

## Document Checklist for Limited Company

Please Tick:



<b>1.</b>	<p>Please confirm your acceptance of this Loan Offer by the person(s) authorised by the resolution of the Board of Directors to sign on behalf of the Company on page 4 and having it witnessed; the witness must be a non-relative.</p> <p><b>NB: Please ensure that the signature date(s) and witness date match.</b></p>	
<b>2.</b>	<p>State Aid – Please read State Aid De Minimus rules on page 5 carefully and sign.</p> <p><b>NB: If no State Aid has been received, please input 'Nil' in the top 3 boxes.</b></p>	
<b>3.</b>	<p>Return of completed Indemnity(s), witnessed and dated by all Indemnifiers.</p>	
<b>4.</b>	<p>Return Corporate Certificate signed by the person(s) authorised by the resolution of the Board of Directors to sign on behalf of the Company includes 3 appendices completes.</p>	
<b>5.</b>	<p>Return of the Board Resolution duly signed by the Chairman of the Board Meeting.</p>	
<b>6.</b>	<p>Business Bank Account statement or Letter from Bank confirming details of your Business Bank account along with:</p> <ul style="list-style-type: none"> <li>❖ Completed Drawdown Notice.</li> <li>❖ Completed Direct Debit Mandate.</li> </ul> <p><b>NB: Your Business Bank Account details (BIC &amp; IBAN) should match that on your Business Bank Account Statement.</b></p>	
<b>7.</b>	<p>Certificate of Incorporation self-certified with the phrase 'I certify that this is a true copy of the original' signed &amp; dated by a Director.</p>	
<b>8.</b>	<p>Tax Clearance Certificates for the Limited Company &amp; Indemnifier(s).</p> <p><b>NB: The Certificates must be in date at time of Drawdown.</b></p>	
<b>9.</b>	<p><b><u>Certified copies of Passport or Driving Licence for two Directors and all Indemnifier(s):</u></b></p> <p>List of acceptable forms of ID on back of this page.</p> <p><b>NB: Please ensure copy of ID is fully visible, and the stamp is on front of the document.</b></p>	
<b>10.</b>	<p><b><u>Two original documents each for proof of home address for two Directors and all Indemnifier(s):</u></b></p> <p>List of acceptable documents on back of this page.</p>	
<b>11.</b>	<p><b><u>Memorandum and Articles of Association or Constitution</u></b></p>	
<b>12.</b>	<p><b><u>Mentoring Declaration Form (if applicable)</u></b></p>	

**1 x Proof of Identity** – Certified copy of your passport, driving licence or EU Identity card is required, **signed & stamped** by one of the following:

- } An employee of Microfinance Ireland
- } An employee of the Local Enterprise Office
- } Bank or Building Society
- } Garda Síochána
- } Chartered and certified Public Accountant
- } Notary Public/ Practising Solicitor
- } Commissioner for Oaths

**2 x Proof of Current Permanent Address** – Two original documents or certified copies within the specified time periods from the list below, **showing your name and address** are required for proof of current permanent address:

- } Utility bill – gas, electricity or landline phone ( 6 months)
- } Bank or Building Society statement (6 months)
- } Tax Free Allowance Certificate or Tax Clearance Certificate (12 months)
- } Balance Statement from the Revenue Commissioner (12 months)
- } Revenue Commissioners C2 Tax Certificate (12 months)
- } Social Insurance Documents (12 months)
- } Household/ Motor Insurance Certificate (12 months)\*

**\*Please ensure if you are providing ‘Household/Motor Insurance Certificates’ that it is not a covering letter, but the policy itself.**

#### **Important Notes**

- Original documentation will be sent back to you upon request.
- Your Loan funds will be transferred to your Business Bank Account within 2 days of receiving all necessary documents.
- Repayments will commence on the 15<sup>th</sup> day of the month following drawdown.