

The Manager  
Orient Finance PLC  
..... Branch



Date. \_\_\_ / \_\_\_ /2020

Dear Sir

**Request to obtain relief measures on my leasing / loan facility obtained from Orient Finance PLC\***

In view of the challenges and difficulties faced due to the second wave of Covid-19. I hereby request you to grant me a debt moratorium in line with the framework introduced by the Central Bank of Sri Lanka.

**Please find the details of my Lease / Loan facility.**

Facility No : .....

Vehicle No : .....

Monthly Rental : .....

**Employment details** Employed / Self Employed

Employed

- Designation - .....
- Name of Employer - .....
- Address of Employer - .....
- Tel. No - .....

Self Employed

- Nature of Business

SME

- Sector details

(Manufacturing, services, agriculture, construction, trading business etc)

- Annual Turnover – Rs. ....

I am currently unable to re-pay my lease/loan installments due to the following reasons:

.....

Moratorium requested period: ..... months from 01 October 2020 (maximum period allowed will be six months)

I can be contacted on ..... for any additional information/clarifications.

Thank You

Name ..... Signature .....

NIC No ..... Address .....

Name ..... Signature .....

NIC No ..... Address .....

\*Please submit the completed application form to the nearest Branch of Orient Finance PLC or submit via email to: [covid19@orient.lk](mailto:covid19@orient.lk) on or before 25<sup>th</sup> November 2020.

Note:

1. This application will be considered by Orient Finance on the basis of the loss of income or loss of revenue due to the 2<sup>nd</sup> wave of covid-19 and the financial difficulties faced by you/your business.
2. If your application is accepted, your existing installment for the eligible moratorium period, that includes the capital and interest will be converted to a term loan which will have to be re-paid commencing 01 April 2021 and will be subject to interest at a rate not exceeding 11.5% p.a.