

## Required Documentation for New Client

In order for us to complete your file as you requested, the following is needed by International Trade Finance to determine the feasibility of entering into a purchase order finance or accounts receivable factoring program:

- ( ) Complete & Signed App / Request for Bank Credit Info / Request for Lease Info (if applicable)
- ( ) Customer Questionnaire (if submitted through a broker) / Project Analysis (if manufacturer)
- ( ) Copy of Valid Principals' Drivers' Licenses  
Copy of Valid Company Business License (if applicable to State)
- ( ) Articles of Incorporation / Articles of Organization /  
Sole Proprietorship Fictitious Business Filing
- ( ) Corporate By-Laws / LLC Operating Agreement
- ( ) Certified Financial Statements (last 6 months)  
Company Tax Returns (last 2 years), Form 941 filing (if applicable)
- ( ) Accounts Receivable and Accounts Payable Aging Report
- ( ) Copy of End Buyers' Purchase Orders and/or Contracts for financing  
--- Assignment of Letter of Credit (if applicable)
- ( ) Copy of Suppliers' Quotes and/or (ProForma) Invoices  
(not applicable for accounts receivable factoring)

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*Upon completion of the above, the following documentation  
will be forwarded to you for your review and signature:*

- ( ) Proposal of Terms
- ( ) Security Agreement and Annex
- ( ) Personal Guaranty (NOTARY REQUIRED)
- ( ) Corporate Resolution to Execute Contract
- ( ) ITF will file a UCC-1 Financing Statement listing the company and the main principal as debtors
- ( ) ITF may require a copy of Company's Product Liability Insurance  
naming International Trade Finance as Beneficiary

**International Trade Finance, LLC.**  
**220 Avenue "I"**  
**Redondo Beach, California 90277**  
**V: 310/316-1884 \* F: 310/316-9384**

## Application to Enter into a Security Agreement

- 1 Business Name: \_\_\_\_\_ Phone: (     )- \_\_\_\_\_
- 2 Street Address: \_\_\_\_\_ Fax: (     )- \_\_\_\_\_
- 3 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_
- 4 Date Established: \_\_\_\_\_ Does company own real property? Yes  No
- 5 If doing business in more than one place, list additional addresses: \_\_\_\_\_  
\_\_\_\_\_
- 6 Type of Business: \_\_\_\_\_  
\_\_\_\_\_
- 7 Email addresses: \_\_\_\_\_

### PRINCIPALS

- 8  **PRESIDENT** Name: \_\_\_\_\_ Driver's License No: \_\_\_\_\_  
 **SOLE PROPRIETOR** Home Street Address: \_\_\_\_\_  Own  
 **SENIOR PARTNER** Home Street Address: \_\_\_\_\_  Rent  
\_\_\_\_\_ % OWNED City, State, Zip Code: \_\_\_\_\_  
Home Tel.: (     )- \_\_\_\_\_ SS No.: \_\_\_\_\_ DOB: \_\_\_\_\_
- 9  **SECRETARY** Name: \_\_\_\_\_ Driver's License No: \_\_\_\_\_  
 **OTHER PARTNER** Home Street Address: \_\_\_\_\_  Own  
\_\_\_\_\_ % OWNED Home Street Address: \_\_\_\_\_  Rent  
City, State, Zip Code: \_\_\_\_\_  
Home Tel.: (     )- \_\_\_\_\_ SS No.: \_\_\_\_\_ DOB: \_\_\_\_\_
- 10  **OTHER OFFICER** Name: \_\_\_\_\_ Driver's License No: \_\_\_\_\_  
 **SHAREHOLDER** Home Street Address: \_\_\_\_\_  Own  
 **PARTNER** Home Street Address: \_\_\_\_\_  Rent  
\_\_\_\_\_ % OWNED City, State, Zip Code: \_\_\_\_\_  
Home Tel.: (     )- \_\_\_\_\_ SS No.: \_\_\_\_\_ DOB: \_\_\_\_\_
- 11  **OTHER OFFICER** Name: \_\_\_\_\_ Driver's License No: \_\_\_\_\_  
 **SHAREHOLDER** Home Street Address: \_\_\_\_\_  Own  
 **PARTNER** Home Street Address: \_\_\_\_\_  Rent  
\_\_\_\_\_ % OWNED City, State, Zip Code: \_\_\_\_\_  
Home Tel.: (     )- \_\_\_\_\_ SS No.: \_\_\_\_\_ DOB: \_\_\_\_\_

