



Ground Floor, Foundation Plaza  
Plot 792, Shettima Munguno Crescent  
Utako District  
Abuja

**LEASE APPLICATION FORM (CORPORATE)**

**CORPORATE INFORMATION.**

1. **NAME OF COMPANY**

\_\_\_\_\_

2. **CONTACT ADDRESS** (please note that the contact address must be  
Within the FCT and would be verified.)

\_\_\_\_\_

\_\_\_\_\_

3. **NAME OF DIRECTOR 1**

\_\_\_\_\_

4. **ADDRESS OF DIRECTOR 1**

\_\_\_\_\_

5. **NAME OF DIRECTOR 2**

6. **ADDRESS OF DIRECTOR 2**

\_\_\_\_\_

7. **NAME OF DIRECTOR 3**

8. **ADDRESS OF DIRECTOR 3**

\_\_\_\_\_

9. **NAME OF DIRECTOR 4**

10. **ADDRESS OF DIRECTOR 4**

\_\_\_\_\_

Any Office Telephone Numbers\_\_\_\_\_

Any mobile number(s)\_\_\_\_\_

E-mail Address\_\_\_\_\_

**11. DATE OF INCORPORATION**\_\_\_\_\_

## **ASSET INFORMATION**

1. **Description of Asset**\_\_\_\_\_
  2. **Value of Asset**\_\_\_\_\_
  3. **Name of Vendor**\_\_\_\_\_
  4. **Age of Asset**\_\_\_\_\_
  5. **Any existing lease with ALC or other institution**\_\_\_\_\_
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## **GUARANTOR**

You are to provide two Guarantors.

- A Guarantor must be a respectable person in the society, such a person may be a Senior Civil Servant of a grade level 12 and Above, A medical Doctor, A chartered Arbitrator, A chartered Accountant, A Banker of the rank of a Manager and above, A senior police officer, A member of any arm of the Nigerian armed forces of a rank equivalent to a major in the army and above, a clergy man of a recognized religious denomination, A senior Management member of a private sector company incorporated in Nigeria.
- A guarantor must be ordinarily resident in the FCT and has been so resident for a period not less than 12 months proceeding the 1<sup>st</sup> of January 2010.
- Staff of, Abuja Leasing Company Ltd, AIPDC, UBA plc, First Inland bank plc, FCT Administration are not eligible to act as Guarantor.
- A Guarantor may be liable for any loss or damage suffered by the Company as a result of the activities of an operator or participant she/he guaranteed under this scheme.
- **Please DO NOT Guarantee a person who is not well known to you.**

**DECLARATION**

Please read the declaration below and sign it.

The information we have given is complete and is true to the best of our knowledge. We confirm that if & when, there is a material change in my circumstances or new information relevant to the company and or our Guarantor becomes available, we will inform the Company immediately

We declare that the information given on this form is correct to the best of our knowledge and belief.

\_\_\_\_\_  
COMPANY SEAL

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

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

**DATA PROTECTION STATEMENT**

The information provided in this form is private and confidential and shall not be disclosed or publicized save as provided under the relevant laws of Nigeria. The data may be disclosed to Government Departments, public authorities, tax authorities, auditors etc.

**ITEMS TO BE SUBMITTED ALONG WITH THE COMPLETED FORMS****DOCUMENTS REQUIRED FOR EQUIPMENT LEASE (CORPORATE)**

1. CERTIFICATE OF INCORPORATION
2. FORM CO2 AND CO7
3. COMPANY PROFILE
4. 12 MONTHS BANK STATEMENT
5. CASH FLOW STATEMENTS FOR 24 MONTHS
6. AUDITED ACCOUNTS FOR THE PAST 3 YEARS
7. BOARD RESOLUTION
8. MINIMUM OF 30% EQUITY CONTRIBUTION IF APPROVED
9. CORPORATE GUARANTEE/PERSONAL GUARANTEE OF DIRECTORS
- 11 KYC FORM
- 12 UTILITY BILL
- 13 APPLICATION FORM FEE N5000
- 14 CORPORATE SEARCH FEE N5000
15. VALID ID CARD AND 1 PASSPORT PHOTOGRAPH FOR BOTH LESSEE AND GUARANTORS.