

Document Checklist for Sole Trader

Please Tick:



1.	<p>Please confirm your acceptance of this Loan Offer by signing page 4 and having it witnessed; the witness must be a non-relative.</p> <p>NB: Please ensure that the signature date and witness date match.</p>	
2.	<p>State Aid – Please read State Aid De Minimus rules on page 5 carefully and sign.</p> <p>NB: If no State Aid has been received, please input 'Nil' in the top 3 boxes.</p>	
3.	<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"> ❖ Completed Drawdown Notice. ❖ Completed Direct Debit Mandate. <p>NB: Your Business Bank Account details (BIC & IBAN) should match that on your Business Bank Account Statement.</p>	
4.	<p>Tax Clearance Certificate for you.</p> <p>NB: The Certificate must be in date at time of Drawdown.</p>	
5.	<p><u>Certified copy of your Passport or Driving Licence:</u></p> <p>List of acceptable forms of ID on back of this page.</p> <p>NB: Please ensure copy of ID is fully visible, and the stamp is on front of the document.</p>	
6.	<p><u>Two original documents for proof of your home address:</u></p> <p>List of acceptable documents on back of this page.</p>	
7.	<p><u>Mentoring Declaration Form</u> (if applicable)</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 15th day of the month following drawdown.