## SUPPORT INFORMATION

12 Name of Accountant: \_\_\_\_\_ Firm: \_\_\_\_\_ Phone: ( ) - \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

13 Name of Attorney: \_\_\_\_\_ Firm: \_\_\_\_\_ Phone: ( ) - \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

14 Name of Insurance Agt.: \_\_\_\_\_ Firm: \_\_\_\_\_ Phone: ( ) - \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

## TAX INFORMATION

15 Federal ID Number: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

16 How often do you file 941 Payroll Taxes? Weekly  Monthly  Quarterly  Yearly

17 Do you have Federal or State Taxes past due?  Yes  No If "yes", has lien been filed?  Yes  No

18 If "yes" to #17, please list type, quarter/year, and amounts: \_\_\_\_\_

## BANKING INFORMATION

### BUSINESS CHECKING ACCOUNT

19 Name of Bank: \_\_\_\_\_ Date Account Opened: \_\_\_\_\_

20 Street Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

21 Account No.: \_\_\_\_\_ Name of Bank Officer: \_\_\_\_\_ Phone: ( ) - \_\_\_\_\_

### BUSINESS LOAN ACCOUNT

22 Name of Financial Institution: \_\_\_\_\_ Phone: ( ) - \_\_\_\_\_

23 Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

24 How long with Institution: \_\_\_\_\_ Loan Amount: \_\_\_\_\_ Collateral: \_\_\_\_\_

### PERSONAL ACCOUNT OF:

President  Proprietor  Partner

25 Name of Bank: \_\_\_\_\_ Date Account Opened: \_\_\_\_\_

26 Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

27 Account No.: \_\_\_\_\_ Name of Bank Officer: \_\_\_\_\_ Phone: ( ) - \_\_\_\_\_

## OPERATIONS INFORMATION

- 28 Are you presently leasing your business space? \_\_\_\_\_ Period of Present Lease: \_\_\_\_\_
- 29 Name of Landlord and/or Management Company: \_\_\_\_\_
- 30 Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_
- 31 Phone: (     ) - \_\_\_\_\_ Monthly Rental Amount: \_\_\_\_\_

## RECEIVABLE INFORMATION

- 32 Dollar Amount of Receivable Now Open: \_\_\_\_\_ Avg. Monthly Sales: \_\_\_\_\_
- 33 Approximate Number of Customers: \_\_\_\_\_ Terms of Sales: \_\_\_\_\_
- 34 Are you currently factoring your receivables?     Yes    No    If "yes," w/ whom? \_\_\_\_\_
- 35 Are your receivables pledged as collateral?     Yes    No    If "yes," to whom? \_\_\_\_\_
- 36 Other Commercial Loans/Leases Outstanding?    Yes    No    If "yes," list on back of this application.

I/We have been told and do understand that the submission of an application for financing with International Trade Finance (herein after "ITF") does not mean that ITF will provide any financial services whatsoever.

I/We further have been told and do understand that approval for finance may come only after ITF approves said application and the Purchase Orders offered are approved according to the terms of ITF's Security Agreement.

The above Statements are true and accurate to the best of my information and belief. This serves as my permission for release of any information regarding this application for the purposes of credit investigation to ITF.

