

# Expert Leasing Ltd

BRN: C10092730

## APPLICATION FORM FOR LEASE - PERSONAL AND SELF-EMPLOYED

Application Date: \_\_\_\_\_ Reference: \_\_\_\_\_  
Type of Lease:  Finance Lease  Operating Lease

### APPLICANT DETAILS

New  Existing  
Title:  Mr  Mrs  Miss  
Surname: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Maiden Name: \_\_\_\_\_

NIC / Passport No

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nationality: \_\_\_\_\_

Residential Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Mailing Address (if different from above)

\_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Phone No

Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Email: \_\_\_\_\_

Marital Status

Single  Married  Other \_\_\_\_\_  
*Specify*

No of Dependants: \_\_\_\_\_

Residential Status

Home Owner  Tenant  Living with Parents

### EMPLOYMENT DETAILS

Salaried  Self-employed  Other \_\_\_\_\_  
*Present Employment Specify*

\_\_\_\_\_

Name of Employer

\_\_\_\_\_

Address of Employer

Employment

Permanent  Other (Specify) \_\_\_\_\_

Contractual Years in Actual Employment: \_\_\_\_\_

Occupation: \_\_\_\_\_

Industry: \_\_\_\_\_

Monthly Basic Salary: **Rs** \_\_\_\_\_

Other Monthly Revenue: **Rs** \_\_\_\_\_

Spouse's Details

Employed  Other (Specify) \_\_\_\_\_

### GUARANTOR / JOINT APPLICANT DETAILS (if applicable)

New  Existing  
Title:  Mr  Mrs  Miss  
Surname: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Maiden Name: \_\_\_\_\_

NIC / Passport No

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nationality: \_\_\_\_\_

Residential Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Mailing Address (if different from above)

\_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Phone No

Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Email: \_\_\_\_\_

Marital Status

Single  Married  Other \_\_\_\_\_  
*Specify*

No of Dependants: \_\_\_\_\_

Residential Status

Home Owner  Tenant  Living with Parents

### GUARANTOR / JOINT EMPLOYMENT DETAILS (if applicable)

Salaried  Self-employed  Other \_\_\_\_\_  
*Present Employment Specify*

\_\_\_\_\_

Name of Employer

\_\_\_\_\_

Address of Employer

Employment

Permanent  Other (Specify) \_\_\_\_\_

Contractual Years in Actual Employment: \_\_\_\_\_

Occupation: \_\_\_\_\_

Industry: \_\_\_\_\_

Monthly Basic Salary: **Rs** \_\_\_\_\_

Other Monthly Revenue: **Rs** \_\_\_\_\_

Spouse's Details

Employed  Other (Specify) \_\_\_\_\_

**STATEMENT OF ASSETS AND LIABILITIES (Applicant)**

Details of Assets / Immovable Properties: .....

Details of Liabilities <i>(Loans, Leases, Credit Cards, Overdraft, etc)</i>	Outstanding Amount <b>Rs</b>	Monthly Repayment <b>Rs</b>
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

**INCOME & GENERAL EXPENSES (Applicant)**

	Applicant <b>Rs</b>	Spouse <b>Rs</b>	Guarantor <b>Rs</b>
<b><u>Income</u></b>			
Basic Salary	.....	.....	.....
Allowances	.....	.....	.....
Other Income	.....	.....	.....
<b>Total Income</b>	<b>Rs</b>		
<b><u>Expenditure</u></b>			
Gross Expenses	.....	.....	.....
Loan/Leases/OD/Credit Card	.....	.....	.....
Others	.....	.....	.....
<b>Total Expenses</b>	<b>Rs</b>		
<b>Net Revenue</b>	<b>Rs</b>		

**LEASE REQUEST**

Supplier / Vendor's Name: .....

Contact Person: ..... Expected Delivery Date: .....

Make: ..... Model: .....  New  Recond.

Cost of vehicle (incl VAT): **Rs** ..... Interest rate (%): .....

Proposed Deposit: **Rs** ..... Residual Value (%): .....

Requested Finance Amount: **Rs** ..... Bullet Amount: **Rs** .....

Terms (Months): .....

**Authorisation to receive electronic communications (Please sign below if agreeable)**

I / We agree to receive by email at the above email address, Statement of accounts, Customer due diligence (CDD) Letters, and any other correspondence(s) from **Expert Leasing Ltd** (EL) relating to the lease agreement and facility provided.

