

**Contract Bond Proposal – Requirements Checklist  
New Applicant**

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ENCLOSED/SENT

**Forms**

- Contract Bond Facility Proposal Form.
- Contract Bond Proposal Form.
- Contract Enquiry Form (Completed by Project Architect/Engineer/Quantity Surveyor).
- Work Load Schedule
- A signed Letter of Authority to sent each of the company's bankers.

**Additional Information**

- The Audited Accounts, for the last two financial years, of this firm and of all connected firms owned by the same Shareholders. Schedules breaking down the main balance sheet figures should accompany the accounts.
- Management Accounts or Current Year forecast if available.
- A Statement of personal assets and liabilities of the main shareholding Directors may be requested if substantial assets are held in personal names.
- A Schedule of key personnel employed stating, Name, Qualifications, how long with the firm, responsibilities/function, number of years experience in function in total.
- Schedule of largest contracts completed in the last five years stating, client, description of contract, final contract sum, duration, date completed and Architect/Engineer in charge of contract.