

Legal entity's application for a factoring

I hereby request "Citadele lizings un faktoringas" Ltd to review my application for factoring considering the following data:

Date ____ day ____ month ____ year

Place _____

Tāl: 67778777
lizings@citadele.lv

Information about applicant

Please use only capital letters and mark the necessary fields with "X"

Company name _____ Registration number _____
Registration year _____

Key areas of activity, industry _____

Legal address _____

Postal address _____

Telephone, fax _____ E-mail _____

Bank name _____

Name, last name of applicant's representative _____ Position _____

Personal ID number _____ Representative's telephone number _____

Related companies _____

Applicant's members:

Name, Last name or Title	Number of shares/ Percent	Member's registration number or personal ID number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Is any of applicant's, beneficial owners¹ a politically exposed person², family member of a politically exposed person or person closely associated with politically exposed person?

No Yes (please, fill Customer's questionnaire)

Existing liabilities to credit institutions and other financial institutions

Type of liabilities (loan, leasing)	Lender	Security and collateral for the type of liabilities	Outstanding sum, currency	Date of full maturity	Monthly payment
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Description of applicant's activity

Industry _____ Number of customers _____ Average post-payment period _____ days

Types of goods and services _____ Number of post-paid customers _____ Related companies are among customers Yes No

Desired factoring agreement conditions

Maximum post-payment period (in days) _____ Advance payment (%) _____

Factoring limit _____ Currency _____

Documents appended to application

Copy of applicant's registration certificate (original must be presented) An audited annual report for the previous financial year

Copies of cooperation agreements with customers specified in the appendix Financial statement for the reporting year (for 3, 6 or 9 months correspondingly)

Copy of applicant's Articles of Association and registered amendments thereto (original must be presented)

Copy of representative's passport or ID card (original must be presented) Key principal balance sheet items (debtors, stock, fixed assets, creditors)

Other documents _____

Note: If all the required information cannot be provided in this application due to lack of space, please append this information on a separate sheet of paper.

NB! "Citadele lizings un faktoringas" Ltd may require additional information in case of necessity.

¹ **Beneficial owner** is a private individual who owns or controls, directly or indirectly, at least 25 per cent of the Client's share capital or total number of voting shares, or who otherwise controls the Client's business; or who has, directly or indirectly, the right to the Client's property, or who controls, directly or indirectly, at least 25 per cent of a legal entity other than a merchant; or for the benefit or interests of which business relationships are established /a transaction is performed with the Bank. A political party, association or cooperative society shall be deemed the beneficial owner of the respective political party, association or cooperative society.

² **A politically exposed person** - a natural person, who in the Republic of Latvia or in foreign countries occupies or has been entrusted with prominent public functions : head of State, head of state administrative unit (municipality), head of government , minister, deputy of minister or deputy of minister's deputy, state secretary or other upper level official in government or state administrative unit (municipality), member of parliament or member of other similar legislative bodies, member of governing bodies (board) of a political party, judge of constitutional court, judge of higher court or judge in a different level court (member of court institutions), member of highest revision (audit) institution council or board, member of central bank's council or board, ambassador, charge affaires, chief officer in the armed forces, member of management or supervisory bodies of State – owned enterprises, directors, deputy directors and member of the board or equivalent function of an international organization (director, deputy director), or a person who is in a similar position in this organization.

Family member of a politically exposed person - politically exposed person's spouse or a person similar to spouse status (considered as such only if the law of according state stipulate this status), child, or a child of politically exposed person's spouse or a person similar to spouse status, his spouse or a person similar to spouse status, parent, grandparent, grandchild, brother or sister.

Person closely associated with politically exposed person - natural person who has business or other type of close relationship with politically exposed person, who is a shareholder in the same legal entity as politically exposed person, or who has sole beneficial ownership of a legal arrangement which is known to have been set up for the de facto benefit of a politically exposed person.

Applicant

By signing this application applicant, in the shape of his/her representative, certifies that the provided and providable data is accurate, complete and valid, and authorizes "Citadele lizings un faktoringas" Ltd to request and receive information about applicant or i/his/her representatives by any means from any other parties and publicly available data bases, incl. the Loan Register. The applicant hereby consents that "Citadele lizings un faktoringas" Ltd shall provide information about applicant and his/her transactions to JSC "Citadele Banka" and enterprises within its group, and that "Citadele lizings un faktoringas" Ltd shall receive information whereas JSC "Citadele Banka" and enterprises within its group shall provide information about applicant and his/her transactions to "Citadele lizings un faktoringas" Ltd. If applicant provides untruthful information, he/she shall be held liable in accordance with the effective legislation, and "Citadele lizings un faktoringas" Ltd shall have the right to unilaterally withdraw from the agreement concluded on the basis of this application.

Name, Last name of applicant's representative _____ Signature _____

Application accepted by (employee) _____ Date _____ Signature _____



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Tāl.: 67778777
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Date ____ ____ ____
day month year

Place _____

Please use only capital letters and mark the necessary fields with "X"

Buyer's name _____ **Registration No.** _____

Name, last name of company's representative _____ Personal ID number _____ - _____

Position _____ Telephone No. _____

Address (Country, town, street, building, postal code) _____

May "Citadele Lizings un Faktoringis" contact the customer? Yes No Telephone No. _____ Fax _____

Bank details _____

Trade partner since _____ Number of invoices per month _____ Post-payment period _____ days Average overdue time _____ days

Turnover with customer during the last 6 months _____ Average invoice sum _____ Proportion of returned goods _____% Current outstanding debt _____

Customer's desired limit _____ Currency _____ Risk coverage Yes No

Send reminders to customer Yes No Send penalty invoices to customer Yes No

Buyer's name _____ **Registration No.** _____

Name, last name of company's representative _____ Personal ID number _____ - _____

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Send reminders to customer Yes No Send penalty invoices to customer Yes No

Applicant

By signing this appendix to the application applicant acknowledges that the information submitted to "Citadele lizings un faktoringis" Ltd is accurate, complete and valid. Applicant also commits to pay the invoice for reviewing the factoring transaction issued by "Citadele lizings un faktoringis" Ltd in accordance with its effective price list for factoring transactions.

Name, last name of applicant's representative _____

Signature _____