



CLIENTS INFORMATION SHEET

Business Name / Company Name			
Address			
Telephone		Fax No.	
E-mail			
FORM OF BUSINESS ORGANIZATION ☐ Single Proprietorshi ☐ Partnership ☐ Corporation			
SEC No.		VAT	
YEAR ESTABLISHED		NO. OF EMPLOYEES	
KEY PERSONNEL			
Position	CONTACT PERSON		EMAIL
President/ Gen. Manager			
Finance Manager			
Traffic Manager			
Nature of Business			
Shipping Information (Commodity, Import/Export, Terms of Shipment, Origin Destination, Etc.)			
BANKING INFORMATION			
Depository Bank	Branch		Acct. no.
CHECK SIGNATORIES			
Name	Position	Specimen Signature	
OTHER INFORMATION (COLTRANS USE ONLY)			
Date Filed			
Filed by			