Signed: \_\_\_\_\_ Print Name & Title: \_\_\_\_\_ Dated: \_\_\_\_\_

Signed: \_\_\_\_\_ Print Name & Title: \_\_\_\_\_ Dated: \_\_\_\_\_

Signed: \_\_\_\_\_ Print Name & Title: \_\_\_\_\_ Dated: \_\_\_\_\_

Signed: \_\_\_\_\_ Print Name & Title: \_\_\_\_\_ Dated: \_\_\_\_\_

PLEASE ACCEPT THE SIGNATURE(S) ABOVE AS AUTHORIZATION TO RELEASE ANY CREDIT REPORTS OR CHECKING ACCOUNT INFORMATION ON EITHER THE BUSINESS NAME OR INDIVIDUAL NAME(S) AS LISTED UNDER THE SECTION ENTITLED "PRINCIPALS" TO:

INTERNATIONAL TRADE FINANCE, LLC.  
c/o Riviera Finance - Chicago Central  
17W415 Roosevelt Road  
Oakbrook Terrace, Illinois 60181-9824  
Tel: (630) 627-8750 \* Fax: (630) 627-0399

Thanking you in advance for your cooperation.

**International Trade Finance, LLC.**  
220 Avenue "I"  
Redondo Beach, California 90277  
Tel: (310) 316-1884 Fax: (310) 316-9384

**REQUEST FOR  
BANK CREDIT INFORMATION**

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Please accept this letter as written authorization to release all checking information on both my business and personal accounts to the following company:

**International Trade Finance, LLC.**  
220 Avenue "I"  
Redondo Beach, California 90277  
Tel: (310) 316-1884 Fax: (310) 316-9384

Thank you for your cooperation and prompt attention in replying to this request for information.

Sincerely,

\_\_\_\_\_  
Authorized Signature and Title

\_\_\_\_\_  
Company Name

**TO: BANK CREDIT DEPARTMENT**

RE: \_\_\_\_\_  
\_\_\_\_\_

BUSINESS ACCOUNT # \_\_\_\_\_  
PERSONAL ACCOUNT # \_\_\_\_\_

The above account has given the name of your bank as a reference in applying for credit.  
Thank you for completing the information below and returning the completed form to ITF at your earliest convenience.

**BUSINESS DEPOSIT ACCOUNT**

Date opened: \_\_\_\_\_

Date opened: \_\_\_\_\_

Average Balance: \_\_\_\_\_  
(low, medium, high)  
(three, four, five, six figures) \_\_\_\_\_

Average Balance: \_\_\_\_\_  
(low, medium, high)  
(three, four, five, six figures) \_\_\_\_\_

Deposit Account Satisfactory? Yes ( ) No ( )

Deposit Account Satisfactory? Yes ( ) No ( )

**BUSINESS LOAN ACCOUNT**

Original Amount \_\_\_\_\_ Balance \_\_\_\_\_

Original Amount \_\_\_\_\_ Balance \_\_\_\_\_

Collateral \_\_\_\_\_

Collateral \_\_\_\_\_

Payments Current? Yes ( ) No ( )

Payments Current? Yes ( ) No ( )

Rating \_\_\_\_\_

Rating \_\_\_\_\_

\_\_\_\_\_  
Signature of Bank Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**REQUEST FOR  
LEASE INFORMATION**

Date: \_\_\_\_\_

TO: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please accept this letter as written authorization to release any lease-related information on my business to the following company:

**International Trade Finance, LLC.**  
220 Avenue "I"  
Redondo Beach, California 90277  
Tel: (310) 316-1884 Fax: (310) 316-9384

Thank you for your cooperation and prompt attention in replying to this request for information.

Sincerely,

\_\_\_\_\_  
Authorized Signature and Title

\_\_\_\_\_  
Company Name

**TO: LANDLORD and/or MANAGEMENT COMPANY**

RE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above lessee has given your name as a reference in applying for credit.  
Thank you for completing the information below and returning the completed form to ITF at your earliest convenience.

**PRESENT LEASE**

Period of Present Lease \_\_\_\_\_

Monthly Rental Amount \_\_\_\_\_

Payments Current? Yes ( ) No ( )

History of Late Payments? Yes ( ) No ( ) If "yes", please make appropriate comments below.

Please make any additional comments that will assist in our credit assessment. Thank you for your cooperation.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Sign and Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date