Consequently, it is understood and agreed that:

- In particular circumstances, EL reserves the right to send documents or other information to its customers in hard copy rather than by email,
- EL shall not be held responsible for any failure in transmission beyond its control any more than it can for postal failures;
- the current instruction shall remain valid until written revocation is sent by the client to Expert Leasing Ltd, 2<sup>nd</sup> Floor ABC Centre, Military Rd Port Louis;
- EL shall take all reasonable precautions to ensure that viruses are not present in any communication it sends out and shall not accept responsibility for any loss or damage arising from the opening or use of any email or attachments sent by/ received from EL;
- It is my/our responsibility to inform EL of any change to my/our email address and/or any other material change which EL would likely expect to be informed of;
- I/we will hold EL and/or its agents harmless in the execution of my/our present instructions and not to enter any action against the aforesaid parties and hereby irrevocably renounce to any rights we might have accordingly.

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

## **INSURANCE AND MAINTENANCE COST**

The lessee shall bear all the costs relative to insurance (Full Comprehensive cover / All Risk Cover) and maintenance as per terms of lease contract.

The lessee undertakes to insure the said leased asset under a full comprehensive and / or All Risk cover and to renew such insurance for its market price at an insurance company duly licensed by the Financial Services Commission, and to forward a copy of the insurance to the lessor upon each renewal until full settlement of the said lease.

## **DECLARATION AND AUTHORISATIONS**

I/We confirm that to the best of my/our knowledge and belief, that the information provided herein is true, correct and complete and that I/We have not withheld any material information relevant to the present application and any other documentation submitted in connection with this application that will constitute the basis of the lease applied for. I/We further agree to inform Expert Leasing Ltd (the 'Company') of any change in any information / documentation provided.

I/We understand that the voluntary withholding or non-disclosure of material facts shall entitle the Company to treat any lease that may be or have been issued as a result of this application as null and void.

I/We acknowledge that the Company may accept or refuse the present application at its discretion and without any obligation to provide reasons to the applicant.

I/We further acknowledge that it is my/our sole responsibility to communicate any change in my contact details to the Company. Notwithstanding any communication received from the Company, the contents of any official letter from the Company shall always prevail.

**I/We understand that Section 52 of the Bank of Mauritius Act 2004 established a Central Credit Bureau, namely the "Mauritius Credit Information Bureau" (MCIB) that acts as a repository of credit information, both positive and negative on all recipients of credit facilities and guarantors. The MCIB assists credit lending institutions in making more informed decisions and promote a disciplined credit culture in the population. It is understood that any information collected or provided to the MCIB is done in compliance with provisions of the Bank of Mauritius Act 2004 and in strict confidentiality.**

**I/We understand that the Company will, as part of its appraisal process of the present application, access MCIB reports to seek information on credit facilities provided to me/us by other financial institutions, and I/We authorize the Company to do so.**

**I/We further acknowledge that if the credit facility applied for is thereby granted, the Company shall systematically provide information pertaining to the said credit facility to the MCIB for subsequent amendment and storage in its credit information database as provided under relevant Sections of the Bank of Mauritius Act 2004 and/or the Banking Act 2004.**

I/We acknowledge and understand that the Company will have to carry out independent identity verification in line with Customer Due Diligence requirements as required under the Financial Intelligence and Anti-Money Laundering Act ("FIAMLA") 2002 and other relevant Anti-Money Laundering Laws and Regulations governing the activities of the Company. I/We understand that it is my/our sole responsibility to setup, amend/change my standing order or direct debit instructions in such a way that allow timely payment of monthly lease amount due to the Company. The Company will not be held responsible for any payment related issues, such as but not limited to, delays, erroneous amounts and/or amounts received in excess, either during and/or after the duration of the lease agreement.

I/We hereby authorise the Company to act on any instructions received from me by fax and email and indemnify the Company against all actions, liabilities, claims, costs and expenses in relation to the latter acting on such instructions and agree to be liable in respect of future accounts or transaction to which I am party. It is further agreed that the Company may, prior to taking any actions with regard to the lease and/or before accepting any payment, require appropriate and relevant documentary evidence and I/We shall endeavour to comply with such request to our best capabilities.

I/We declare to the best of my knowledge that any amount of money, in cash or in any other forms, transferred/paid, and/or that will be transferred/paid to the company does not originate from the proceeds of any activity categorized as a crime under Section 2 of the FIAMLA 2002.

