FNPF Card  
4) Photocopy of Passport

## APPLICANT DETAILS

TITLE	SURNAME	OTHER GIVEN NAMES

OCCUPATION: ..... DATE OF BIRTH: ..... / ..... / .....

FATHERS NAME: .....

OCCUPATION: .....

## CONTACTS

PHONE (HOME): ..... MOBILE: .....

EMAIL ADDRESS: .....

POSTAL ADDRESS: .....

RESIDENTIAL ADDRESS: .....

## EMPLOYMENT DETAIL

EMPLOYER: ..... EMPLOYMENT NO: .....

BUSINESS ADDRESS: .....

BUSINESS PHONE: ..... FAX: .....

OFFICE EMAIL: .....

## ADDITIONAL INFORMATION

FNPF No: ..... DRIVERS LICENCE No: .....

TAXI LICENCE No: ..... PASSPORT No: .....

## SPOUSE DETAILS

TITLE	SURNAME	OTHER GIVEN NAMES

OCCUPATION:..... DATE OF BIRTH: ..... / ..... / .....

FATHERS NAME:.....

OCCUPATION:.....

## CONTACTS

PHONE (HOME): ..... MOBILE:.....

EMAIL ADDRESS:.....

POSTAL ADDRESS:.....

RESIDENTIAL ADDRESS:.....

## EMPLOYMENT DETAILS

EMPLOYER: ..... EMPLOYMENT NO:.....

BUSINESS ADDRESS:.....

BUSINESS PHONE: ..... FAX:.....

OFFICE EMAIL:.....

## ADDITIONAL INFORMATION

FNPF No: ..... DRIVERS LICENCE No:.....

TAXI LICENCE No: ..... PASSPORT No:.....



# SOLE PROPRIETOR

Company Name.....

Registration No.....

Date of Incorporation.....

Registration Office.....

**Contact Details**

Address (Business).....

.....

GIS Business Address (For Office Use Only).....

.....

Postal Address.....

.....

Phone Contact.....

Mobile No.....

Fax No.....

Email Address .....

Date of last Annual Return ...../...../.....

**Sole Proprietor** (A Personal Information and Statement of Position form must be completed by Proprietor)

Name.....