## **DATA PROTECTION**

### ***Processing of Personal Data***

#### ***About us***

Expert Leasing Ltd (EL) is a company duly licensed by the Financial Services Commission and registered as Data Controller in accordance with relevant provisions of the Data Protection Act 2017 with the Data Protection office. All personal data processed by Expert Leasing Ltd, are processed in accordance with the European Union General Data Protection Regulation 2016 and the Mauritius Data Protection Act 2017. We are committed to ensuring the privacy, security and confidentiality of your personal data and for this, we have in place adequate physical, electronic and managerial procedures. Our address and contact details are as follows:

2<sup>nd</sup> Floor, ABC Centre  
Military Road, Port Louis  
Tel: 217 1888; Email: [dpo@expertleasing.mu](mailto:dpo@expertleasing.mu)

Should you require any information about how we process your data, or regarding our Data Protection framework please contact our Data Protection Officer on Tel: 217 1888; Email: [dpo@expertleasing.mu](mailto:dpo@expertleasing.mu)

**DATA PROTECTION (Continued)**

**Purpose of processing**

Prior to providing lease facilities to potential clients, EL is obliged under relevant Anti-Money Laundering and Combating Financing of Terrorism Laws and Regulations to conduct and be satisfied of Customer Due Diligence measures and perform credit risk assessment. In case we cannot satisfactorily conduct Customer. Due Diligence measures and gather the necessary information / documents from you, we may not be able to process your lease application further.

**Processing by Third Party**

EL may use Third Parties to conduct screenings in line with our internal compliance policies and procedures and perform credit risk assessment to:

1. satisfy relevant Anti-Money Laundering and Combating Financing of Terrorism Laws and Regulations, and
2. for our own legitimate interest in order to manage our credit risks respectively.

**Retention period**

EL will process your personal data throughout the lease period, and retain your personal data for seven years from the date you cease to be a client or that the lease is terminated.

If for any reason your application for lease is not approved by EL, we will keep your documents for a period of one month after which we will permanently destroy your application pack (which includes your application form together with all documents and information provided during the application stage).

EL undertakes not to reveal or otherwise disclose the Personal Data to any external body, unless:

1. it has obtained the express consent of the Applicant, or
2. it is under either a legal obligation or
3. the Personal Data is disclosed to any agent, service provider, professional adviser or any other person that has a need-to-know for the performance of a contract established with EL.

**Your rights**

Pursuant to the provisions of the DPA and subject to the prescribed fee (if any) the Applicant acknowledges that he has, in relation to his Personal Data which is in the custody or control of EL, the right:

1. to access to, to request rectification and erasure;
2. to object to the processing;
3. to withdraw consent at any time (when consent is the legal basis), without affecting the lawfulness of processing based on the consent which he had provided prior to his withdrawal.

**Transfer outside Mauritius**

EL will not be sending your personal data outside Mauritius.

**Complaint**

Should the Applicant wish to exercise any of the aforementioned rights or should he/she have any queries relating to the processing of his Personal Data, he/she may contact EL Data Protection Officer at [dpo@expertleasing.mu](mailto:dpo@expertleasing.mu). For more information on how your privacy is protected, please consult our Data Protection Policy, which can be found at <http://expertleasing.mu>.

In case you are not satisfied with the reply provided, you may refer the complaint to the Data Protection Commissioner. Please find the contact details of the Data Protection Office below:

Level 5, SICOM Tower  
Wall Street, Ebène Cybercity  
Ebène  
Tel: 460 0251

*Applicant*

*Guarantor / Joint Applicant (if applicable)*

Signature: .....

Signature: .....

Name: .....

Name: .....

Date: ..... / ..... / .....  
DD MM YY

Date: ..... / ..... / .....  
DD MM YY

**Office Use Only**

*Documents Required*

- NIC
- Salary slips for last 3 months
- Bank Statement for last 6 months
- Birth Certificate
- Marriage Certificate (if applicable)
- Proof of address (less than 3 months)

*Additional Information / Comments*

- Business Registration Card
- Trade License
- MRA Return
- Quotation of Vehicle
- Others (*Specify*) .....

*Additional Information / Comments*

.....  
.....

Received by: .....

Date: ..... / ..... / .....  
DD MM YY